



**TOWN OF ABINGDON, VIRGINIA
PLANNING COMMISSION MEETING
MONDAY, FEBRUARY 26, 2024 – 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 Town of Abingdon, Virginia Planning Commission Regular Meeting. We appreciate your interest and we encourage public participation in our meeting. Your comments are important to our decision making process. Please note that there will be opportunities during the meeting for you to address the Commission members. The first opportunity will come if there is a public hearing on the agenda when the Chairman declares the hearing open for comment. The second opportunity to address the Commission will come near the end of the agenda when the Chairman will inquire if anyone wishes to address the members of the Commission. Anyone addressing the Commission will approach the podium; give your first and last name and your complete physical address. Comments must be limited to three minutes.

- A. WELCOME – Kenny Shuman**
- B. ROLL CALL – Mayana Rice, Assistant Town Manager**
- C. APPROVAL OF MINUTES: REGULAR MEETING, JANUARY 22, 2024**
 - **January 22, 2024, Regular Meeting**
- D. PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**
- E. CERTIFICATE OF APPROPRIATENESS**
 - 1. Certificate of Appropriateness – Slep, Brant & Sanders, 480 E. Main Street, Abingdon, VA 24210; Owner. Bristol Sign Company; Applicant. Certificate of Appropriateness for Signage. Located at 480 E. Main Street, Abingdon, VA 24210. Tax Map ID (014-6-1)**
 - A. Staff report – Caleb Conklin**
 - B. Applicant presentation**

C. Public comment concerning item

D. PC discussion and decision

- 2. *Certificate of Appropriateness – Marathon Realty Corp.; Owner. Charity Sparks, Snyder Signs; Applicant. Certificate of Appropriateness for Signage. Located at 117 Cook Street, Abingdon, VA 24210. Tax Map ID (021-8-2)***

A. Staff report – Caleb Conklin

B. Applicant presentation

C. Public comment concerning item

D. PC discussion and decision

- 3. *Certificate of Appropriateness – Tabitha Estep, The Coal Miner’s Daughter Mercantile; Applicant/Owner. Certificate of Appropriateness for Signage. Located at 252 W. Main Street, Abingdon, VA 24210. Tax Map ID (012-1-131)***

A. Staff report – Caleb Conklin

B. Applicant presentation

C. Public comment concerning item

D. PC discussion and decision

F. OLD BUSINESS/MATTERS NOT ON THE AGENDA

- **260 W. Main Street, COA Waiver, Exterior Egress Metal Stair**

G. ANNOUNCEMENTS

H. ADJOURNMENT

**TOWN OF ABINGDON
PLANNING COMMISSION
MONDAY, JANUARY 22, 2024, 5:30 PM
COUNCIL CHAMBERS, MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, January 22, 2024,
at 5:30 PM in the Council Chambers of the Municipal Building.

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

Members Present:

Mr. Wayne Austin	Present
Mr. Jeff Johnson	Present
Mr. Michael Weaver	Present
Mr. Kirk Sproles	Present
Mr. Scott Wilson	Present
Mr. Kenny Shuman	Present

Members Absent:

Mr. Chad Pennington	Absent
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Comprising a quorum of the Commission – Yes

Administrative Staff Present:

Mrs. Mayana Rice – Assistant Town Manager
Mr. Gabe Cristofari – Senior Planner/GIS
Mr. Caleb Conklin – Planner I

Guests: None

- C. APPROVAL OF MINUTES: REGULAR MEETING, DECEMBER 18, 2023.
(VIDEO 6:56 – 7:30)**

- December 18, 2023, Regular Meeting

On a motion by Mr. Austin, seconded by Mr. Wilson, the Planning Commission approved the Regular Meeting Minutes for December 18, 2023.

The roll call vote was as follows:

Mr. Wayne Austin	Aye
Mr. Jeff Johnson	Aye

Mr. Michael Weaver	Abstain
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

D. PUBLIC COMMENTS: None

E. CERTIFICATE OF APPROPRIATENESS

- 1. *Certificate of Appropriateness – Young & Associates, Inc., 5583 Bobby Hicks Hwy Suite 111, Johnson City, TN 37615. Owner. Trish Thompson, Skyway Outdoor Inc.; Applicant. Certificate of Appropriateness for Signage. Located at 480 Cummings Street, Abingdon, VA 24210. Tax Map ID (020-10-2) (VIDEO 7:31 – 33:28)***

Mr. Conklin provided the staff report.

Young & Associates, Inc. (Owner) and Trish Thompson of Skyway Outdoor, Inc. (Applicant) have requested approval of a Certificate of Appropriateness to remove the existing wall sign and replace two existing freestanding signs. Located at 480 Cummings Street (Parcel 020-10-2). 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.

Generally, the Subject Property is located at 480 Cummings Street. There is an existing wall sign and two existing freestanding signs used for the business. The building was previously occupied by Shoney's and is currently occupied by Fiddler's Restaurant.

The applicant proposed to remove the existing wall sign above the primary entryway of the building. Staff contacted the applicant and asked if another wall sign would replace the existing wall sign. The applicant stated there will be no replacement at this time.

The Town Zoning Code allows for one monument sign per street frontage in the General Business District (B-2). There are two existing freestanding signs on the property that the previous business used. There is no known date for when these signs were installed. The pylon sign is a non-conforming sign. No variance was found by staff. The Planning Commission could require the applicants to bring the sign into conformity.

The proposed pylon sign is 140 square feet in area larger than allowed by code. The proposed sign is 31 feet taller than allowed by code. The proposed signs will match the size of the existing monument and pylon freestanding signs. There will be no change in area, height, or location.

The existing pylon freestanding sign and cabinet will be removed and replaced with a new fabricated, internally illuminated, double-sided cabinet with digitally printed panagraphic flex faces. The sign will measure 25 ft. x 8 ft. with a total area of 200 sq. ft. The proposed sign's size will match the existing sign's size. The height of the sign is 46 ft. The color of the sign will consist of the outside edge being Pantone 7488 CP, the lettering to use Pantone 2322 CP and Pantone 4023 CP, and the background to be white.

The existing freestanding monument sign's existing faces will be replaced with new faces that are to be decorated with digitally printed, first surface applied vinyl. The proposed sign's size will match the existing sign's size. The existing electronic messaging display below the proposed sign will not be changed. The color of the sign will consist of the lettering being Pantone 2322 CP and Pantone 4023 CP and the background to be white.

Mr. Austin (PC) asked the board for discussion on bringing the sign into conformity. Mr. Wilson (PC) asked what the allowable height is. Mrs. Rice (Staff) answered that the allowable height is 15 feet, and the allowable area is 60 square feet.

Mr. Johnson (PC) asked if staff found any documentation of the existing pylon sign. Mrs. Rice answered that the staff was unable to find documentation in past records. Mr. Cristofari (Staff) stated that he looked through the Planning Commission and Board of Zoning Appeals minutes in the 1980's, 1990's, and 2000's and was unable to find any variance or waiver that related to the pylon sign. Mrs. Rice stated that staff investigated the zoning code from 1993 and it had stated the same requirements as the updated code.

Mr. Wilson asked what the distance from the sign to I-81 was. Mr. Conklin (Staff) answered that the distance is approximately a quarter mile.

Steve Nolley (Applicant) asked if the board was wanting the sign to be brought down, will there be an opportunity to make face replacements instead of taking it down due to the sign being crucial to attract business from I-81. Mrs. Rice answered that because the business is in the Entrance Corridor the business cannot just do a face replacement. Mrs. Rice asked the size of the smaller monument sign. Mr. Nolley answered that he was unsure at the time. He stated that the owner would prefer to forgo the monument sign if the pylon sign was to be approved.

Mr. Austin asked the applicant if they were willing to table the discussion. Mr. Nolley answered that they could do that, but the owner wants to have signage for the opening of the business. Mr. Shuman (PC) asked where the appeal would go to if the sign was approved to be brought into compliance. Mrs. Rice stated that the appeal would go to the Town Council.

Mr. Wilson asked what other properties near the business have larger freestanding signs. The board looked at various businesses using Google Maps that showed larger freestanding signs used near the business. Mrs. Rice stated that there are multiple signs that are larger than the code allows on Cummings Street, however, if the board is wanting the sign to come into compliance, this is the time to require that.

Mr. Weaver (PC) stated that because the applicant will not be changing the height and area of the sign, he is fine with the proposal. The board discussed when other larger freestanding signs were put in on Cummings Street. Mr. Sproles (PC) stated that because of the many signs on Cummings Street that are not in compliance with the code, he doesn't see the need to change the proposed sign. Mr. Sproles mentioned that he thinks that bringing the sign

down will be detrimental for the business to advertise for people on I-81. Mr. Austin stated that the board needs to look at revamping the sign code.

Mrs. Rice mentioned that staff did not measure the exact square footage of the proposed sign and that it could be a variance that could go before the Board of Zoning Appeals. Mr. Nolley stated that they did measure the sign and they are going back with the exact square footage.

On a motion by Mr. Sproles, seconded by Mr. Weaver, the Planning Commission voted to approve the COA as presented.

The roll call vote was as follows:

Mr. Wayne Austin	Aye
Mr. Jeff Johnson	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

- 2. Certificate of Appropriateness – Abingdon Development Company, Inc. Owner. Tumbling Creek Cider Company and Delta Blues Drafthouse; Applicant. Certificate of Appropriateness for Signage. Located at 238 W. Main Street, Abingdon, VA 24210. Tax Map ID (012-1-127) (VIDEO 33:29 - 49:29)***

Mrs. Rice provided the staff report.

Development Company (Owner) and Tumbling Creek Cider Company and Delta Blues Drafthouse (Applicants) have requested approval of a Certificate of Appropriateness to add wall signage to the Abingdon Commons building for their respective businesses. Located at 238 W. Main Street (Parcel 012-1-127). The property is within the Central Business District (B-3) and is within the Entrance Corridor therefore requiring the approval of the Planning Commission prior to completion.

Generally, the Subject Property is located at 238 W. Main Street. Abingdon Commons will be occupying Carter Bank & Trusts' former location. The existing rear building is made of CMU.

There are two (2) businesses that want to add signage to the structure. These businesses acknowledged that there is existing approval through the Comprehensive Sign Plan (August 2023) for signage. However, they are wanting additional square footage. The businesses are proposing to add signage onto the East elevation of the Abingdon Commons rear CMU addition for their respective businesses. Both proposed signs will go above and on top of the existing pergola. The signs will be attached with appropriate hardware and fasteners.

The Tumbling Creek Cider Company wall sign will be a single row 12 in. x 18 in. metal or vinyl freestanding lettering. The square footage will be 18 in. x 240 in. for a total of 30 sq. ft. The lettering color will be white with black borders.

The Delta Blues BBQ sign will be stacked 12 in. x 18 in. metal or vinyl freestanding lettering. The square footage will be 36 in. x 144 in. for a total of 36 sq. ft. The lettering color will be blue.

Both additional sign areas meet the underlying zoning district maximum square footage.

Justen Dick (Owner) stated that this proposal is to help Tumbling Creek Cider Company and Delta Blues BBQ businesses to have success in downtown Abingdon. Mr. Johnson (PC) asked for clarification if the proposal is in lieu of the Comprehensive Sign Plan that was approved. Mrs. Rice (Staff) answered that it is. Mrs. Rice stated that if the signage was to change in the future, the new signage would be based off the square footage approved.

Mr. Weaver (PC) asked how the signage will be mounted. Nathan Berg (Representative) stated that the signage would be on the leaning edge of the pergola and there would be braces diagonally going back to the frame. Mr. Weaver asked if the signage would be individual lettering. Mr. Berg answered that he can't speak for the sign company but assumes that the lettering would be connected.

Mr. Shuman (PC) asked if the Delta Blues signage must be stacked or if it can be brought down to the level of the Tumbling Creek signage. Delta Blues representative stated that they are willing to not stack the signage. Mr. Wilson (PC) stated that the pergola looks taller in the field photo than in the drawing. Mr. Shuman asked if the entrance to both businesses are on different levels. Mr. Berg answered that is correct.

Mr. Johnson asked for the height of the taproom. Mr. Berg was unsure of the exact height at the time. Mr. Shuman asked the location of the businesses inside the building. Mr. Berg stated that the rear building will house both businesses. Mr. Shuman stated that he personally doesn't want to see the Delta Blues signage stacked and that it would look more uniform with the Tumbling Creek signage.

On a motion by Mr. Austin, seconded by Mr. Johnson, the Planning Commission voted to approve the COA as presented, apart from the Delta Blues signage to not being stacked.

The roll call vote was as follows:

Mr. Wayne Austin	Aye
Mr. Jeff Johnson	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

F. OLD BUSINESS/MATTERS NOT ON THE AGENDA

Mrs. Rice (Staff) stated that another amendment to the sign code may be made. Mr. Austin (PC) asked if staff can investigate the matter and discuss it in the next meeting. Mrs. Rice answered that staff will look at the signage on Cummings Street near the interstate.

Mr. Johnson (PC) stated his concern on the Comprehensive Sign Plan structure and how it can be modified by applicants coming back to the board for requests. Mrs. Rice stated that the board has the option to deny their requests. The board discussed the process of the Comprehensive Sign Plan and how they would like to move forward on future plans brought to the board.

G. ANNOUNCEMENTS

H. ADJOURNMENT

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

The roll call vote was as follows:

Mr. Wayne Austin	Aye
Mr. Jeff Johnson	Aye
Mr. Michael Weaver	Aye
Mr. Kirk Sproles	Aye
Mr. Scott Wilson	Aye
Mr. Kenny Shuman	Aye

Adjourn Time 6:27 p.m.

Kenny Shuman, Chairman

Mayana Rice, Director of Community
Development



STAFF REPORT

TO: ABINGDON PLANNING COMMISSION

FROM: CALEB CONKLIN, TOWN PLANNER I

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE

PUBLICATION DATE: FEBRUARY 19, 2024

MEETING DATE: FEBRUARY 26, 2024

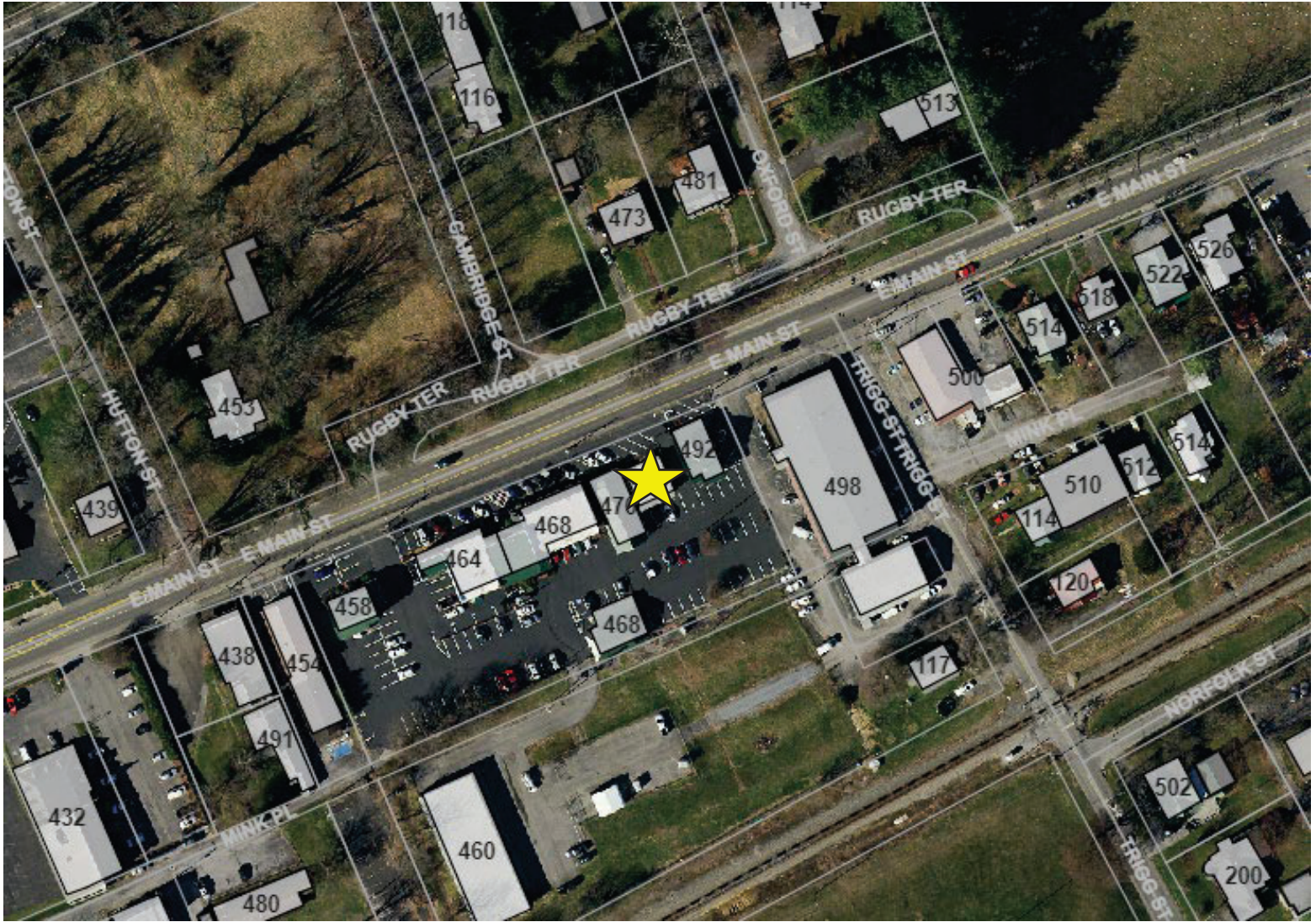
LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

REQUEST:

Slemp, Brant, & Saunders Insurance Agency (Owner/Applicant) and Bristol Sign Company (Representative) have requested approval of a Certificate of Appropriateness to replace an existing freestanding sign and wall sign located on the property. Located at 480 E. Main Street (Parcel 014-6-1).

The property is within the General Business District (B-2), the Entrance Corridor, and can be seen from a public right of way therefore requiring the approval of the Planning Commission prior to completion.

VICINITY MAP:



ENTRANCE CORRIDOR:

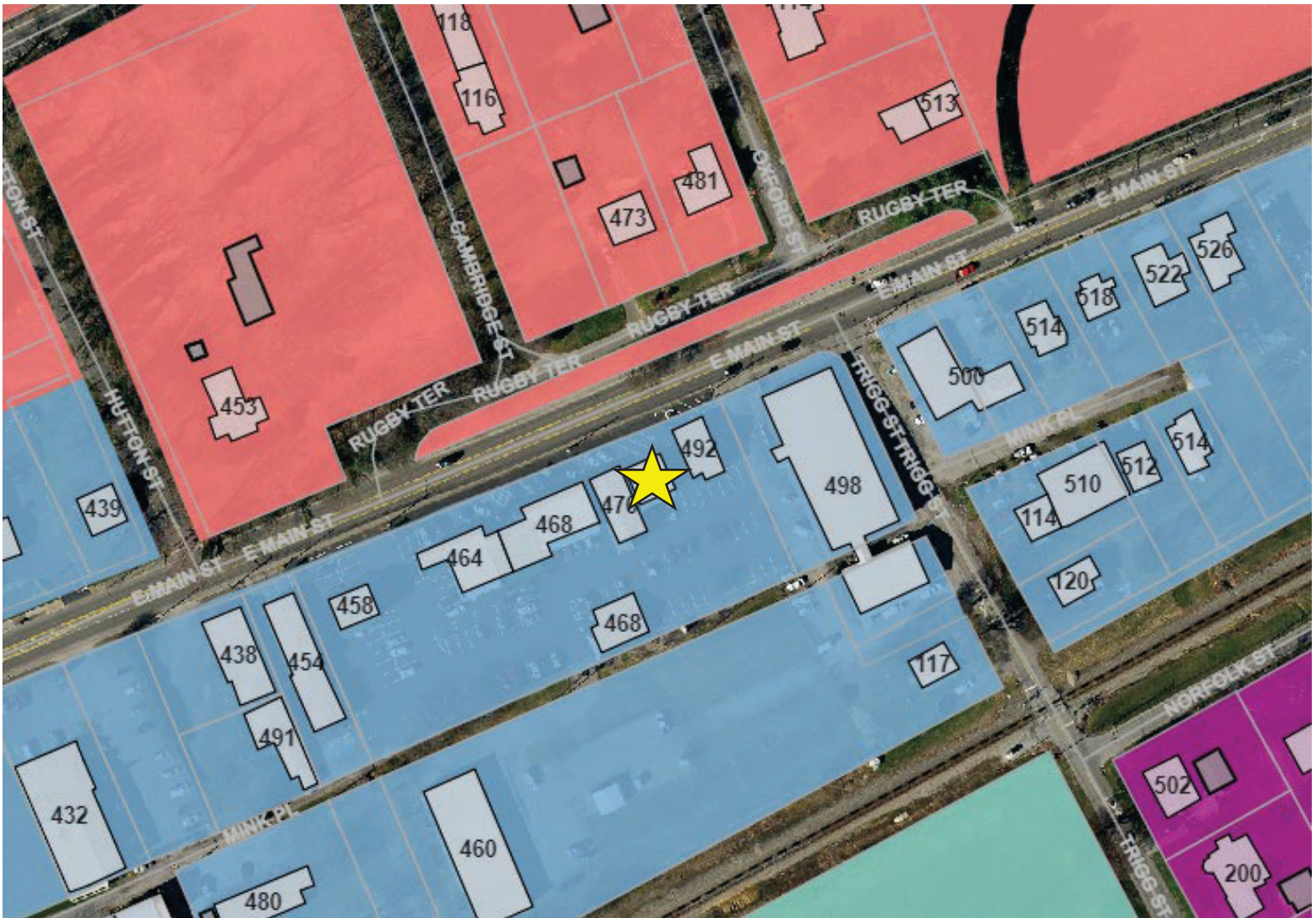


Street view of 480 E. Main Street looking East



Street view of 480 W. Main Street looking West

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 1.676 acres and is legally described as NEW PARCEL 1 REPLAT OF THE JOHNSON CENTER INC ACR 1.676 (Tax Map No. 014-6-1). Generally, the Subject Property is located at 480 E. Main Street.
 2. **Background.** 480 E. Main Street is one of many businesses located in the approximately 1.676 acre parcel. There is an existing freestanding sign and wall sign from a previous business.
 3. **Access.** Access to the site will continue to be E. Main Street.
 4. **Adjacent Land Uses/Zoning.** Adjoining properties to the North are zoned Residential District (R-3). Adjoining properties on the East, West, and South are zoned General Business District (B-2).
5. **Applicable Requirements of the Zoning Ordinance.**

General Sign Standards.

Division 4. Signs.

Section 8-4-1. Purpose and Intent.

(a) These sign regulations are intended to define, permit, and control the size, material, location, and condition of signs in a manner that as its first priority protects those who travel in and through the Town. Town Council has adopted these regulations in order to achieve the following community goals and objectives:

- (1) Protect the health, safety, and welfare of the public.*
- (2) Equitably distribute the privilege of using the public environs to communicate private information.*
- (3) Safeguard the public use and nature of the streets and sidewalks.*
- (4) Protect and enhance the visual environment of the Town.*
- (5) Discourage the diminishing of property values in the Town.*
- (6) Minimize visual distractions to motorists using the public streets.*
- (7) Promote the economic growth of the Town by creating a community image that is conducive to attracting new business and industrial development.*
- (8) Permit reasonable effectiveness of signs and to prevent their over-concentration, improper placement and excessive height, bulk, density, and area.*

(9) Promote the safety of persons and property by requiring that signs not create a hazard due to collapse, fire, decay, or abandonment.

(10) Ensure that signs do not obstruct fire-fighting efforts or create traffic hazards by confusing or distracting motorists or by impairing drivers' ability to see pedestrians, obstacles, other vehicles, or traffic signs.

(11) Promote commerce and trade, with recognition of the effects of signage on the character of the community.

(b) The Town Council finds that the regulations in this Article advance the significant government interests identified herein and are the minimum amount of regulation necessary to achieve those interests.

Section 8-4-2. Administration.

(b) Application and permit

(7) Sign Permit Required

b. For signs within the Town's entrance corridor, such permit shall conform to the requirements of such district and require Certificate of Appropriateness issued by the Planning Commission.

Section 8-4-5. General.

(a) Standards.

(1) Any sign displayed in the Town of Abingdon, shall comply with:

a. All provisions of this Article;

b. All applicable provisions of the Uniform Statewide Building Code and all amendments thereto; and,

c. All state and federal regulations pertaining to the display of signage.

d. Sign area calculations.

(2) The following method shall be utilized in the calculations of sign area:

a. 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.

b. 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.

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

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

(b) Minimum setback. The minimum setback from any right-of-way, unless otherwise specified, is half (1/2) the height of the sign.

(c) Illumination.

(1) All permitted signs may be indirectly lighted. Non-residential signs within a residential district may be illuminated as outlined in Section 8-4-6. Signs within a Business or Industrial district may be internally lighted, unless such lighting is specifically prohibited in this Article.

(2) No sign shall be illuminated in such a way that light may shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit zoned.

(3) Any electrical sign shall display the required UL, ETL, CSA, or ULC label.

(4) Illumination shall be no greater than 10,000 nits or foot candles from sunrise to sunset or 700 nits or foot candles from sunset to sunrise and be equipped with automatic brightness control which can dim the display brightness when ambient conditions exist.

(5) Electronic service lines shall be underground.

Section 8-4-6. Districts.

(a) District regulations

(1) 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.

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

Certificate of Appropriateness.

Division 6. Certificates of Appropriateness and Other Historic Permissions.

3-6-3. Standards and procedure.

(f) Standards for Planning Commission review within the EC Overlay District and associated projects.

(1) The Planning Commission shall not consider interior arrangement of the building or structure or features not subject to view from a public street, right-of-way or place. In

addition to those specified in the design review guidelines, the Planning Commission shall consider the following matters in passing on the appropriateness of a particular project:

- a. The following recommendations are provided for architectural styles and general building characteristics:*
 - 1. Materials, colors and general style of buildings within a development should be coordinated.*
 - 2. Heating and air-conditioning units, ventilation units, and mechanical equipment shall be screened from view from public streets.*
 - 3. Loading docks, trash containers, mechanical equipment and any sites for storage facilities shall be screened from view from public streets.*
 - 4. The effective visual mass of large buildings should be reduced by variations in roofline, building angles, dimension, relief, color, architectural detailing and landscaping.*
- b. Design review guidelines. New buildings or exterior alterations to existing structures should include one or a combination of the following materials/methods of construction:*
 - 1. Wood frame (or fiber cement board), with brick, stone, or concrete foundations; brick construction or brick facing; finished concrete block; roof materials of standing seam metal, asphalt shingle, and rubber membrane/parapet for flat roof forms.*
 - 2. Windows should be used to provide interest and surface variations on building elevations. Blank building walls are discouraged for most commercial applications.*
 - 3. The design of gas station canopies, building canopies and other accessory structures should be compatible with the scale, color, materials, and detail of the buildings they serve.*
 - 4. Site walls and retaining walls should be comprised of brick, or concrete; brick facing on a concrete or concrete masonry unit wall is permitted. The use of segmental/modular concrete block is discouraged. Site walls should be considered as part of site terracing in increments; site walls out of proportion with building foundations or the human figure are discouraged.*
 - 5. Roof forms may be single gable, cross gable, gambrel, hip, parapet, or flat forms. Mansard roof forms are not recommended on modern-styled buildings.*

6. *Site materials shall be limited to local stone, asphalt, concrete, and exposed aggregate concrete.*
7. *Facade colors preferably shall be of low reflectance white, earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors are discouraged.*
8. *Trademark buildings and related features including signs shall be modified to meet these design standards.*
9. *Parking lots will be interconnected on adjacent parcels whenever possible.*
10. *Small, landscaped and interconnected parking lots, rather than large, central parking lots shall be encouraged.*
11. *Parking lots shall not dominate the image of a site.*
12. *Where sidewalks exist adjacent to individual project sites pedestrian access from the sidewalk into individual project sites as well as within sites and between sites shall be provided.*
13. *Lighting, landscaping, parking, and sign requirements of Article VIII shall be followed.*
14. *The Planning Commission is permitted to reduce the parking space requirement when the interests of the Town are better served.*

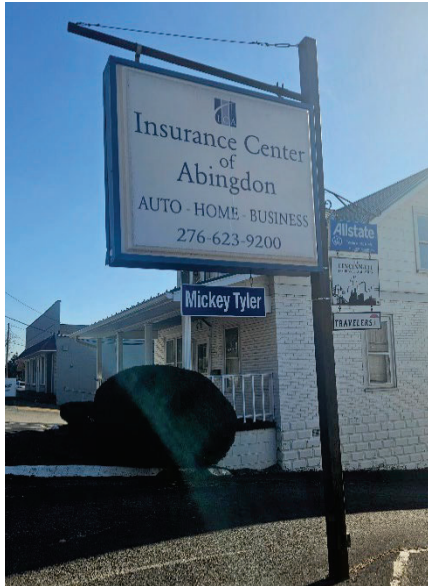
Entrance Corridor District.

5-3-1. Boundaries. The boundaries of the EC District shall be the boundaries of the Office and Institutional District, Business Districts, and Limited Industrial Districts (OI, B-1, B-2, B-3, and M-1), as they are found on the following streets of the Town:

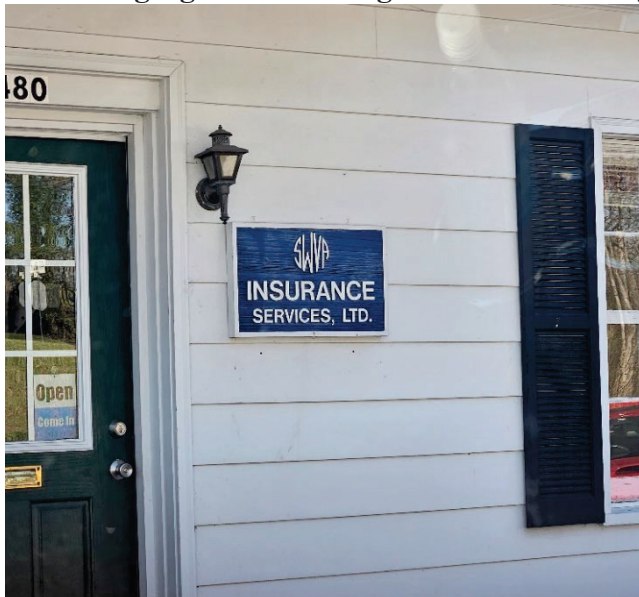
- (1) East Main Street, from the OH District to Thompson Drive;*
- (2) West Main Street from the OH District to Porterfield Highway;*
- (3) Cummings Street, from Interstate 81 to the OH District; and*
- (4) Russel Road (full length).*

Staff Findings:

The applicant proposes to remove the existing vinyl graphics on the existing internally illuminated freestanding sign. It will be refaced with acrylic faces and blue vinyl lettering. The background will be gray. The sign will stay internally illuminated and will face perpendicular to E. Main Street. The cabinet of the sign will be painted to match the sign's blue lettering. The sign will measure 72 in. x 60 in. with a total area of 30 sq. ft. The small name plate underneath the existing sign will be removed permanently. The freestanding sign meets the Zoning Code requirements.



The existing wall sign on the North elevation of the building will be removed and replaced with a Wrisco aluminum digitally printed sign measuring 24 in. x 15 in. with three aluminum digitally printed name plates measuring 18 in. x 4 in. each. The total area will measure 4 sq. ft. The proposed wall sign and name plates' color scheme matches that of the proposed freestanding sign. The wall sign meets the Zoning Code requirements.



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).



Entrance Corridor of Appropriateness Application

Date: 02/07/2024

Location of Property

Street Address: 480 E Main Street Parcel #: 014-6-1
City, State, Zip: Abingdon, VA 24210

Applicant Information

Applicant Name: Bristol Sign Company Phone: 276-669-0811
Walden, LLC Email: office@bristolsign.com
Mailing Address: PO Box 16938 Relation: Other Contractor
City, State, Zip: Bristol, VA 24209

Property Owner

Owner Name: Slemp, Brant & Saunders Phone: 276-669-0811
Mailing Address: 480 E Main Street Email: office@bristolsign.com
City, State, Zip: Abingdon, VA 24210 Business: Slemp, Brant & Saunders
Insurance Agency

Project Information

Located in Entrance Corridor: Yes Walls & Fences: N/A
Site Plan for New Construction: N/A Contain Dimensions: Yes
Plan Contains location(s) of structures: Yes Callouts Proposed vs Existing: Yes
Plan Contains Alterations: N/A Callouts Material(s) and Colors: Yes
Drawings for Alterations/Construction: Yes Photos of Area: Yes
Add after: Yes Description: We are changing faces on the road
Structures w/Elevations: N/A sign and the building plaque while adding name
plates underneath the plaque.
Samples Provided: 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 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.

Brenna Olvera

02/07/2024

Name

Date

Owner Affidavit

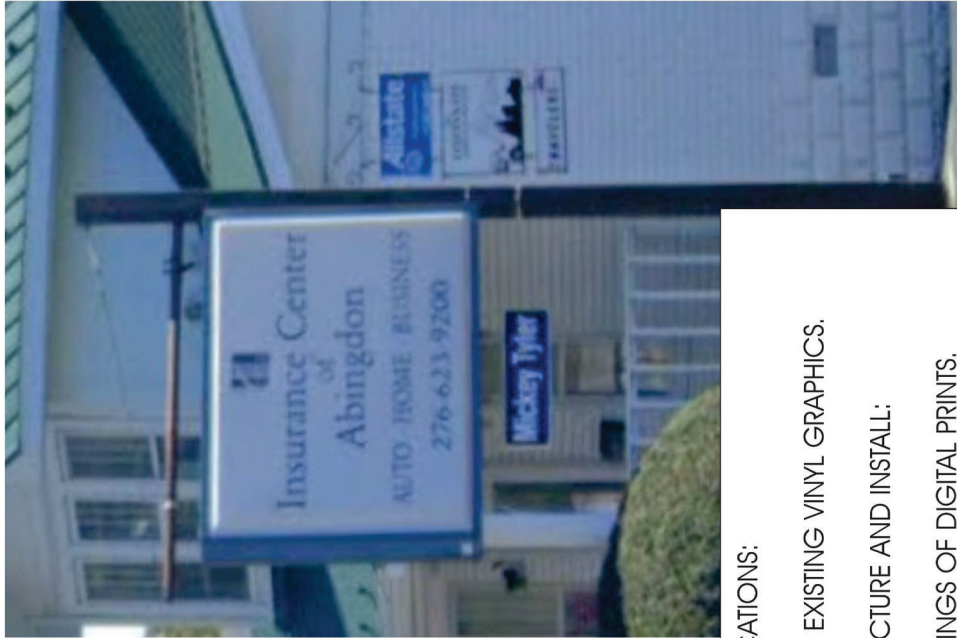
My signature below confirms that I am familiar with the Code of Virginia, Title 54.1-1111 which regulates contractors; I am aware that anyone who performs work for me is required to have a state contractor license and trade certification (if applicable); that I may be subject to with-holding taxes for those working on my project; and that I am not subject to licensure as a contractor or subcontractor for this project.

Slemp, Brant & Saunders

02/07/2024

Property Owner

Date



SPECIFICATIONS:

REMOVE EXISTING VINYL GRAPHICS.

MANUFACTURE AND INSTALL:

(2) READINGS OF DIGITAL PRINTS.

PAINT CABINET TO MATCH SBS BLUE.



DIGITAL PRINT WITH GRAY BACKGROUND

Sketch Number: _01_01 Scale: N/A Date: 11-29-2023 Designer: RTF Approved By: _____

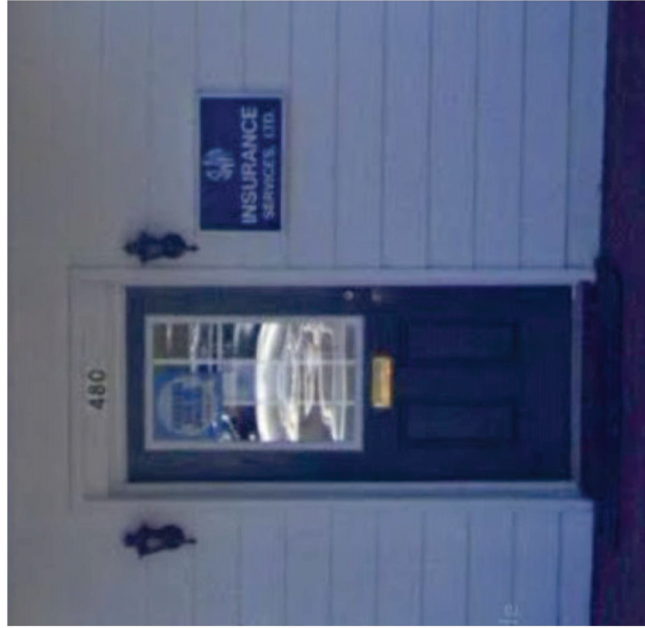
Approval Date: _____

PO BOX 16938 • Bristol • VA • 24202 • 276.669.0811 • 800.736.6180 • Fax.276.645.6683 • www.BristolSign.com • Sales@BristolSign.com • Quality Signs Since 1969

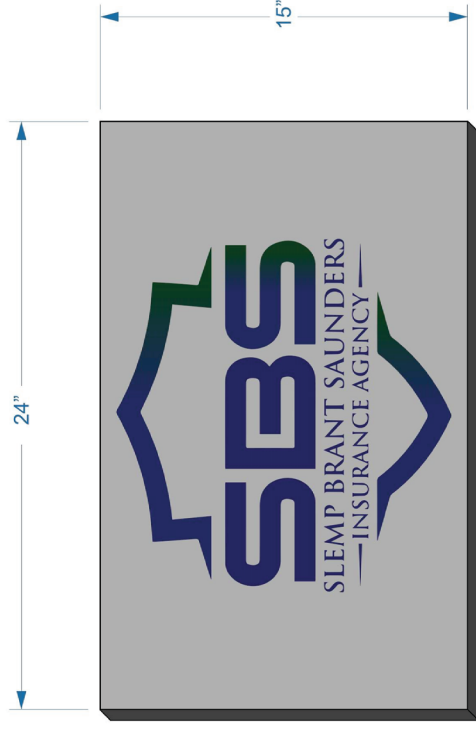
ALL ARTWORK IS PROPERTY OF BRISTOL SIGN COMPANY, WALDEN, LLC. DO NOT REPRODUCE WITH OUT WRITTEN CONSENT FROM BRISTOL SIGN COMPANY WALDEN, LLC. ARTWORK CAN BE PURCHASED SEPARATELY FOR AN ARRANGED PRICE. ACTUAL LAYOUT AND DESIGN MAY VARY ACCORDING TO PRODUCTION DETAILS.



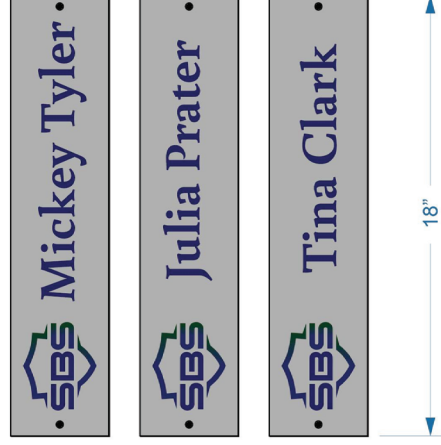
EXISTING:



WRISCO SIGN:



NAME PLATES:



SPECIFICATIONS:

REMOVE EXISTING BUILDING SIGN.

MANUFACTURE AND INSTALL:

- (1) WRISCO WITH DIGITAL PRINT.
- (4) .080 ALUMINUM NAME PLATES WITH DIGITAL PRINTS.





STAFF REPORT

TO: ABINGDON PLANNING COMMISSION

FROM: CALEB CONKLIN, TOWN PLANNER I

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE

PUBLICATION DATE: FEBRUARY 19, 2024

MEETING DATE: FEBRUARY 26, 2024

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

REQUEST:

Marathon Realty Corp. (Owner/Applicant) and Charity Sparks of Snyder Signs (Representative) have requested approval of a Certificate of Appropriateness to install two freestanding signs and two wall signs on the property. Located at 117 Cook Street (Parcel 021-8-2).

The property is within the General Business Zoning District (B-2) and is within the Meadows Planned Unit Development. As such there is a requirement for the approval of an Entrance Corridor Certificate of Appropriateness as well as additional standards identified in the covenant. Approval of the Entrance Corridor Certificate of Appropriates is granted by the Planning Commission.

VICINTY MAP:



ENTRANCE CORRIDOR:

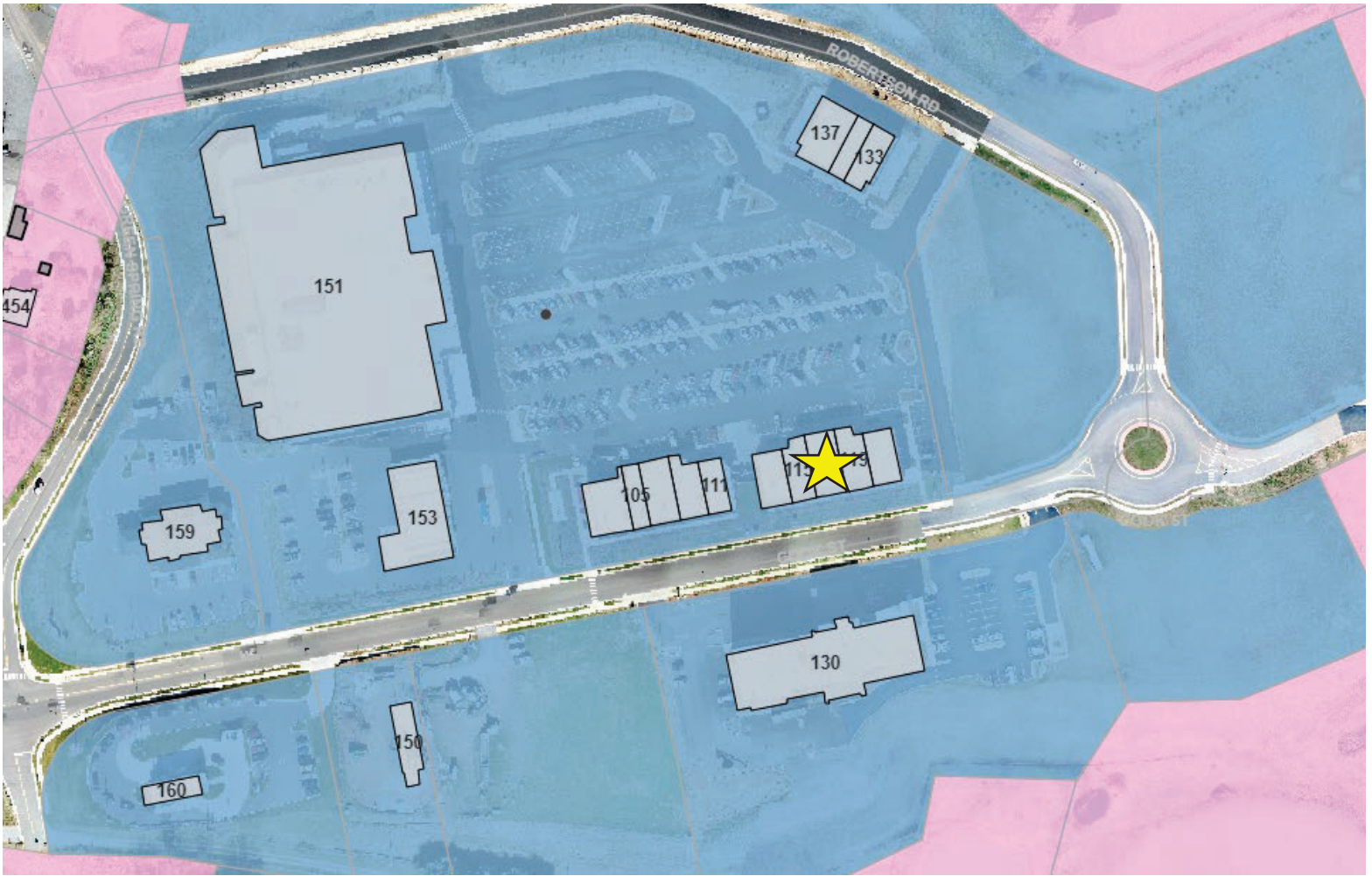


Street view of 117 Cook Street looking East



Street view of 117 Cook Street looking West

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 10.595 acres and is legally described as PARCEL 2 PT THE MEADOWS PROJECT NEW AREA 10.595. Generally, the Subject Property is located at 117 Cook Street.
2. **Background.** The site is part of The Meadows Planned Unit Development. The design, uses, entrance locations and the final plat dictate many of the requirements on the parcels located within The Meadows. This project is subject to those requirements as well as the Entrance Corridor requirements identified in the Town of Abingdon Zoning Ordinance.
3. **Access.** Access to the site will continue to be Cook Street.
4. **Adjacent Land Uses/Zoning.** Adjoining properties to the North, South, and East are zoned B-2 (General Business), and to the West are parcels zoned AFOS (Agricultural, Forestal, and Open Space).
5. **Topography.** The parcel is relatively flat in this location.

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

Meadows Restrictive Covenant Easement.

Signs. 4.2. Comprehensive Sign Plan.

All monument and wall signs within the Development and on each Tract shall be governed by and conform to the Comprehensive Sign Plan attached as Exhibit E.

Exhibit E.

Comprehensive Sign Plan.

D. Type of Permitted Signs within Development.

The following types of signs are allowed with the guidelines of the (CSP)

- 1) Wall signs (internal/externally illuminate, channel letters or similar application)*
- 2) Monument Signs*
- 3) Pylon Signs*

Section 2 Permitted Sign Specifications & Approval Processes.

A. Wall Signs.

Wall signs include any signage on structures and/or buildings whether leased or owned

- 1. Primary (Front Elevation) – Each Tenant/Owner shall be permitted one or more signs. Up to Two (2) square feet of wall sign area shall be allowed for each horizontal linear foot of exterior wall length. If an exterior wall length is less than twenty (20) feet, the maximum allowable sign area on that wall shall be forty (40) square feet.*

2. *Secondary (Rear & Side Elevations) – Each Tenant/Owner shall be permitted one sign. Up to One (1) square feet of wall sign area shall be allowed for each horizontal linear foot of exterior wall length. If an exterior wall length is less than twenty (20) feet, the maximum allowable sign area on that wall shall be twenty (20) square feet.*

All signs shall be channel letters, or a similar application. The use of LED lighting is encouraged.

For purposes of the CSP and wall sign applications the following definitions apply:

- *Wall length - The measurement of the leasable or owned spaces with which a sign is submitted (if a multi-tenant building) not the aggregate of the total building. For a single tenant building, wall length shall be measured as the total length of the building.*
- *Rear of building - The elevation of the building that is opposite of the main entrance point to the structure/space. The rear of the building shall be interpreted consistently for all tenants in multi-tenant buildings.*

B. Approval of Wall Signs

The character, design, color, layout and placement of all signs shall be subject to Marathon Realty Corp. (the “Developer”) and the Town’s prior approval and shall be in accordance with the criteria set out in this CSP.

Any signage type of application not mentioned in these guidelines may be addressed/requested by any Tenant/Owner for consideration by the Developer and the Town, but must be specifically approved in writing by the Developer and the Town in order to proceed with installation.

All necessary permits required for sign installation shall be obtained by Tenant/Owner or by their respective sign contractor.

Prior to the installation of any sign, Tenant/Owner shall submit one (1) set of shop drawings to the Developer and Town for approval. These drawing are to be to scale, showing an elevation of the building with a sign, a front elevation of the sign and a section through the sign, dimensioned (noting square footage totals) to show overall length, height and letter depth along with a distance from end letters to store demising lines. In addition, said drawings shall specify all details of sign construction, including materials, thickness, colors, wiring, tubing, transformer specifications, and mounting details.

No Monument shall be installed without both the written approval of the Developer and the Town Planning Department.

C. Monument Signs.

All freestanding signs located on the Parcels shall be limited to monument signs (the “Monument”) at the approximate locations shown on the Site Plan and the design options

including material, Monument cap, column, accent, and base design specifications of the signage are shown in Exhibit B.

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

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

Appropriate landscaping will be required around any Monument, which will be reviewed and approved by the Town Planning Commission as part of an Owner/Parcel's COA process.

D. Approval of Monument Sign

Prior to the installation of any Monument, Tenant/Owner shall submit one set of shop drawings to the Developer and Town for approval. These drawing are to be to scale, showing the Monument elevation and a section through the sign, dimensioned noting height, width, and square footage totals as well as location on the Parcel site plan. Said drawings shall specify all details of sign construction including thickness, colors, wiring, tubing, transformer specifications, and mounting details.

No Monument shall be installed without both the written approval of the Developer and the Town Planning Department.

Staff Findings:

The applicant proposes to add wall signage to the North (primary) elevation of the building. The Meadows Restrictive Covenant allows one or more signs on the primary elevation of a building. The size of the sign(s) is permitted up to two square feet of wall sign area for each horizontal linear foot of exterior wall length.

SECTION 2. PERMITTED SIGN SPECIFICATIONS & APPROVAL PROCESSES

A. Wall Signs:

Wall signs include any signage on structures and/or buildings whether leased or owned.

1. Primary (Front Elevation) - Each Tenant/Owner shall be permitted one or more signs. Up to Two (2) square feet of wall sign area shall be allowed for each horizontal linear foot of exterior wall length. If an exterior wall length is less than twenty (20) feet, the maximum allowable sign area on that wall shall be forty (40) square feet.

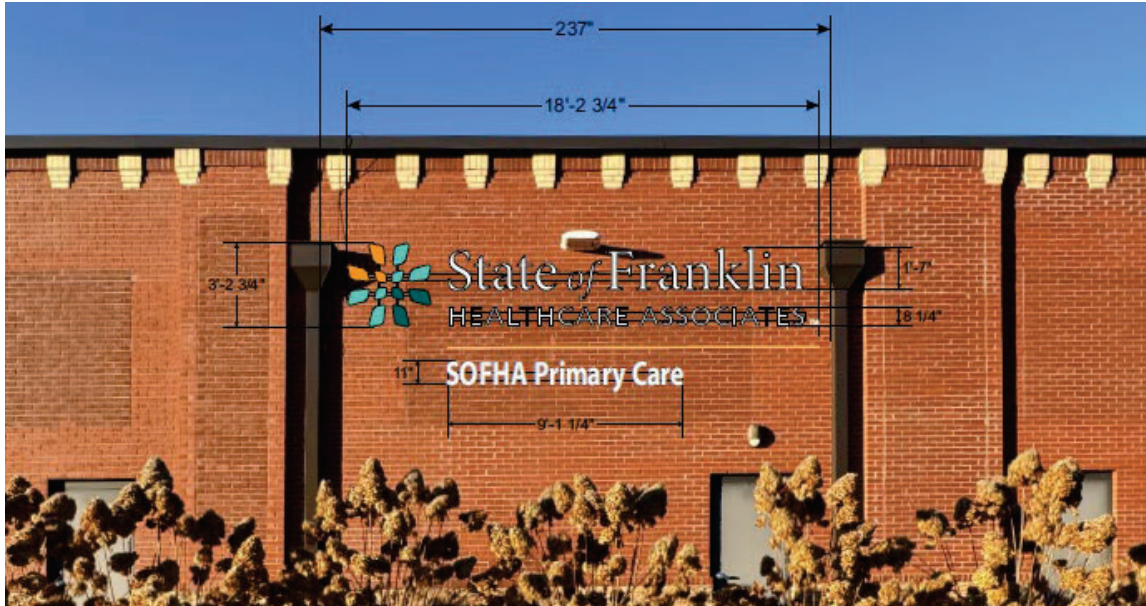
The wall sign will be internally illuminated using LED light channel letters on a metal raceway. The raceway will be painted to match the brick building. The sign will measure a total of 96.5 sq. ft., which meets the Meadows Restrictive Covenant requirements. The lettering will be the color white and the company logo will be the colors orange, cyan, and teal as shown in the renderings.



Wall signage is proposed on the South (rear) elevation of the building. The Meadows Restrictive Covenant allows one permitted sign on the rear & side elevations. The size of the sign is permitted up to one square foot of wall sign area for each horizontal linear foot of exterior wall length.

2. Secondary (Rear & Side Elevations) - Each Tenant/Owner shall be permitted one sign. Up to One (1) square feet of wall sign area shall be allowed for each horizontal linear foot of exterior wall length. If an exterior wall length is less than twenty (20) feet, the maximum allowable sign area on that wall shall be twenty (20) square feet.

The rear wall sign will match the material and color used on the North facing (primary) wall sign. The sign will measure a total of 67.2 sq. ft., which meets the Covenant requirements.



There will be a sign for the business placed on each of the existing monument sign structures for the Meadows Planned Unit Development. One sign will measure 10.2 sq. ft. and the other 3.1 sq. ft. and will be installed in preexisting locations.



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).



Entrance Corridor of Appropriateness Application

Date: 02/05/2024

Location of Property

Street Address: 117 Cook Street
City, State, Zip: Abngdon, VA 24210

Parcel #: 021-8-2

Applicant Information

Applicant Name: Charity Sparks
Mailing Address: 2918 Creekmore Drive
City, State, Zip: Johnson City, TN 37601

Phone: 423-282-6221 ext. 105
Email: charity@snydersigns.com
Relation: Other Contractor

Property Owner

Owner Name: Marathon Realty Corp.
Mailing Address: PO Box 1158
City, State, Zip: Abingdon, VA 24210

Phone: 276-623-5100
Email:
Business: State of Franklin Healthcare Associates Primary Care

Project Information

Located in Entrance Corridor: Yes
Site Plan for New Construction: N/A
Plan Contains location(s) of structures: N/A
Plan Contains Alterations: N/A
Drawings for Alterations/Construction: Yes
Add after: Yes
Structures w/Elevations: Yes

Walls & Fences: N/A
Contain Dimensions: Yes
Callouts Proposed vs Existing: Yes
Callouts Material(s) and Colors: N/A
Photos of Area: Yes
Description: Addition of an illuminated letterset on front and rear facade of suite.
Samples Provided: 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 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.

Charity Sparks

Name

02/05/2024

Date

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.

Charity Sparks

Property Owner

02/05/2024

Date

**State of Franklin
Healthcare Associates
Primary Care (Abingdon)**

117 Cook Drive | Abingdon, VA US

Project No.: **231793-01A**

Sales Rep.: **Charity Sparks**

Designer: **TMT**

Date: **12/12/23**

Revisions
12/19/23

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Customer Approval: _____ Date: _____

Landlord Approval: _____ Date: _____

Printed Landlord's Name: _____

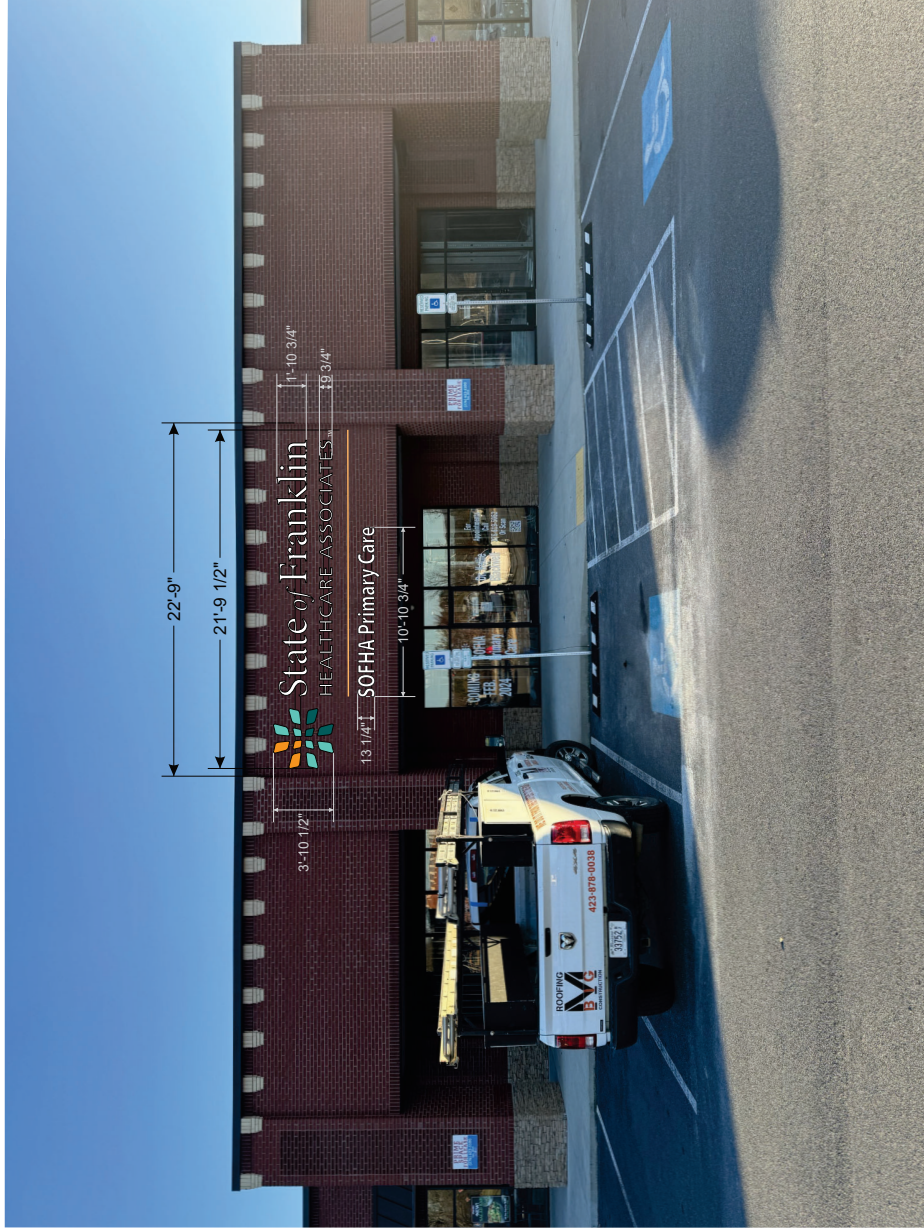
Landlord's Phone Number: _____



2918 CREAMHORE DRIVE, JOHNSON CITY, TN 37601
423-282-6221
snydersigns.com

This design is the exclusive property of Snyder Signs, Inc. and is not to be used in whole or in part without written permission from Snyder Signs, Inc.

Scale: **1/8" = 1'** Page: **1 of 1**



State of Franklin
Healthcare Associates
Primary Care (Abingdon)

117 Cook Drive | Abingdon, VA US

Project No: **231793-01C**

Sales Rep.: **Charity Sparks**

Designer: **TMT**

Date: **12/12/23**

Revisions

1 12/19/23

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-

Customer Approval: _____ Date: _____

Landlord Approval: _____ Date: _____

Printed Landlord's Name: _____

Landlord's Phone Number: _____



2918 CREEKMORE DRIVE, JOHNSON CITY, TN 37601
423-282-6221
snydersigns.com

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Scale: **3/16" = 1'**

Page: **1 of 1**



**State of Franklin
Healthcare Associates
Primary Care (Abingdon)**

117 Cook Drive | Abingdon, VA US

Project No.: **231793-01E**

Sales Rep.: **Charity Sparks**

Designer: **TMT**

Date: **12/12/23**

Revisions

1 12/19/23

2 1/26/24

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Customer Approval: _____ Date: _____

Landlord Approval: _____ Date: _____

Printed Landlord's Name: _____

Landlord's Phone Number: _____



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423-282-6221
snyderdesigns.com

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Scale: **3/16" = 1'** Page: **4 of 4**



State of Franklin
Healthcare Associates
Primary Care (Abingdon)

117 Cook Drive | Abingdon, VA US

Project No.: **231793-01D**

Sales Rep.: **Charity Sparks**

Designer: **TMT**

Date: **12/12/23**

Revisions

1 12/19/23

2 12/19/23

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Customer Approval: _____ Date: _____

Landlord Approval: _____ Date: _____

Printed Landlord's Name: _____

Landlord's Phone Number: _____



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423-282-6221
snyderdesigns.com

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Scale: **3/16" = 1'** Page: **4 of 4**





STAFF REPORT

TO: ABINGDON PLANNING COMMISSION

FROM: CALEB CONKLIN, TOWN PLANNER I

SUBJECT: REQUEST FOR A CERTIFICATE OF APPROPRIATENESS FOR SIGNAGE

PUBLICATION DATE: FEBRUARY 19, 2024

MEETING DATE: FEBRUARY 26, 2024

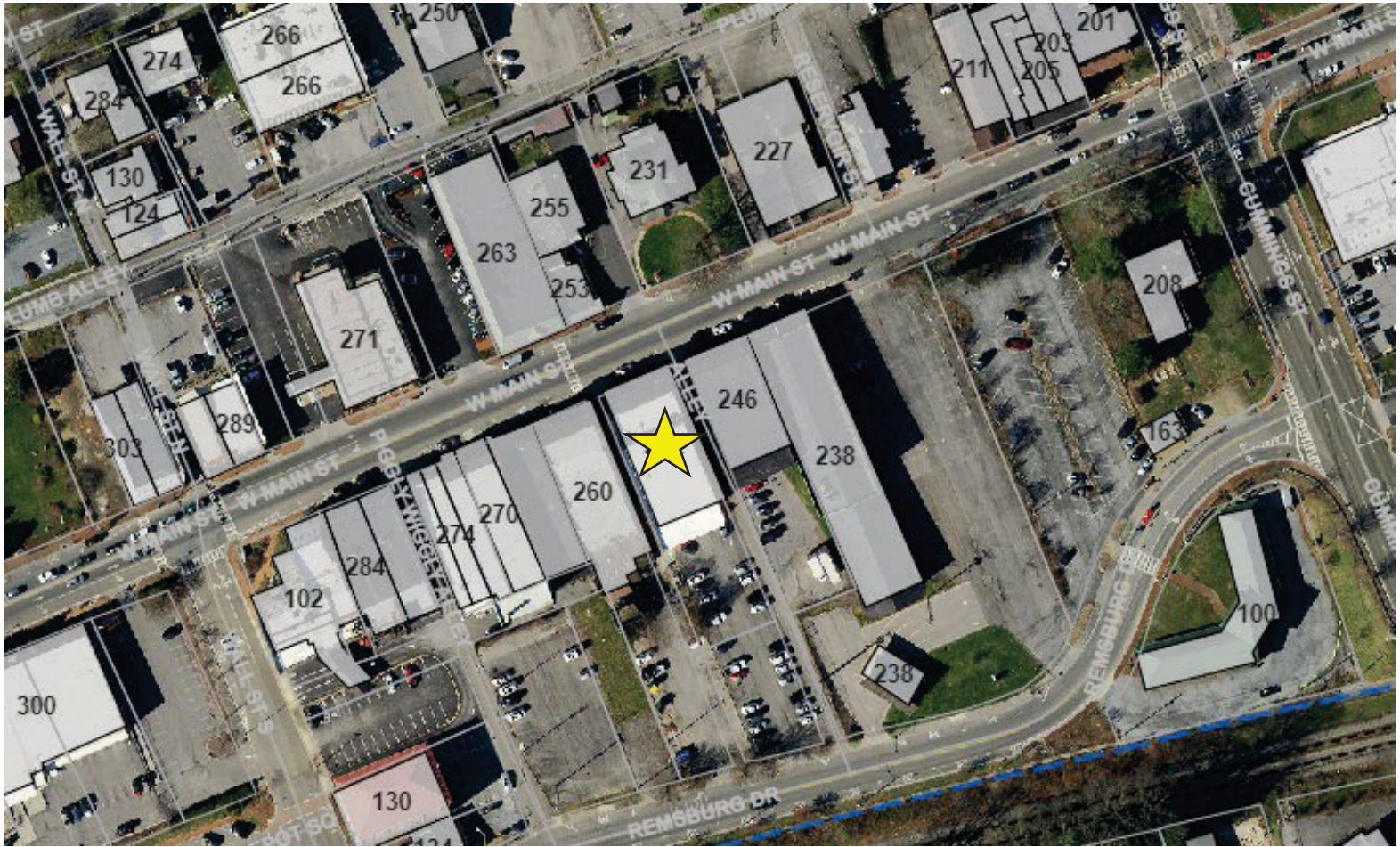
LOCATION: COUNCIL CHAMBERS, TOWN HALL
133 WEST MAIN STREET, ABINGDON, VA

REQUEST:

Tabitha Estep (Owner/Applicant) has requested approval of a Certificate of Appropriateness to remove an existing wall sign and replace it with a new wall sign. Located at 252 W. Main Street (Parcel 012-1-131).

The property is within the Central Business District (B-3), the Entrance Corridor and can be seen from a public right of way therefore requiring the approval of the Planning Commission prior to completion.

VICINITY MAP:



ENTRANCE CORRIDOR:

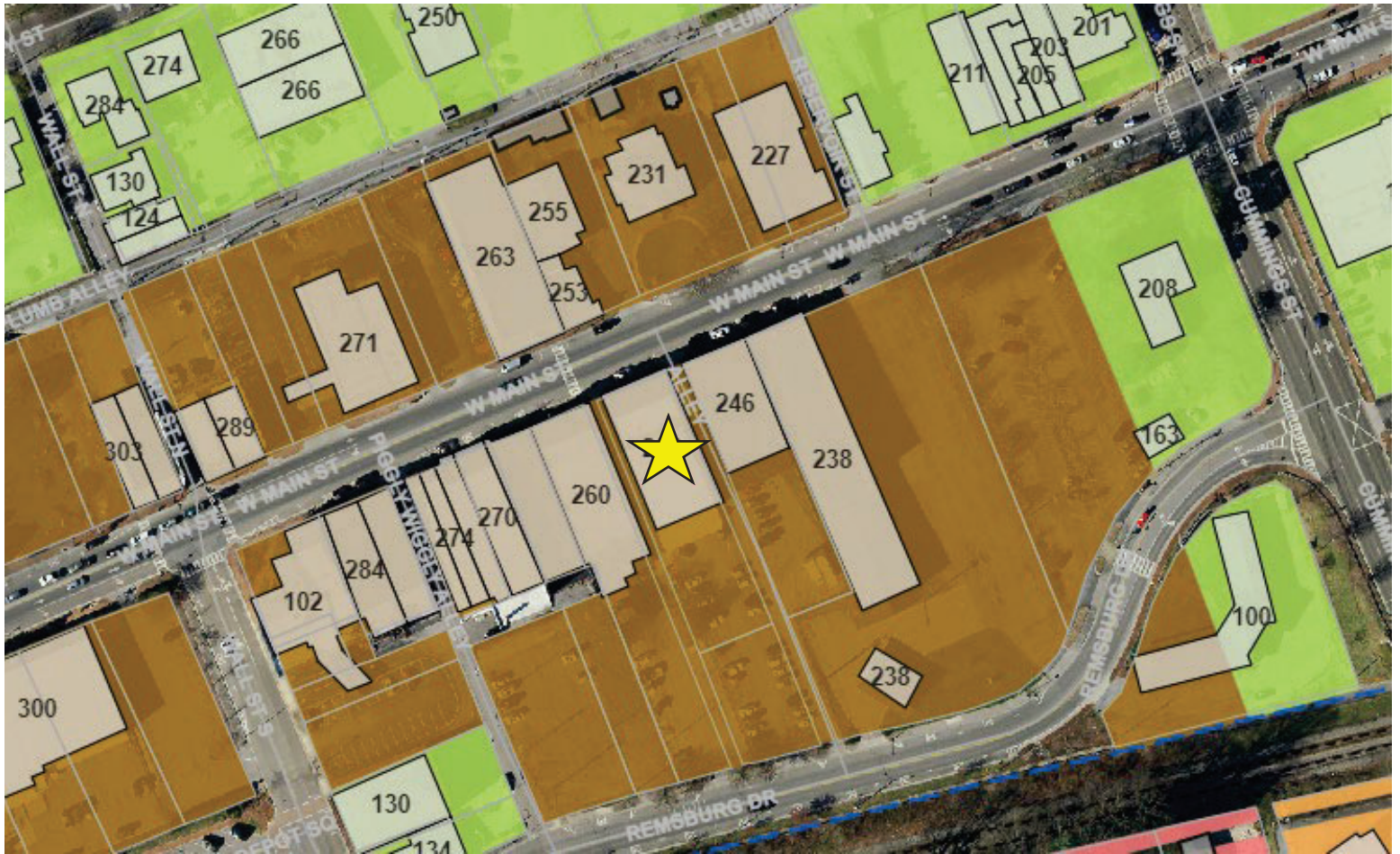


Street view of 252 W. Main Street looking East



Street view of 252 W. Main Street looking West

ZONING MAP:



STAFF FINDINGS:

1. **Location.** The Subject Property contains approximately 0.406 acres and is legally described as W MAIN ST (Tax Map No. 012-1-131). Generally, the Subject Property is located at 252 W. Main Street.
2. **Background.** 252 W. Main Street building is occupied by various businesses. The existing wall sign proposed to be replaced belongs to the Abingdon General Store business.
3. **Access.** Access to the site will continue to be W. Main Street and Remsburg Drive.
4. **Adjacent Land Uses/Zoning.** Adjoining properties are zoned Central Business District (B-3) on all sides.
5. **Applicable Requirements of the Zoning Ordinance.**

General Sign Standards.

Division 4. Signs.

Section 8-4-1. Purpose and Intent.

(a) These sign regulations are intended to define, permit, and control the size, material, location, and condition of signs in a manner that as its first priority protects those who travel in and through the Town. Town Council has adopted these regulations in order to achieve the following community goals and objectives:

- (1) Protect the health, safety, and welfare of the public.*
- (2) Equitably distribute the privilege of using the public environs to communicate private information.*
- (3) Safeguard the public use and nature of the streets and sidewalks.*
- (4) Protect and enhance the visual environment of the Town.*
- (5) Discourage the diminishing of property values in the Town.*
- (6) Minimize visual distractions to motorists using the public streets.*
- (7) Promote the economic growth of the Town by creating a community image that is conducive to attracting new business and industrial development.*
- (8) Permit reasonable effectiveness of signs and to prevent their over-concentration, improper placement and excessive height, bulk, density, and area.*
- (9) Promote the safety of persons and property by requiring that signs not create a hazard due to collapse, fire, decay, or abandonment.*

(10) Ensure that signs do not obstruct fire-fighting efforts or create traffic hazards by confusing or distracting motorists or by impairing drivers' ability to see pedestrians, obstacles, other vehicles, or traffic signs.

(11) Promote commerce and trade, with recognition of the effects of signage on the character of the community.

(b) The Town Council finds that the regulations in this Article advance the significant government interests identified herein and are the minimum amount of regulation necessary to achieve those interests.

Section 8-4-2. Administration.

(b) Application and permit

(7) Sign Permit Required

b. For signs within the Town's entrance corridor, such permit shall conform to the requirements of such district and require Certificate of Appropriateness issued by the Planning Commission.

Section 8-4-5. General.

(a) Standards.

(1) Any sign displayed in the Town of Abingdon, shall comply with:

a. All provisions of this Article;

b. All applicable provisions of the Uniform Statewide Building Code and all amendments thereto; and,

c. All state and federal regulations pertaining to the display of signage.

d. Sign area calculations.

(2) The following method shall be utilized in the calculations of sign area:

a. 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.

b. 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.

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

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

(b) Minimum setback. The minimum setback from any right-of-way, unless otherwise specified, is half (1/2) the height of the sign.

(c) Illumination.

(1) All permitted signs may be indirectly lighted. Non-residential signs within a residential district may be illuminated as outlined in Section 8-4-6. Signs within a Business or Industrial district may be internally lighted, unless such lighting is specifically prohibited in this Article.

(2) No sign shall be illuminated in such a way that light may shine into on-coming traffic, affect highway safety, or shine directly into a residential dwelling unit zoned.

(3) Any electrical sign shall display the required UL, ETL, CSA, or ULC label.

(4) Illumination shall be no greater than 10,000 nits or foot candles from sunrise to sunset or 700 nits or foot candles from sunset to sunrise and be equipped with automatic brightness control which can dim the display brightness when ambient conditions exist.

(5) Electronic service lines shall be underground.

Section 8-4-6. Districts.

(a) District regulations

(1) 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.

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

Certificate of Appropriateness.

Division 6. Certificates of Appropriateness and Other Historic Permissions.

3-6-3. Standards and procedure.

(f) Standards for Planning Commission review within the EC Overlay District and associated projects.

(1) The Planning Commission shall not consider interior arrangement of the building or structure or features not subject to view from a public street, right-of-way or place. In addition to those specified in the design review guidelines, the Planning Commission shall consider the following matters in passing on the appropriateness of a particular project:

- a. *The following recommendations are provided for architectural styles and general building characteristics:*
 1. *Materials, colors and general style of buildings within a development should be coordinated.*
 2. *Heating and air-conditioning units, ventilation units, and mechanical equipment shall be screened from view from public streets.*
 3. *Loading docks, trash containers, mechanical equipment and any sites for storage facilities shall be screened from view from public streets.*
 4. *The effective visual mass of large buildings should be reduced by variations in roofline, building angles, dimension, relief, color, architectural detailing and landscaping.*
- b. *Design review guidelines. New buildings or exterior alterations to existing structures should include one or a combination of the following materials/methods of construction:*
 1. *Wood frame (or fiber cement board), with brick, stone, or concrete foundations; brick construction or brick facing; finished concrete block; roof materials of standing seam metal, asphalt shingle, and rubber membrane/parapet for flat roof forms.*
 2. *Windows should be used to provide interest and surface variations on building elevations. Blank building walls are discouraged for most commercial applications.*
 3. *The design of gas station canopies, building canopies and other accessory structures should be compatible with the scale, color, materials, and detail of the buildings they serve.*
 4. *Site walls and retaining walls should be comprised of brick, or concrete; brick facing on a concrete or concrete masonry unit wall is permitted. The use of segmental/modular concrete block is discouraged. Site walls should be considered as part of site terracing in increments; site walls out of proportion with building foundations or the human figure are discouraged.*
 5. *Roof forms may be single gable, cross gable, gambrel, hip, parapet, or flat forms. Mansard roof forms are not recommended on modern-styled buildings.*
 6. *Site materials shall be limited to local stone, asphalt, concrete, and exposed aggregate concrete.*

7. *Facade colors preferably shall be of low reflectance white, earth tone, muted, subtle, or neutral colors. Building trim may feature brighter colors as an accent material. The use of high-intensity, metallic, fluorescent, day glow, or neon colors are discouraged.*
8. *Trademark buildings and related features including signs shall be modified to meet these design standards.*
9. *Parking lots will be interconnected on adjacent parcels whenever possible.*
10. *Small, landscaped and interconnected parking lots, rather than large, central parking lots shall be encouraged.*
11. *Parking lots shall not dominate the image of a site.*
12. *Where sidewalks exist adjacent to individual project sites pedestrian access from the sidewalk into individual project sites as well as within sites and between sites shall be provided.*
13. *Lighting, landscaping, parking, and sign requirements of Article VIII shall be followed.*
14. *The Planning Commission is permitted to reduce the parking space requirement when the interests of the Town are better served.*

Entrance Corridor District.

5-3-1. Boundaries. The boundaries of the EC District shall be the boundaries of the Office and Institutional District, Business Districts, and Limited Industrial Districts (OI, B-1, B-2, B-3, and M-1), as they are found on the following streets of the Town:

- (1) East Main Street, from the OH District to Thompson Drive;*
- (2) West Main Street from the OH District to Porterfield Highway;*
- (3) Cummings Street, from Interstate 81 to the OH District; and*
- (4) Russel Road (full length).*

Staff Findings:

The applicant proposes to remove the existing Abingdon General Store circular wall sign and replace it with a new rectangular wall sign. The proposed sign will be wood carved with painted black lettering, a white background, and a green and yellow border as seen in the rendering. The sign will measure 28 in. x 14 ft. for a total of 33 sq. ft. of signage.



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

Office Use Only
Fees: \$ _____

Building • Planning • Code Enforcement

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS for ENTRANCE COORIDOR

Location of Property	Street Address <u>252 W Main Street</u>	
	City, State, Zip Code <u>Abingdon Va 24212</u>	Parcel Number
Applicant Information	Name <u>Jabitha Estep</u>	Phone <u>423-948-2232</u>
	Mailing Address, City, State, Zip Code <u>139 Jay Armentrout Rd. Jonesborough TN 37659</u>	
	Select Applicant Relation to Property below: <input type="checkbox"/> Property Owner <input checked="" type="checkbox"/> Lessee <input type="checkbox"/> Other:	Email <u>Coalminesdaymercantile@gmail.com</u>
Owner Information	Name of Owner <u>Jabitha Estep</u>	Phone <u>423-9482232</u>
	Mailing Address, City, State, Zip Code <u>139 Jay Armentrout Rd. Jonesborough TN 37659</u>	
	Name of Business (if applicable) <u>Coal Mines Daymer Mercantile</u>	Email <u>Coalminesdaymermercantile@gmail.com</u>
Project Description	<p>1) Is this property located in the Entrance Corridor? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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) <input type="checkbox"/> Yes Drawings for Alterations and New Construction (more details below in number 4) <input type="checkbox"/> Yes Description of Submittal Materials (more details below in number 5)</p> <p>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 checked="" type="checkbox"/> Yes Proposed landscape alterations denoted with callouts denoting what the alteration(s) are and the material(s) used</p> <p>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 checked="" 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</p> <p>5) Have you attached the following related to your Standard Materials required: (use additional sheets as necessary) <input checked="" type="checkbox"/> Yes Photos showing the current proposed area for alteration and/or new construction. <input type="checkbox"/> Yes An overall and a detail of any architectural feature or building system (foundation, walls, windows, etc.) <input type="checkbox"/> Yes Samples are highly recommended concerning specific types of materials such as brick type and color, mortar type and color, roofing sheathing material, and paint or sealant colors</p>	
Applicant Signature	<p>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 Planning Commission members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations, or changes will result in delays.</p> <p>I understand that I must be present at the Planning Commission 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.</p> <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) <u>Jabitha Estep</u>	Date <u>2/20/20</u>
	Signature of Applicant 	
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)	Date
	Signature of Property Owner	

THE COAL MINERS'
DANGER

M E R C A N T I L E

MINERS'S
THE COAL **CAUTIONER**
MERCANTILE

430

Danger



ANTIQUE
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OP



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 260 W. Main St.	
	City, State, Zip Code Abingdon, VA, 24210	Parcel Number 011-1-86A
Applicant Information	Name Matt T. Bundy	
	Mailing Address, City, State, Zip Code 190E E Main St, Abingdon, VA, 24210, USA	
	Select Applicant Relation to Property below: <input type="checkbox"/> Property Owner <input type="checkbox"/> Lessee <input type="checkbox"/> Other:	Phone 276-628-1067
Owner's Representative		Email mbundy@bundyaec.com
Owner Information	Name of Owner Taylor Lindsey	
	Mailing Address, City, State, Zip Code 260 W Main St, Abingdon, VA, 24210, USA	
	Name of Business (if applicable) Bonefire	
		Phone 276-964-6707
		Email tlindsey2@gmail.com
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	1) What is the subject of this request from the list above in Important Information:	

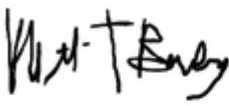

Continued on Page 2



TOWN OF ABINGDON

COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D	D <input type="checkbox"/> E <input type="checkbox"/> F <input type="checkbox"/> G	<p>List Item(s) and Details</p> <p>A - Materials and Paint colors for the added items have been previously approved and no changes will be made.</p> <p>D - Addition of new metal stairs and metal roof cover on the side of the building, facing the rear of the property. Additional posts from the fire-escape may be required. These additions are not visible from the public street.</p> <p>Please see submitted plans for more details.</p>
	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 Yes		
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) Matt T. Bundy	Signature of Applicant 	Date December 20, 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) Taylor Lindsey	Signature of Property Owner 	Date December 20, 2023



TOWN OF ABINGDON
COMMUNITY DEVELOPMENT

Building • Planning • Code Enforcement

Office Use Only	<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Official Signature	Date
	Approved Reasoning: The additional East elevation exterior egress stairs leading from the second floor of the building to the back of the parcel will match the previously approved East elevation exterior egress stairs leading from the second floor of the building onto W. Main Street in material, design, and appearance. The proposed East elevation exterior egress stairs will be shielded from public view.	<i>Gabe Cristofari</i>	1/11/2024

Attachment for Drawings, Plans, Depiction, Etc.: FOR CONSTRUCTION 12-05-23.pdf, 3.53MB

BONEFIRE - Change of Use Application

260 W Main Street Abingdon, VA 24210



GENERIC 3D VIEW - REAR 1/4" = 1'-0"



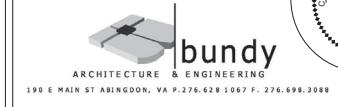
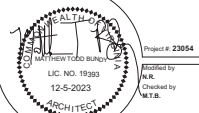
GERENERIC 3D VIEW - LEFTSIDE 1:61.42



GERENERIC 3D VIEW - RIGHT SIDE 1:61.42

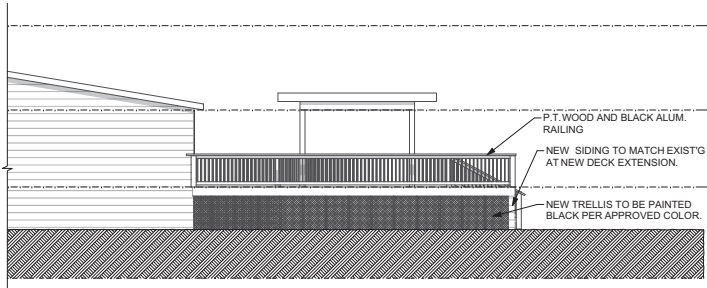
BONEFIRE - Change of Use Application
 260 W Main Street Abingdon, VA 24210

Revision History	Date
Change Note	
PROJECT START	12-01-2021
PROJECT COMPLETION	12-18-2021
DATE OF REVISION	12-18-2021
BY	
DATE OF REVISION	12-18-2021
DESCRIPTION	

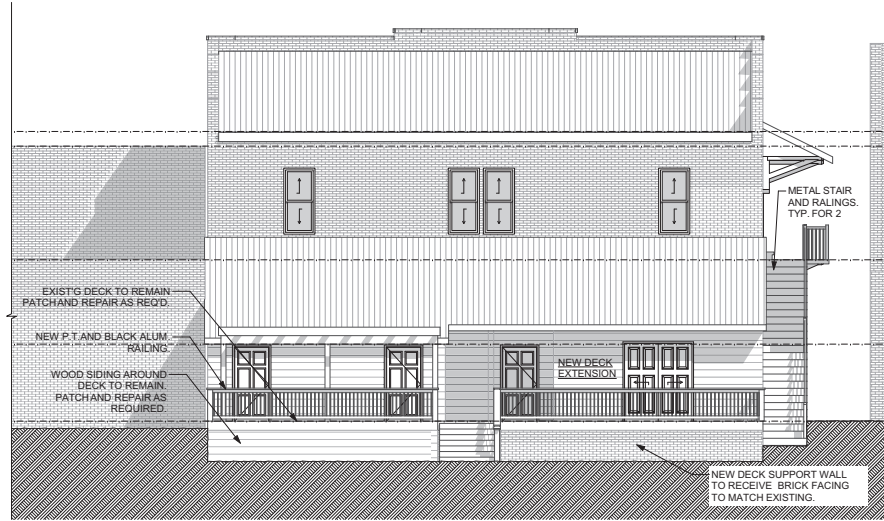


Project # 23054
 Drawn by
 A.R.
 Checked by
 M.T.B.

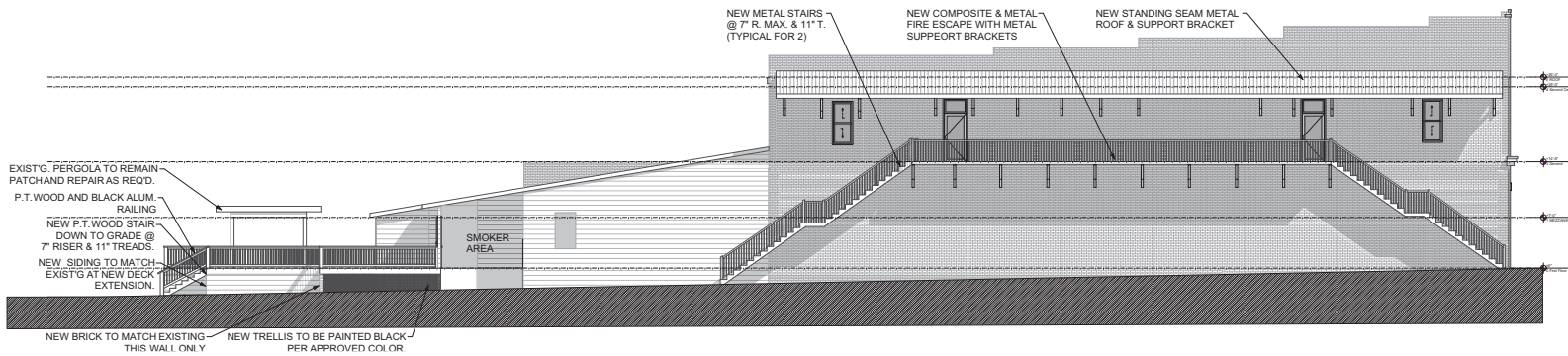
A-0



PARTIAL SIDE (WEST) ELEVATION 3/16" = 1'-0"



PARTIAL REAR (SOUTH) ELEVATION 3/16" = 1'-0"



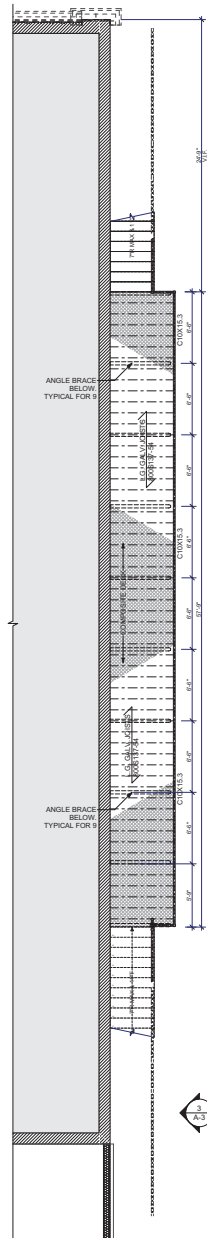
PARTIAL SIDE(EAST) ELEVATION 1/8" = 1'-0"

BONEFIRE - Change of Use Application
 260 W Main Street Abingdon, VA 24210

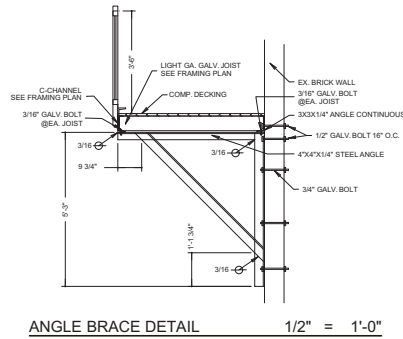
Change History	Date
PROJECT START	12-01-2021
PROJECT COMPLETED	12-01-2021
PROJECT COMPLETED	12-01-2021
PROJECT COMPLETED	12-01-2021
PROJECT COMPLETED	12-01-2021
PROJECT COMPLETED	12-01-2021

bundy
 ARCHITECTURE & ENGINEERING
 190 E MAIN ST ABINGDON, VA P. 276.628.1067 F. 276.698.3088

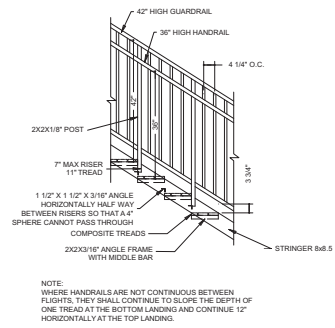
Project # 23054
 LIG. NO. 19393
 12-5-2023
 Checked by: N.R.
 Checked by: M.S.



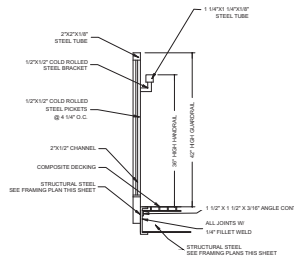
SECOND FLOOR FIRE ESCAPE PLAN 3/16" = 1'-0"



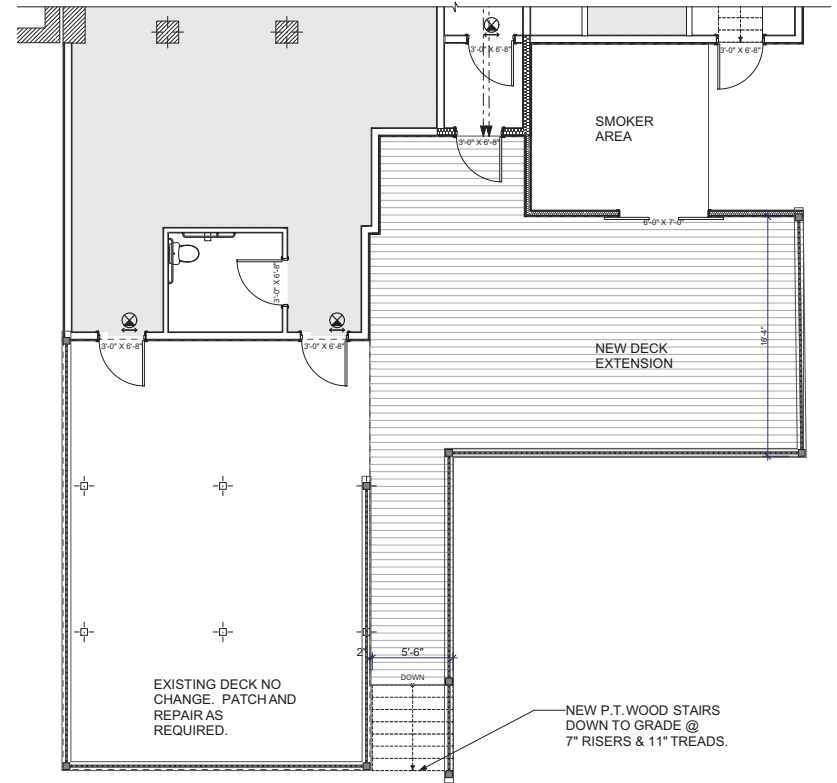
ANGLE BRACE DETAIL 1/2" = 1'-0"



EXTERIOR STAIR DETAIL 1/2" = 1'-0"



RAILING CONNECTION DETAIL 3/4" = 1'-0"



PARTIAL PLAN - REAR DECK 1/4" = 1'-0"

BONIFIRE - Change of Use Application
 260 W Main Street Abingdon, VA 24210

Revision	History	Date
01	Change Note	12-20-2023
02	REVISION: CORRECT	12-20-2023
03	REVISION: CORRECT	12-20-2023
04	REVISION: CORRECT	12-20-2023
05	REVISION: CORRECT	12-20-2023
06	REVISION: CORRECT	12-20-2023
07	REVISION: CORRECT	12-20-2023
08	REVISION: CORRECT	12-20-2023
09	REVISION: CORRECT	12-20-2023
10	REVISION: CORRECT	12-20-2023

bundy
 ARCHITECTURE & ENGINEERING
 190 E MAIN ST ABINGDON, VA P. 276.628.1067 F. 276.698.3088

Project # 23054
 Matthew Wood Blund
 LIC. NO. 19393
 12-5-2023
 Checked by: N.R.
 N.E.A.