



**TOWN OF ABINGDON, VIRGINIA
HISTORIC PRESERVATION REVIEW BOARD WORK SESSION
MONDAY, MARCH 18, 2024 – 10:00 A.M.
WORK SESSION – ARTHUR CAMPBELL ROOM
MUNICIPAL BUILDING, 133 W. MAIN STREET
CONTACT: GABRIEL CRISTOFARI
EMAIL: gcristofari@abingdon-va.gov PHONE: 276-628-3167**

Welcome to the Town of Abingdon’s Historic Preservation Review Board Regular Meeting. This is a citizen Board, appointed by the Town Council, to interpret and uphold Abingdon’s Historic Preservation Ordinance, which is Chapter 44, Section 2-4 of the Abingdon Zoning Ordinance that protects the Historic District of Abingdon which has been designated the Old and Historic District along with all its contributing resources, including buildings, structures, and sites from negative encroachment resulting from inappropriate construction, design, alterations, or demolitions. Our review process is guided by our Design Review Guidelines, which are based on the United States Secretary of Interior’s Standards for Rehabilitation.

Our aim on this Board is to provide a positive bridge between the design review process and property owners seeking to make changes, working together through the natural partnership that exists between us for mutual good. The result will be to ensure Abingdon’s Historic District continues as a valuable asset and one that makes Abingdon a good place to live, work, and visit.

We appreciate your interest, and we encourage public participation in our meeting. Your comments are important to our decision making process. Anyone addressing the Board will approach the podium, identify your first and last name and give your complete mailing address.

- A. WELCOME – Betsy White, Chair**
- B. ROLL CALL – Gabriel Cristofari, Senior Planner/GIS Specialist**
- C. WORK SESSION**
 - Design Review Guidelines Introduction Section Revision Review**
- D. ADJOURNMENT**

Abingdon
Historic District
Virginia



Town of Abingdon, Virginia Historic District Historic
Preservation Review Board
Design Review Guidelines For
the Old and Historic District

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~~THE GUIDELINES FOR DESIGN REVIEW~~

In general, under the terms of ~~Section 5-2-5 of Abingdon's Division 2 Old and Historic District Article V Special and Overlay Districts Chapter 44 Land Use of the Municipal Code. Article 8-4 of Abingdon's Zoning Ordinance ("LOCAL HISTORIC PRESERVATION ORDINANCE")~~, no building or structure within the Old and Historic District (OH) may be ~~erected, constructed, reconstructed, altered, restored, moved, or demolished~~ visible from the public right-of-way or when visibility is blocked by landscaping as dictated by ~~Article III, Permits and Applications, except as provided in Section 5-2-6(a)(1)~~. ~~moved, nor may any architectural feature subject to view from a public street or right of way be altered, without the prior approval of the Historic Preservation Review Board ("HPRB") and its issuance of a Certificate of Appropriateness. Similarly, no building or structure within the District may be constructed, reconstructed, restored or demolished without the same prior approval and issuance of a Certificate of Appropriateness.~~

~~The application for such Certificate of Appropriateness shall be accompanied by drawings and specifications of the parts of the building, structure or other alteration which are or will be subject to public view from a public street, public way or public place. Such drawings and specifications shall show the proposed exterior architectural features of such building, structure or alteration and shall include, but not necessarily be limited to, the general design, arrangement, textures, materials, and color proposed to be used in the location, construction, reconstruction, alteration or repair of the building, structure or improvement and the types of windows, exterior doors, lights, landscaping, parking, signs and other exterior fixtures and appurtenance,~~

~~es which will be subject to public view from a public way or other public place. In some instances the Historic Preservation Review Board may require that the application include drawings prepared by a licensed architect, architectural historian, engineer or other similar expert. In the case of an application for demolition, the application shall be accompanied by~~

~~drawings and specifications of the remaining and/or adjacent structure(s) and, if none, then the lot or remaining alterations on the site. Such drawings shall address the view from a public way or public place of such lot or remaining structure(s). Upon the filing of such application, the Zoning Administrator shall transmit it, with such drawings and specifications, to the Board. (A library of prior submissions is on file in the Town of Abingdon Planning Department and is available as a resource to applicants.)~~

~~Routine Maintenance and Repair of Buildings and Other Minor Actions. Section 8-4-1b of the Preservation Ordinance constitutes an important exception to the general rule stated above. It provides that the Zoning Administrator of the Town may determine that certain minor actions involving~~

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~~buildings and structures within the Old and Historic District will have no permanent effect on the character of the District, and will, by written waivers, exempt the minor actions from review by the HPRB. Each application for waiver shall be on the form provided by the office of the Zoning Administrator [attached; please see p.25] and documented by appropriate drawings or other depiction of the minor action proposed, together with samples of the materials and colors to be used.~~

~~For purposes of these Guidelines the terminology *out of public view* or words of like import mean not visible from any public street, right-of-way or place. Similarly, the terminology *buildings* (whether one or more) includes structures, dwellings and their settings as well. In addition, some of the Guidelines require that a current project conform to or be consistent with design, material or construction detail found in adjacent or nearby buildings or structures. The HPRB may elect to broaden the scope of inquiry if it deems such is necessary under the prevailing circumstances.~~

~~The Historic Preservation Review Board will follow the Town of Abingdon, Virginia Design Review Guidelines and the United States Secretary of the Interior's Standards for Rehabilitation. In addition, the Historic Preservation Review Board may rely upon Preservation Briefs as promulgated by the National Park Service, U.S. Department of the Interior, and such other similar resources. The Historic Preservation Review Board may engage such architects, architectural historians, engineers, craftsman and other expert consultants as it deems appropriate to its decision making process.~~

~~The Historic Preservation Review Board may differentiate its requirements on the basis of contributing versus noncontributing structures, visibility from public streets, ways or places and the nature of surrounding properties.~~

CHAPTER 1

INTRODUCTION

In 1970, the Town of Abingdon established the Old & Historic Zoning District and the Historic Preservation Review Board (HPRB).

Creation of the Old & Historic District stemmed from the desire to preserve the Town's unique cultural heritage represented by Abingdon's historic resources for future generations, promote historic resources for economic development and financial stability, preserve historic resources for educational purposes, and promote good quality of life and a sense of place for current residents of the Town of Abingdon.

The document is structured as follows:

- Chapter 1, Introduction to historic preservation, define Certificate of Appropriateness, explain application and review process.
- Chapter 2, Maintenance and Repair, suggests methods conditioning and upkeep of architectural features and materials.
- Chapter 3, Architectural Styles, offers a history of Abingdon and examples of architectural offerings.
- Chapter 4, The Design Review Guidelines, outlines alterations that can be done to a building, structure, or site that are acceptable according to the Old & Historic District.
- Appendices, discusses incentive programs for preservation, other honorary designations or recognitions, and a glossary of terms.

This document is intended to provide clear and objective recommendations for the preservation, restoration or rehabilitation of buildings, structures, or sites as well as for new construction on vacant parcels or additions to existing buildings or structures within the Town of Abingdon's Old & Historic District.

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HISTORIC PRESERVATION APPROACHES:

There are four primary approaches commonly used in the field of historic preservation to describe treatments on structures and buildings (National Park Service).

PRESERVATION:

Preservation focuses on the maintenance and repair of existing historic materials and the retention of a property's form as it has evolved over time.

RESTORATION:

Restoration depicts a property at a particular period of significance, while removing evidence of other periods. This type of project is usually undertaken by a museum and seeks to capture a building at a particular time in history.

RECONSTRUCTION:

Reconstruction recreates vanished or non-surviving portions of a property for interpretive purposes.

REHABILITATION:

Rehabilitation acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character and integrity. This approach must not damage or destroy original materials or historically significant materials, architectural features, or finishes, and requires that any changes be compatible with the building and its context.

Rehabilitation is the most used of the four categories and is the primary treatment that is relevant to the work of the HPRB. The Secretary of the Interior's Standards for Rehabilitation, the guiding principles behind these guidelines, were developed for use with rehabilitation projects. The Secretary of the Interior's Standards (Department of Interior Regulations, 36 CFR 67) apply to historic structures and buildings of all materials, construction types, sizes, and uses, and encompass both the exterior and the interior, related landscape features and the building's site and environment, and attached, adjacent, or related new construction. The Standards are to be applied to specific rehabilitation projects in a reasonable manner.

taking into consideration economic and technical feasibility.

HEALTH & SAFETY ISSUES:

When planning a repair or rehabilitation project specifically for a historic structure or building, it is important to keep in mind the health and safety issues one might encounter. Among the most common when working on older structures or buildings is the presence of lead-based paint and/or asbestos.

Before undertaking a project, it can be assumed hazardous materials might be present in original materials, and architectural features such as windows, siding, and roofing.

Restoration project applicants should research alternatives to removing, damaging, or altering original materials, and architectural features.

Replacement or removal should be a last resort, there are many safe and tested alternatives to repairing and adapting original materials, and architectural features.

Once a treatment has been selected, experienced and certified contractors and craftspeople should be hired.

LEAD PAINT:

Lead-based paint was once commonly used throughout the United States and is not unusual to encounter in historic buildings. Commercially produced paint containing lead has not been manufactured since 1978. Therefore, lead paint may not be present in the topcoat of paint found on either the interior or exterior of a historic structure or building.

If the paint is sound, it may be possible to encapsulate the lead-based paint layers under new paint. If the paint has failed and requires removal, specific practices for abatement must be followed.

For more information, see NPS Preservation Brief #37, Appropriate Methods for Reducing Lead Paint Hazards in Historic Housing.

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ASBESTOS:

Asbestos was used as a fire-retardant material and employed to provide thermal and acoustic insulation; common from the early 20th century until the 1970s, when its hazardous nature became well-known.

Asbestos is most frequently encountered in HVAC duct insulation, heating pipe and boiler wrapping, roofing materials, siding material and fiber cement siding shingles, plaster, vinyl floor tiles, and window caulking and glazing.

If the presence of asbestos is suspected, do not disturb it; if it is crumbling or deteriorating, it should be tested by a certified environmental professional. Asbestos is generally a hazard when it is disturbed and becomes airborne. There are several strategies that professionals can employ to either encapsulate or remove asbestos and dispose of it in a properly designated location. Unlike lead paint, which is a coating, asbestos can be an integral part of these materials, and, as a result, mitigation can be more complicated.

**Historic Preservation Review Board or The Town of Abingdon does not require any property owner to produce a report verifying the presence or non-presence of asbestos or lead-based paint when proposing a project. However, if a structure or building predates 1985 the Building Inspector would require an asbestos report before any work can be undertaken.

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TOWN OF ABINGDON'S HISTORIC PRESERVATION REVIEW BOARD

The HPRB is a panel of five citizens appointed by the Town Council, to review applications submitted in accordance with the Historic District Ordinance.

At least one member shall be a resident of the Old & Historic District. All members must be a resident of the Town, a qualified voter of the Town, and have demonstrated interest, competence, or knowledge in historic preservation. The Town Council may in their discretion appoint any nonresident of the Town who is otherwise qualified under this section and holds or is employed by a person or firm holding a current business license issued by the Town.

Terms of appointment are three years and members can serve two consecutive terms. If all five positions on the HPRB are vacant, the HPRB members shall be appointed for three-year staggered terms, one member to serve for one year, two members to serve for two years, two members to serve for three years and all members to serve three-year terms thereafter.

The Board must include a registered architect or architectural historian who meets the professional qualifications standards of the 36 CFR 61, Appendix A, as well as a member with professional training or experience in architecture, history, architectural history, archaeology, or planning.

WHAT ARE DESIGN GUIDELINES?

Design Guidelines act as blueprints for local historic districts to ensure preservation best practices and are utilized to inform treatment of Abingdon's locally designated Old & Historic District. Appropriate Design Guidelines provide a framework for project development by either property owners or applicants and create a basis for consistent decision-making by the HPRB.

These Design Guidelines were developed following best practices established by the NPS in the Secretary of Interior's Standards for Rehabilitation and the

guidelines for Treatment of Historic Properties, specifically the Rehabilitation Standards, which can be found in Appendix of this document.

WHAT IS A COA WAIVER?

Upon written application, the Administrator may determine that certain minor actions involving buildings and structures within the OH District will have no permanent effect on the character of the district and, by written waivers issued to the parties wishing to take the minor actions, exempt them from review by the HPRB.

- Replacement of windows that duplicate the existing windows.
- Addition, deletion, or relocation of heating and cooling systems, antennas, skylights, or solar panels on the property, provided they be screened per the Design Guidelines or in locations not visible from a street right-of-way.
- Exterior alterations to existing structures not visible from a public street, right-of-way or determined by the Administrator to have no permanent effect on the character of the district.
- Replacement of roof or fence materials that replicate existing materials and/or create uniformity.
- Repainting in a paint scheme that duplicates the existing paint colors, provided they the proposed paint is in accordance with the Design Guidelines for paint.
- Addition or deletion of storm windows and doors, window gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.
- Additional or deletion of television or radio antennas, skylights, satellite dishes, or solar collectors not visible from the public right-of-way.

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- Planting of grass, trees, or shrubs, and other landscape improvements, excluding however, any landscape, or construction involving fences, walls, walkways, pools, fountains, and like hardscape improvements visible from a public right of way.
- Repair or replacement of deteriorated materials and features with like-for-like material.

For existing buildings, a COA is required for publicly visible work on the exterior of the building, structure, or site, such as:

- Changes to siding or exterior cladding.
- Changes to porches and entrances.
- Changes to windows and doors.
- Installation of fences or signs.
- Wholesale replacement of any exterior building materials.
- Replacement of ANY historic material with a different material, such as replacing true wood with fiber cement or vinyl products.
- Replacement of doors, windows, or other fenestration elements.

WHAT IS A COA?

A Certificate of Appropriateness, otherwise referred to as COA, is a final document defining that the work approved by the HPRB for repair, replacement, alteration, addition, new construction, relocation, or demolition is permitted in the Old & Historic Zoning District.

Work that triggers the need for a COA includes any repairs or alterations that change the exterior appearance of the building or structure, additions, new construction, relocation, and demolition. Accessory structures (such as outbuildings, sheds, and garages), fences, and signs are also subject to review.

Exterior changes only are subject to a COA approval within the Old & Historic District. The HPRB's approval indicates the proposed work protects contributing resources from inappropriate routine maintenance, repair, replacement, alteration, incompatible addition, incompatible construction, incompatible relocation, or demolition.

Property owners, architects, contractors, designers, or tenants planning exterior projects within the Old & Historic District should consult these Design Guidelines prior to initiating project planning or applying for a COA.

The COA does not circumvent other process. If a structure is required to obtain approval from the Planning Commission or City Council, the COA would be an additional separate process. A project may still be required to obtain a Building Permit for approved COAs.

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HOW TO OBTAIN A COA WAIVER OR COA

STEP 1. DISCUSS PROPOSED PROJECT WITH STAFF:

During the early planning stages of a proposed project, property owners and/or their design team are encouraged to contact the Town of Abingdon's Community Development Department.

Staff can assist the property owner with understanding the intent of the Design Guidelines and the submission requirements for a COA Application.

Staff can also explain the entirety of the review process, helping a property owner understand what to expect in leading up to an HPRB meeting.

STEP 2. DETERMINING WHICH APPLICATION IS NEEDED:

COA Waiver Questions.

1. Is the project routine maintenance and repair?
2. Is all of the work replacement of "like for like" materials?
3. Is the project not visible from a public right of way?

If the answers are yes, these projects may be eligible for a COA Waiver approved by the administrator.

COA Questions.

1. Is the project a new feature on an existing building?
2. Is all of the work replacement new materials?
3. Is the project visible from a public right of way?
4. Is the project a new structure (including art, walkways?)

If the answers are yes, these projects will required HPRB approval of a COA

STEP 3. COMPLETE & SUBMIT COA or COA WAIVER APPLICATION:

An applicant must complete the COA or COA Waiver Application, which includes basic project information and a description of the work. Applications should be

submitted to the Community Development Department staff, along with supplementary information including:

- Color photographs (site, exterior of buildings/structures, architectural features, etc.)
- Site plans showing existing buildings/structures, and location of applicable fences/walls, additions, new construction, and any planned demolition.
- Architectural elevations and/or renderings noting materials and dimensions of existing and proposed when necessary.
- Product specification sheets.
- Material samples.
- Paint sample chips are required for any project involving repainting or painting.
- For signage, applications include location of proposed sign on a site plan and a sign plan with dimensions.
- For demolition, applications include a structural assessment.

STEP 4. PLANNER REVIEW OF APPLICATION:

Upon receipt of a completed application, the Community Development Department staff will review the materials and will work with the applicant to ensure all necessary information has been submitted. Staff may request additional information to ensure a complete application.

STEP 5. SCHEDULING ON THE HPRB AGENDA:

Once the application review is complete, staff will schedule the application to be heard by the HPRB on the next available meeting agenda.

Staff will notify the applicant and the public of the meeting date and prepare a staff report for the HPRB's consideration. HPRB meetings are advertised and

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open to the public. Note: If the application is for routine maintenance or one-for-one replacement, Staff may issue a COA Waiver, which will be reported in summary to the HPRB, but does not require HPRB review.

Applicants or their representatives are required to be present at HPRB meetings. A representative may be a contractor, designer, architect, or individual that can represent the property owner and is knowledgeable about the request and project. The HPRB may table an application if an applicant or their representative are not present.

STEP 6. HPRB REVIEWS THE APPLICATION:

Town staff provides the submittal and application to the HPRB for review prior to the public meeting.

The HPRB may schedule a site visit to the subject property when deemed necessary. These site visits constitute a public meeting and must be advertised accordingly.

In a public meeting, having been advertised, the HPRB will make a decision regarding the COA application.

STEP 7. HPRB MEETING FORMAT:

The Chair of the HPRB calls the meeting to order.

The HPRB reviews agenda items in the order that they appear on the agenda.

Staff presents requests for COAs to the HPRB, which then discusses and reviews each project.

The HPRB will allow applicants and other interested parties to speak during the meeting either in favor of or in opposition to the application.

The HPRB utilizes the Design Guidelines to assure that the intent of the Old & Historic District ordinance is met and to determine whether proposed exterior work is appropriate for the Old & Historic District and subject property.

The HPRB will vote to approve, deny or table (to future date) a COA.

If tabled, the applicant may be asked to revise the application and resubmit to Community Development Department staff and HPRB.

STEP 8. ISSUANCE OF COA PERMIT:

Once a COA Application is approved by the HPRB, the Community Development Department will issue a COA permit.

APPEALS

Whenever an application for a certificate of appropriateness has been disapproved or approved the decision may be appealed to the Town Council, either by the applicant or by another party with standing to appeal.

Written notice of the appeal must be submitted to the Town Manager within 30 calendar days of the decision by the HPRB and must clearly state the standard violated or misapplied by the HPRB.

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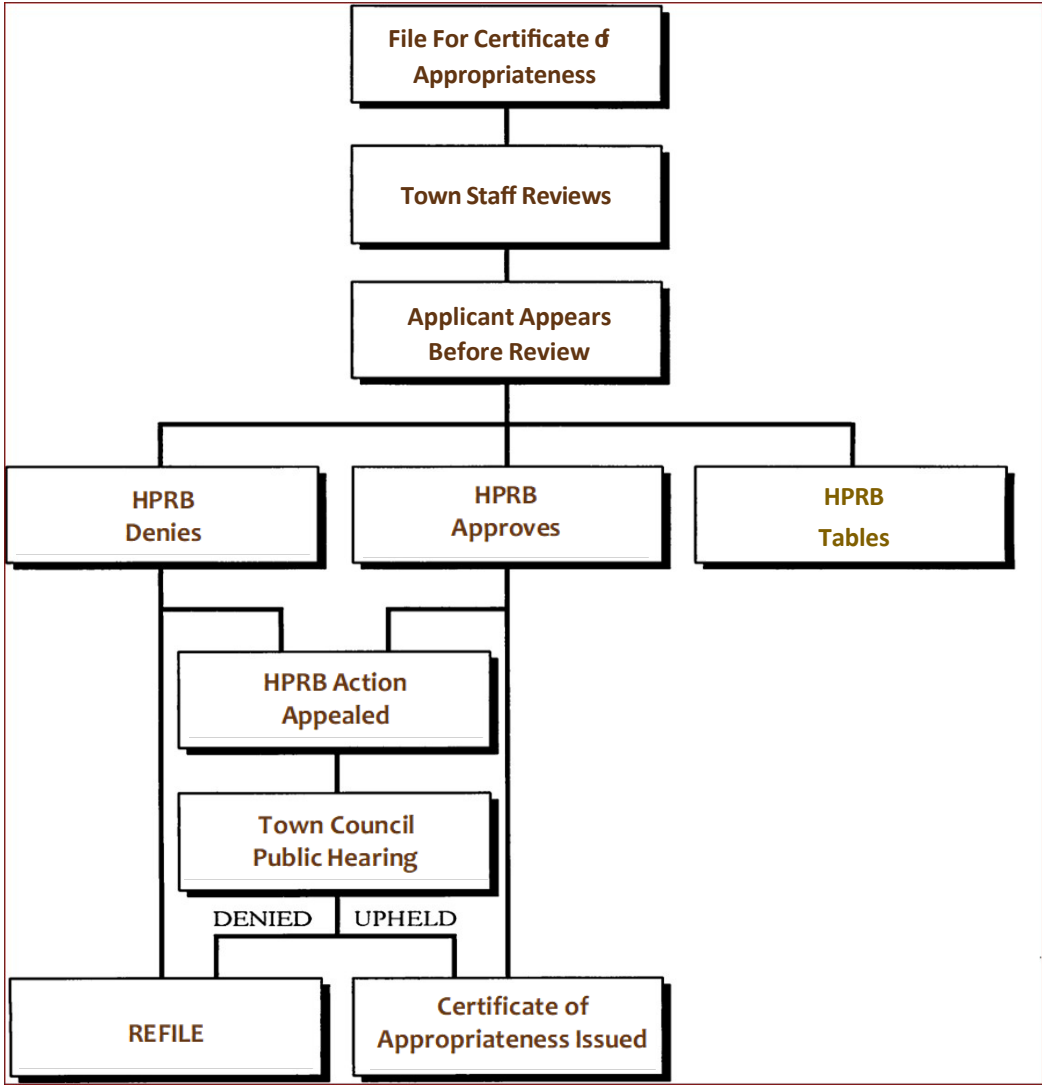
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