

**TOWN OF ABINGDON
HISTORIC PRESERVATION REVIEW BOARD
REGULAR MEETING
WEDNESDAY, JANUARY 3, 2024 – 5:30 P.M.
COUNCIL CHAMBERS– MUNICIPAL BUILDING**

A regular meeting of the Historic Preservation Review Board was held on Wednesday, January 3, 2024, at 5:30 pm in the Council Chambers in the Municipal Building.

A. WELCOME BY– Mrs. Betsy White, Chair

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

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

Members Absent: None

Comprising a quorum of the Board – Yes

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

C. APPROVAL OF MINUTES

- **November 1, 2023 - Regular Meeting**

On a motion by Mr. Anderson, seconded by Mr. Boyd, the board voted to approve the November 1, 2023, meeting minutes.

The roll call vote was as follows:

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

- **December 6, 2023 – Regular Meeting**

On a motion by Mr. Anderson, seconded by Mrs. Bunn, the board voted to approve the December 6, 2023, meeting minutes.

The roll call vote was as follows:

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

D. PUBLIC DISCUSSION

1. *Public Discussion / Outreach regarding OH Design Review Guidelines revisions.*

Mr. Cristofari addressed the residents and property owners of the OH District in attendance.

Mr. Cristofari stated that the HPRB is looking to include an introductory section to the planned revised Design Guidelines.

The introduction will include what the HPRB is, its goal, and its purpose.

Mr. Byrum Geisler addressed the HPRB. VA Code Section 3-6 “no building or structure” or “signs” shall be altered.” His recommendation is that when revising the Design Guidelines, they should include all types of structures listed in the VA State Code. He recommended having a guideline on handrails, mailboxes, courtyards, sculptures, and other more minor/specific structures listed in the State Code and others that may come before the board.

New section to be added – “Planning your Project.”

The Town is looking to incorporate a flow chart or checklist showing what each applicant needs to do to complete their project in compliance with the OH District Guidelines.

Awnings – HPRB Comments: Pictures showing what is appropriate and what is not appropriate. Including specifics on measurements and materials. The HPRB would like to see any writing on awnings to be clarified in the Design Guidelines.

Chimneys – No comments.

Cornices – HPRB Comments: Original cornices should be preserved and not covered or removed. Mr. Cristofari stated that the HPRB is looking to incorporate more pictures to use as examples in the revised Design Guidelines.

Mr. Geisler suggested adding a section in the Design Guidelines that tells the residents what to do if someone does make a change improperly, and what steps should be taken to restore their structure to its original state as closely as possible.

Decks – HPRB Comments: Decks should be stained, painted, but in some cases can be left unstained and unpainted.

A resident asked for more clarification on what is acceptable in these cases and what is not. Staff responded its based on a case-by-case basis.

Mr. Geisler stated that it would be a good idea to clarify what buildings in the OH a deck would be appropriate for and what structures decks would not be appropriate.

Mrs. Rice stated that the proposed flow chart system would help with these unclear instances.

Demolition: HPRB Comments: May need to add further explanation.

Any resident would have to come before the board in the event of any type of demolition within the OH District.

Residents suggested trying different methods to get the realtors to facilitate the Design Guidelines to new buyers in the OH District.

Driveways, Parking Lots, Paving – Mr. Dalton stated that he would like to be able to put a driveway in the front of his property. The current Design Guidelines do not currently go in depth enough for his situation.

Store Fronts – A resident asked about neon lighting being allowed in store fronts. The HPRB clarified neon lighting is not allowed at all in the entire town, not just the OH District.

Entrances and Doors – No comments.

Entrances and Doors for Commercial Buildings – No comments.

Fences – HPRB Comments: “Can all fences be allowed to be left natural?” This is a case-by-case subject.

A resident asked for more clarification on what is appropriate style and color for certain structures in the OH District. Mrs. Rice stated that the revised Guidelines would like to get away from the term “appropriate.”

A resident suggested adding “period correct” images for the examples that will be used in the revised Guidelines.

Façade – No comments.

Foundations – Maintenance for foundations will be addressed in the revised Design Guidelines. Mr. Geisler suggested adding that stone foundations should not be painted.

Garages/Carriage Houses/Outbuildings – HPRN Comments: “Further clarification because old sheds are hard to fix.”

The Planning Department would like to give residents a list of contractors that would specialize in certain trades that may occur in the OH District. Staff mentioned in no way will this list be suggestions for residents and homeowners. The list will simply be a means to show residents and property owners who are in the area.

Garbage – HPRB Comments: “HPRB would like to address canisters being left out as well as addressing locations that may need more trash receptacles.”

Grade Changes – No comments.

Gutters and Downspouts – HPRB Comments: “The Town can easily instruct residents to use the correct type or style gutters based on the age of the structure.”

Handicap Access Ramps – No comments.

Lighting For Buildings – HPRB Comments: “Specific bulb types, LED, Sting Lights, Temporary lights, etc.”

“Are Gas Lights acceptable in the OH District?” proof “pictorial evidence” of previous gas lighting would be needed to install this type of lighting.

Masonry, Brick or Limestone – This section will probably be moved to the treatment/maintenance section in the revised Guidelines.

Mechanical Systems – Usually screened or out of sight.

Moving Buildings or Structures within the OH District – No comments.

New Commercial Building Additions/Construction – No comments.

New Residential Building Addition/Construction – No comments.

New Construction for Secondary Buildings – Discussion/reorganization is needed for the new building sections.

Recommended Paint Colors – Generally, Sherwin Williams historic collection is suggested.

Porches – No comments.

Porch Columns & Balustrades – No comments.

Porch Staircases & Steps – A railing section will be added to this topic. Resident suggests using the department of interiors specifications regarding this topic.

Roofs – HPRB Comments: “Should we specify two different roofing types are not allowed.” true standing seam roofing is largely the accepted roof type in the OH district. Other types are allowed but depends on pictorial evidence.

Roof Skylights & Vents – No comments.

Telecommunication Equipment – No comments.

Screen & Storm Doors – HPRB Comments: “do we address storm windows?”

Sidewalks & Walkways – No comments.

Signs & Graphic Design (resident / commercial) – can be maximum of 4 sq ft. can be double sided but the town only counts one side’s square footage. “What is the size requirement for multi-tenant signs?” The guidelines do not currently address this. Will need to be addressed and discussed further. Temporary signage, for sale signs, sandwich board signs, etc. will need to be added to this topic’s section.

Solar Panels – The Town tries to keep them out of the public view.

Swimming Pools – No comments.

Windows – HPRB Comments: No historic or original windows can be replaced; they must be restored.

Window Shutters – Must be operable.

Wood Siding & Shingles – Board Comment: “List of contractors and suppliers”

A definition section will have images and diagrams added.

Drafting will occur in March. All residents and property owners will be invited to voice more of their ideas.

PUBLIC COMMENTS - None

E. BUSINESS/MATTERS NOT ON THE AGENDA (VIDEO 44:30 – 1:00:55)

- Stop Work Order – 314 E. Main Street
- COA Waiver – 101 E. Main Street (Window Repair)
- COA Waiver – 124 Park Street (Roof Replacement)
- COA Waiver – 127 W. Main Street (Exterior Changes)

G. ADJOURNMENT

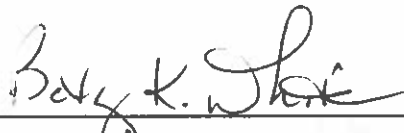
On motion by Mr. Boyd, seconded by Mr. Anderson, the board voted to adjourn the meeting.

The roll call vote was as follows:


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

Mrs. White declared the meeting adjourned.

Meeting adjourned at 6:26 P. M.



Betsy White, Chair



Gabriel Cristofari, Senior Planner/GIS Specialist