



**TOWN OF ABINGDON, VIRGINIA
WORK SESSION MEETING
TUESDAY, SEPTEMBER 6, 2016 - 5:30 P.M.
ARTHUR CAMPBELL MEETING ROOM –
MUNICIPAL BUILDING
WORK SESSION AGENDA**

- A. Welcome – *Mayor*
- B. Roll Call – *Tonya Triplett, Deputy Clerk*
- C. Town Manager/ Assistant Town Manager Reports – *Greg Kelly, Town Manager and Cecile Rosenbaum, Assistant Town Manager*
1. “Discussion about Music Event lineup for 2017/2018 and the addition of beach music”
 2. Consideration of declaring two vehicles as surplus. Two town trolleys 702 - 81 model Chevy bus, 1GBC621F4BV134093 and 703 -- 81 model Chevy bus, 1GBC621F2BV134092 as well as Drafting Table, File cabinets – Various, Hanging Plans Rack, Pictures and Frames – Various -- *John Dew, Director of Public Services and Construction*
 3. Consideration of bids for the Tennis Court Resurface project – *Kevin Worley, Director of Parks and Recreation*
- D. Town Attorney Report - *Deb Icenhour, Town Attorney*
1. Historical Society Lease
 2. Discussion of any town ordinance update issues
- E. Review of Regular Agenda for September 2016 (*Items on the Work Session Agenda that are not addressed may be addressed under Matters Not on the Agenda at the Regular Meeting*)
- F. Old Business
1. Report on the auction of town owned property located at located at Harmony Hills Lane, Lot # 5 parcel # 086 – 12-5 - *Greg Kelly, Town Manager*
 2. Report and update on the meeting to discuss Virginia Highlands Airport overlay /Appalachian Power. *Cathy C. Lowe Mayor*

3. Status of sale of tech park property - *Greg Kelly, Town Manager*

4. Reports on the following town owned properties: *Matthew Johnson, Director of Planning*

- Breckinridge Cabin
- Retirement
- Fields-Penn
- The Meadows

5. Urban Path Project- *John Dew, Director of Public Services and Construction*

6. Maintenance of Ext 17 Ramp - *John Dew, Director of Public Services and Construction*

G. Council Member Reports

H. Recess to Regular Council meeting in Council Chambers



**TOWN OF ABINGDON, VIRGINIA
REGULAR COUNCIL MEETING
TUESDAY, SEPTEMBER 6, 2016 7:30PM
COUNCIL CHAMBERS AT THE TOWN MUNICIPAL BUILDING**

Welcome to the Town of Abingdon, Virginia Regular Council 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 two (2) opportunities during the meeting for you to address the Council members. The first opportunity will come when the Mayor declares a public hearing open for comment. The second opportunity to address the council will come near the end of the Agenda when the Mayor will inquire if anyone wishes to speak to Council members regarding matters not listed on the Agenda. We do request that anyone addressing the Council, approach the podium, identify your first and last name and give your complete mailing address.

A. WELCOME – *Mayor Lowe*

B. ROLL CALL – *Tonya Triplett, Deputy Clerk*

C. PLEDGE OF ALLEGIANCE – *Tony Sullivan, Police Chief*

D. APPROVAL OF MINUTES

- August 1, 2016 Work Session Meeting
- August 1, 2016 Regular Meeting
- August 17, 2016, 2016 Mid-month Work Session

E. SPECIAL COMMUNITY RECOGNITION – *Greg Kelly, Town Manager*

**F. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES –
None**

G. SECOND READINGS OF ORDINANCES - None

H. CONSIDERATION OF ANY BIDS

1. Consideration of bids for the Tennis Court Resurface project – ***Kevin Worley, Director of Parks and Recreation***

**I. REPORTS FROM THE TOWN MANAGER AND ASSISTANT TOWN
MANAGER**

1. Request for approval Comprehensive Signage Plan (CSP): Marathon Realty Corp.,

owners, P.O. Box 518, Abingdon, VA 24212; Stephen Spangler, representative, P.O. Box 518, Abingdon, VA 24212. Proposed comprehensive signage plan to govern property within the 10 lot subdivision, property located near 440 Green Spring Road, commonly known as the "Meadows" development project, zoned B-2 (General Business). Including all or portions of Tax Map Numbers 105-A-39, 021-1-5B, & 021-1-5 - **Matthew Johnson, Director of Planning**

2. Consideration for authorization for Town Manager to draw down funds for procuring final conceptual designs and complete design services for the proposed sports complex property – **Greg Kelly, Town Manager**
3. Consideration of sponsorship for American Energy Society Local Energy – America’s Power Summit planned for December 5-6, 2016 at Emory & Henry College - **Greg Kelly, Town Manager**
4. Consideration of declaring two vehicles as surplus. Two town trolleys 702 - 81 model Chevy bus, 1GBC621F4BV134093 and 703 -- 81 model Chevy bus, 1GBC621F2BV134092, as well as Drafting Table, File cabinets – Various, Hanging Plans Rack, Pictures and Frames – Various- – **John Dew, Director of Public Services and Construction**
5. The public unveiling of VA Open Government, Financial Transparency software system – **Chuck Banner, Director of Finance and Cecile Rosenbaum, Assistant Town Manager**
6. SAGE SWVA – **Bob Trevorrow, Treasurer of SAGE**

J. OLD BUSINESS - None.

K. MATTERS NOT ON THE AGENDA

1. Members of the public may address Council members regarding matters not listed for action on the regular agenda – *please keep comments to 3 minutes*
2. Council will consider any agenda items not covered in the prior Work Session meeting

L. APPOINTMENTS TO BOARDS AND COMMITTEES

- Reappointment of Scott Wilson, Jennifer Ramseyer and Aaron Hicks to the Recreation Advisory Committee, all are eligible and willing to serve another term
- Appointment of members to the Sustain Abingdon Committee
 - Consideration of bylaws for Sustain Abingdon Committee, change meeting date from 2nd Thursday to 2nd Wednesday.
 - Reappointment of Nicholaas Leidig to the Tree Commission, who is eligible to serve

another term

- Appointment of members to the Economic Development Authority
- Appointment of a member to the Sinking Spring Cemetery Committee
- Appointment of a member to the Board of Zoning Appeals

M. COUNCIL MEMBER REPORTS

N. ANNOUNCEMENTS

- September 11th, 7:15 pm, Opening night performance of Peter James' The Perfect Murder at Barter Stage II
- September 12-17 – Washington County Fair
- September 14- Surviving an Active Shooter Events, American Red Cross. VA Highlands Small Business Incubator 8-9:30am.
- September 14 – Noon Knowledge. Excel The Next Level. Small Business Incubator Noon -1:30
- September 19 – The Art of Tailgating with Susie Buckner, SWHEC. 6-9 pm.
- September 21 – Noon Knowledge. Employment Law, Small Business Incubator Noon-1:30
- September 21-23 – A Call to Arms at the Abingdon Muster Grounds 9am-2pm.
- September 24 – Overmountain Victory Celebration at the Abingdon Muster Grounds 9am-3pm.
- September 24th, 8:00 pm, Opening night performance of Ray Bradbury's Something Wicked This Way Comes at Barter Theatre—Gala to follow
- September 25 – Appalachian Literacy Symposium, VHCC 3pm.
- September 28 – Noon Knowledge, Financing a Growing Business, Small Business Incubator, Noon-1:30pm.

O. ADJOURNMENT

**TOWN OF ABINGDON
WORK SESSION MEETING
MONDAY, AUGUST 1, 2016 – 5:30 PM
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Monday, August 1, 2016 at 5:30 p.m. in the Arthur Campbell Room of the Municipal Building.

Welcome by Mayor Lowe

A. ROLL CALL

Members of Council Present:

Mrs. Cathy Lowe
Mr. Richard E. Humphreys
Mr. Robert M. Howard
Mrs. M. Cindy Patterson
Mr. J. Wayne Craig

Administrative/Town Staff:

Gregory W. Kelly, Town Manager
Cecile Rosenbaum, Assistant Town
Manager/Town Clerk
Tonya Triplett, Deputy Clerk
Deb Icenhour, Town Attorney
Matthew Johnson, Director of Planning
John Dew, Dir. Of Construction/Public Services
Kevin Costello, Dir. of Tourism & ED
Jon Phelps, IT Department
Kevin Worley, Director of Parks & Recreation
Jennifer Montgomery, Main Street Director

Visitors:

Martha Keys, Joyce Ferratt, Sarah Sanders, Charles
Seaver, Rich Macbeth, Joella Barbour, Damean
Mathews, Eleanor Grasselli, Joe & Donna Levine
and others

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The Council discussed the following:

Mayor Lowe deviated from the agenda to allow discussion of the Historical Society of Washington County lease.

1. Deb Icenhour, Town Attorney stated the current lease agreement between the town and the Historical Society of Washington County is for a 5-year term, October 2011-October 2016. Mr. Kelly, Town Manager, noted the town is interested in capitalizing on a better use of the building the Historical Society currently occupies and to also find a building that better fits the Historical Society's needs. Consensus of Council is to have Mr. Kelly and Mrs. Icenhour set up meeting with Martha Keys to further

discuss the possibility of a shorter term of lease renewal.

2. **On motion of Mr. Humphreys, seconded by Mr. Howard, the Council went into closed session pursuant to Section 2.2 -3711(A)(3) of the Code of Virginia, 1950, as amended, the Council will convene in a closed session for the purpose of discussion of disposition/acquisition of property.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Aye</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

**On motion of Mr. Humphreys, seconded by Mrs. Patterson, the Council reconvened in regular session.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Aye</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

**The Deputy Clerk, Tonya Triplett, read the following certification to be adopted by the Council members:**

***WHEREAS**, the Council of the Town of Abingdon, Virginia has convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions set forth in the Virginia Freedom of Information Act; and*

***WHEREAS**, Sec. 2.2-3712(D) of the Code of Virginia, 1950, as amended, requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law; and*

***NOW THEREFORE**, be it resolved, that the Council of the Town of Abingdon, Virginia hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from an open meeting requirement by Virginia law were discussed in closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.*

**The certification was as follows:**

|                       |                     |
|-----------------------|---------------------|
| <b>Mr. Craig</b>      | <b>I so certify</b> |
| <b>Mrs. Patterson</b> | <b>I so certify</b> |

**Mr. Howard**            **I so certify**  
**Mr. Humphreys**      **I so certify**  
**Mayor Lowe**           **I so certify**

3. Matthew Johnson, Director of Planning reported the National Park Service is interested in creating a Master Plan for the Overmountain Victory Trail and is willing to fund half of the project that has a total estimated cost of \$95,000. The Parks Service is asking each community along the Overmountain Victory Trail to commit \$5,000 toward the project. Consensus of Council is to support the Overmountain Victory Trail Master Plan Project. No funds need to be appropriated at this time.
4. John Dew, Director of Public Services and Construction reported the need to declare a 1998 Dodge Ram pickup, Street Department, VIN# 1B7HF16Y9WS713383, as surplus. The vehicle has had some parts removed to repair/modify another department vehicle and will be auctioned off on line at PublicSurplus.com. Also, the fire department has a truck cover that no longer fits any town truck that should be declared surplus and auctioned, as well. Mr. Kelly noted this item is on the regular agenda for approval.
5. Mr. Kelly, Town Manager stated in order to complete the traffic study on the proposed sports complex property recommended by the Planning Commission, he would need authorization to draw down funds from the towns bond financing monies. Procuring a study would include sending out RFPs and creating a vetting committee that would consist of two councilmembers, town staff and Mr. Kelly. The committee would score the RFPs and interview the top two or three contenders. Mr. Craig inquired if the study traffic would include traffic for the sports complex, as well as, traffic from the development. Mr. Kelly and Mr. Dew stated that both the sports complex and development traffic could be included in the scope of work. Mr. Craig and Mr. Humphreys agreed to serve on the vetting committee.
6. Mr. Kelly reported that Appalachian Power wants to install new transmissions lines that may interfere with the flight path for Virginia Highlands Airport. Mr. Kelly, Mayor Lowe and Deb Icenhour, Town Attorney, along with the County Attorney and members of the Board of Supervisors will attend a meeting August 4, 2016 to discuss the issue and the town has until August 17, 2016 to respond. Consensus of Council is to permit Deb Icenhour, Town Attorney to file the necessary paperwork. Mr. Kelly, Mayor Lowe and Mrs. Icenhour will give a report at the September meeting.
7. Mr. Kelly reported that United Way of Southwest Virginia has an opportunity to apply for a \$50,000 grant that would be used to install a splash pad at the sports complex. United Way has matching funds for the grant and is prepared to organize fundraising for the remainder of funds. The total cost of the project is estimated at approximately \$200,000. Consensus of Council is to support the splash pad if the sports complex is developed and if there is room for it in the design.
8. Mayor Lowe inquired about the sign ordinance and way finding signs. Mayor Lowe stated some ordinances are outdated and are in need of updating. Discussion ensued about the expense of updating the Town Code.

9. Greg Kelly, Town Manager asked Council to consider setting a date for a capital improvement plan (CIP) and strategic planning retreats. Discussion ensued and Council decided to have a kick-off meeting with the Planning Commission October 19, 2016 at 5:30pm at the Virginia Highlands Small Business Incubator and a retreat November 5, 2016 at 9am at the Jubilee House Retreat, if available.
10. Greg Kelly, Town Manager reported on the auction of town owned property located at Harmony Hills Lane, Lot # 5 parcel # 086 – 12-5. Counts Auction Company is accepting sealed bids. The bids have a minimum bid amount and the commission is the responsibility of the buyer. Bids will be accepted until August 18 and then reviewed. Mr. Kelly will give an update at the September meeting.
11. Greg Kelly, Town Manager reported on the status of sale of tech park property. The town is currently working to contract with a new relator. Highlands Union Bank has two lots in the tech park that are listed with Interstate Realty and that realty company may be a good alternative to market the entire tech park property.
12. Matthew Johnson, Director of Planning reported on recent property damage at Retirement. Damage was caused by water and animals.
13. John Dew, Director of Public Services and Construction stated he is working with a couple of property owners along Park Street and is hoping to get the last easements required to move the Urban Path Project forward.
14. John Dew, Director of Public Services and Construction reported he has permission from VDOT to dress up the area and replace the fencing near Exit 17 and Commerce Drive. Mr. Dew asked Council to email him if they have suggestions.
15. Mr. Craig reported that the Bristol Virginia Utility Board voted to increase Optinet rates.

Mayor Lowe declared a 5-minute recess for Council and Town staff to reconvene in the Council Chambers for the regular 7:30 meeting.

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Cathy C. Lowe, Mayor

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Tonya Triplett, Deputy Town Clerk

**TOWN OF ABINGDON  
REGULAR COUNCIL MEETING  
MONDAY, AUGUST 1, 2016 - 7:30 PM  
COUNCIL CHAMBERS - MUNICIPAL BUILDING**

A Regular Council meeting of the Abingdon Town Council was held on Monday, August 1, 2016 at 7:30 p.m. in the Council Chambers of the Municipal Building.

**A. Welcome by Mayor Lowe**

**B. ROLL CALL**

Members of Council Present:

Mrs. Cathy C. Lowe  
Mr. Richard E. Humphreys  
Mr. Robert M. Howard  
Mrs. M. Cindy Patterson  
Mr. J. Wayne Craig

Administrative/Town Staff:

Gregory W. Kelly, Town Manager  
Cecile Rosenbaum, Assistant Town  
Manager/Town Clerk  
Tonya Triplett, Deputy Clerk  
Deb Icenhour, Town Attorney  
Matthew Johnson, Director of Planning  
John Dew, Dir. Of Construction/Public Services  
Tony Sullivan, Police Chief  
Kevin Costello, Director of Tourism & Economic  
Development  
Jon Phelps, IT Department  
Chuck Banner, Director of Finance

Visitors:

Rich Macbeth, Joe and Donna Levine, David  
Winship, Davenna Sexton, Nick & Barry Proctor, Al  
& Leslie Bradley, Stephen Spangler,  
Anita Manuel, Amanda Pillion, Jayne Duehring,  
Aaron Hicks, Nan Harmon, Edison Jennings, Jim  
Moore, Leslie Merris, and others

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Cecile Rosenbaum, Assistant Town Manager/Town Clerk.

**D. APPROVAL OF MINUTES**

July 1, 2016 Regular/Organizational Meeting  
July 20, 2016 Mid-month Work Session, Tour of Town Departments

**On motion by Mr. Howard, seconded by Mr. Humphreys, the Council approved the July 1, 2016 regular/organizational meeting minutes as presented.**

**The roll call vote was as follows:**

Mr. Craig       Aye  
Mrs. Patterson   Aye  
Mr. Howard       Aye  
Mr. Humphreys   Aye  
Mayor Lowe       Aye

**On motion by Mr. Craig, seconded by Mrs. Patterson, the Council approved the July 20, 2016 mid-month work session/town department tours meeting minutes as presented.**

**The roll call vote was as follows:**

Mr. Craig       Aye  
Mrs. Patterson   Aye  
Mr. Howard       Abstain *(He had to leave the meeting early)*  
Mr. Humphreys   Abstain *(He was not present at the July 20 meeting)*  
Mayor Lowe       Aye

**E. PETITIONS, PUBLIC HEARINGS AND FIRST READING OF ORDINANCES – None.**

**F. SECOND READINGS OF ORDINANCES – None.**

**G. CONSIDERATION OF ANY BIDS – None.**

**H. RESOLUTIONS – None.**

**I. REPORTS FROM THE TOWN MANAGER**

**1. Consideration of meeting date in September as the first Monday is Labor Day**

**On motion by Mr. Humphreys, seconded by Mr. Howard, the Council approved Tuesday, September 6, 2016 for the work session and regular meeting date, as September 5<sup>th</sup>, the first Monday is Labor Day.**

**The roll call vote was as follows:**

Mr. Craig       Aye  
Mrs. Patterson   Aye  
Mr. Howard       Aye  
Mr. Humphreys   Aye  
Mayor Lowe       Aye

**2. Consideration of request for traffic study relative to the sports complex property as recommended by Planning Commission.**

Mr. Kelly, Town Manager stated in order to complete the traffic study recommended by the Planning Commission he would need authorization to draw down funds in the borrowing process. Procuring a study would include sending out RFPs and creating a vetting committee that would consist of two councilmembers, town staff and Mr. Kelly. The committee would score the RFPs and interview the top two or three contenders. Mr. Craig inquired if the study traffic would include traffic for the sports complex, as well as, traffic from the development. Mr. Kelly and Mr. Dew stated that both the sports complex and development traffic could be included in the scope of work. Mr. Craig and Mr. Humphreys will serve on the vetting committee.

**On motion by Mr. Craig, seconded by Mr. Humphreys, the Council authorized Greg Kelly, Town Manager to draw down the necessary funds for the traffic study and to execute all necessary documents required.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Aye</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

**3. Consideration of declaring a vehicle as surplus. 1998 Dodge Ram pickup, Street Department, VIN# 1B7HF16Y9WS713383. The vehicle has had some parts removed to repair/modify another department vehicle and will be auctioned off on line at PublicSurplus.com.**

John Dew, Director of Public Services and Construction reported the need to declare a 1998 Dodge Ram pickup, Street Department, VIN# 1B7HF16Y9WS713383, as surplus. The vehicle has had some parts removed to repair/modify another department vehicle and will be auctioned off either on line at PublicSurplus.com or by sealed bid. Also, the fire department has a truck cover that no longer fits any town truck that should be declared surplus and auctioned, as well to be auctioned or sold off through sealed bid.

**On motion by Mr. Howard, seconded by Mr. Craig, the Council declared the 1998 Dodge Ram pickup, VIN# 1B7HF16Y9WS713383 and the fire department truck cover as surplus.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Aye</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

**4. Consideration of a Certificate of Appropriateness (COA) for: Marathon Realty**

**Corp., owners, P.O. Box 518, Abingdon, VA 24212; Application for Certificate of Appropriateness for new construction, lighting, landscaping, signage, located near 440 Green Spring Road, Abingdon, VA 24210, including a portion of Tax Map Number 021-1-5B.**

Matthew Johnson, Director of Planning explained that normally a certificate of appropriateness (COA) is handled at the Planning Commission level, but because this project requires a special use permit the code requires Planning Commission to make a recommendation to Council. The Planning Commission approved the COA unanimously, with Kenny Shuman abstaining, with the following conditions: 1) the applicant shall request a Comprehensive Signage Plan within three (3) months of the June 27, 2016, Planning Commission meeting date; and 2) that a reduction in the amount of parking as required by the Code be permitted (from 470 spaces down to 416 spaces). The Planning Commission will host a special meeting August 11 to discuss the signage issue and it will most likely be on the September Council agenda.

Mr. Craig inquired if the COA is approved what are the next steps. Mr. Johnson explained that the final plat would go to the Planning Commission and the Planning Commission would send a recommendation to Council for approval. The final plat is a document that splits the property into several parcels; most of the remaining items will be administratively approved. Issues like storm water, utility, erosion and soil, storm water plans must comply with town code as well as state and federal laws. Once the final plans are complete they will go back to the Planning Commission for review.

Stephen Spangler, Marathon Realty reviewed the COA information that was included in the Council packet. The COA includes detached buildings, brick and stone work on the entire building, over 450 new trees, 3,500 shrubs and a variety of grasses on the 10-acre tract. Also added is heavily landscaped berms to protect the view shed of the Virginia Creeper Trail. Mr. Craig inquired about significant changes in the route and the connection point on Green Spring Road.

Mr. Spangler stated the Town and VDOT are in charge of the entrance and that Marathon Realty has to tie into what they engineer.

Mr. Craig reported the ordinance states there should not be any overburdening to the infrastructure.

Mayor Lowe noted the issue at hand is the COA and not the entrance nor the road.

Mr. Kelly noted there will be a site plan review process at a later time that will likely address the information that will come from the town's traffic study. Mr. Kelly stated the entrance of Green Spring Road into the development has changed from the original location in the conceptual plans and has not been approved in the site plan aspects.

Mr. Craig expressed concerns about traffic increasing due to the development, additional traffic when the sports complex is added and accidents and public safety issues in leaving the S curve on Green Spring Road. He is further concerned that Marathon Realty will spend money on a final site plan and changes in the road could cause traffic problems and require changes to the site plan, which could be expensive for Marathon Realty.

Mrs. Patterson stated the lawsuit is still pending as well.

Mr. Spangler stated he is working off plans from VDOT.

Mr. Kelly stated the road project infrastructure leading into the development is a town project and the town will be looking at the best possible routes and access points within the confines of the traffic analysis. The actual site plan will not come back before Council, but will be approved at the Planning Commission level.

Mr. Spangler reiterated that the road and access points are out of the hands of Marathon Realty.

Mr. Kelly stated the town is working diligently to make it as safe as possible and when the traffic study, the final engineering plans and the Corp of Civil Engineers reports are finished and have been reviewed the town will have the necessary traffic calculations to make a sound decision on the road.

Mr. Humphreys stated it sounds like Marathon Realty realizes there could be changes but is willing to move forward with what has been presented to them. Mr. Humphreys stated Mr. Spangler has been before the Planning Commission seven times for redesign and improvements and has assembled a good project.

Mr. Craig questioned if Mr. Spangler is willing to spend the time and money on a site plan with the chance that the road design might change.

Mr. Spangler stated Marathon Realty is basically an adjacent property owner and is working off the assumption that the VDOT design plans will stay as they are now, but if the road design changes Marathon Realty may also have to make changes.

Mrs. Patterson stated there is also the possibility that Friends of Abingdon could win the lawsuit.

Mayor Lowe noted that the Council was not at liberty to discuss any components of the lawsuit.

Mr. Kelly stated the primary focus of town staff is the sports complex component and that's why the traffic study is being done. Mr. Kelly noted there are a lot of things that have to happen before the total build out of the road, before the total build out of the commercial development and before the build out of the sports complex. The town wants it to be as safe as possible for both the development and the sports complex, while also relieving traffic congestion on Cummings Street.

Mayor Lowe noted that Mr. Humphreys and Mr. Craig will serve on the traffic study committee and that the issue before Council is the Certificate of Appropriateness.

Mr. Craig inquired about the dirt being removed from the commercial development site and when the archeology study that was done could be released.

Mr. Kelly stated that Food City, the owner of the study, has now turned over the complete study that was conducted by S&ME to DEQ and the Corp of Civil Engineers and now that it is a matter of public record be can be released to the Council with any necessary redactions.

Mr. Craig also stated concerns about drainage, ponds, retention basin, water treatment, water runoff, the effect water runoff may have on neighboring ponds and the maintenance of the ponds.

Mayor Lowe stated this is part of the lawsuit and cannot be discussed.

Mr. Humphreys stated that the Planning Commission had suggested that concerned citizens contact town staff to discuss issues and concerns, but to date no one has contacted town staff.

Mr. Spangler stated there are regulations that have to be followed and water maintenance covenants that will be drafted between the parties and agreed upon.

Mrs. Patterson inquired about the blasting of dynamite and the effect on livestock and possible home damage and questioned if Mr. Spangler had talked to any of the nearby property owners.

Mrs. Patterson stated that sonic booms have attributed to pet deaths in Utah.

Mr. Spangler stated he has talked to several people on Green Spring Road, but the lawsuit prevents him from talking to some residents.

**On motion by Mr. Howard, seconded by Mr. Humphreys, the Council approved the Certificate of Appropriateness (COA) for Marathon Realty Corp., owners, P.O. Box 518, Abingdon, VA 24212. Application for Certificate of Appropriateness for new construction, lighting, landscaping, signage, located near 440 Green Spring Road, Abingdon, VA 24210, including a portion of Tax**

**Map Number 021-1-5B, as pertains to lighting, landscaping and new construction, as recommended by the Planning Commission.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Nay</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

**5. Abingdon Senior Center**

Natalie Graham, Director of Abingdon Senior Center stated she became the director in April and has been charged with improving the finances of the center. Mrs. Graham introduced Christine Webb, Marketing Director, who thanked Council for the \$22,500 that was provided to The Community Center of Abingdon. A new website has been created, events are being planned, print materials are being developed to promote the Virginia Ballroom and they are working with the Abingdon Convention and Visitors Bureau to provide meals to groups. They also have a new campaign 5 for \$5 Meals on Wheels Drive and hope to raise \$25,000 before Labor Day.

**J. OLD BUSINESS - None.**

Mayor Lowe stated that the work session agendas would include only town business and that other items would be discussed during the regular meetings.

**K. MATTERS NOT ON THE AGENDA**

- Rich Macbeth, 1139 Panorama Drive thanked Council for their hard work and standing firm on the sports complex, it is badly needed and also for work on at Exit 19. Mayor Lowe stated the elected officials should also be thanked for their help in making all of the Abingdon exits a priority.
- Amanda Pillion, 205 Stonewall Heights spoke in favor of the sports complex.
- Carla Dolce, 315 Lowland Street commented on the pending lawsuit and its potential impact on the project.
- Jayne Duehring, 128 Crestview Drive stated concerns about empty downtown buildings and encouraged Council to spend some time “connecting the dots” along Main Street and recruiting unique businesses that would serve residents as well as tourists.
- Ashby Dickerson, 205 Fairway Drive voiced support for Meals on Wheels program.
- Aaron Hicks, 1142 Panorama Drive stated the sports complex is badly needed for a place to play soccer and thanked Council for supporting the complex.
- David Winship, 855 Edgemont North Street spoke in opposition of the development.
- Nan Harmon, 498 Green Spring Road spoke in opposition of the development and

expressed concerns about interstate truck traffic noise.

- Edison Jennings, 247 East Main Street commented on the potential impact of the development and sports complex.
- Barry Proctor, 927 Woodlawn Terrace spoke in opposition of the sports complex on this location and stated the property should be historically preserved.
- Nick Proctor, 11092 Treeline Drive commented on the COA. Mayor Lowe stated this section is for matters not on the agenda and the COA was an item on the agenda. Mr. Proctor stated there had not been a public hearing for the COA. Cecile Rosenbaum, Assistant Town Manager/Town Clerk stated that a COA does not require a public hearing at either the Planning Commission or Council level.
- Leslie Bradley, 143 Stonewall Heights commented on the Meals on Wheels program. Mayor Lowe stated a letter was sent to the senior center to attend budget hearings and at that time they did not have a director and no one attended the hearings. Therefore, the Council was not aware if Meals on Wheels was even operating.
- Jim Moore, 113 College Street is opposed to the sports complex on the Meadows property. Mr. Moore also stated he and his wife had offered the town 40 acres to build a sports complex and then offered an additional 15 acres, but both were turned down. Mayor Lowe inquired if the property offered was free. Mr. Moore stated that the 40 acres offered was free and the other 15 acres would be sold to the town. Mr. Moore stated he felt the Meadows was not the right site for a sports complex.
- Donna Levine, 350 Green Spring Road expressed concerns about emissions from interstate traffic and environmental illnesses. She also read a letter written by Nina Lindrose.
- Joe Levine, 350 Green Spring Road is opposed to the sports complex being built on The Meadows property.
- Davenna Sexton, 430 Fairway Drive spoke in opposition of the development.
- Anita Manuel, 320 Madison Street SE also suffers from environmental illness and has concerns about people being exposed to fumes from interstate traffic.
- Leslie Merris, 216 Fulkerson Street inquired if the town could look at basement flooding and the possibility of installing a curb on Fulkerson Street. Mr. Kelly suggested Mr. Merris set up an appointment with Mr. Kelly and Mr. Dew to discuss the issue further. Mr. Merris also inquired about the possibility of incorporating a facility at the sports complex that would allow for mixed martial arts. Mr. Howard suggested he contact the Coomes Recreation Center. Mr. Merris stated his coworkers have had classes at the Coomes Center in the past. Mr. Humphreys stated there will not be facilities at the sports complex but suggested Mr. Merris set up an appointment with Cecile Rosenbaum, Assistant Town Manger and Kevin Worley, Director of Parks & Recreation to further discuss the possibility of classes and tournaments.

Greg Kelly, Town Manager reported that United Way of Southwest Virginia has a grant

opportunity that would allow for a splash pad at the sports complex. The amount of the grant is \$50,000, United Way has \$50,000 for the matching portion of the grant and is willing to assume fundraising to raise the remaining \$100,000, as the total cost of the project is approximately \$200,000. Mr. Kelly stated United Way is only requesting a letter of support from the town at this time and would need the letter of support in order to apply for the grant. Mr. Craig inquired if the location of the sports complex were to change could the splash pad be moved as well. Mr. Kelly stated he had not discussed that with United Way, but didn't think it would be a problem. Mr. Craig also wanted to make it clear that he is only approving the project and not the location of the sports complex or the splash pad.

**On motion by Mr. Humphreys, seconded by Mr. Howard, the Council authorized Greg Kelly, Town Manager to write a letter of support for United Way of Southwest Virginia to apply for a \$50,000 grant that would be applied toward a splash pad.**

**The roll call vote was as follows:**

|                       |            |
|-----------------------|------------|
| <b>Mr. Craig</b>      | <b>Aye</b> |
| <b>Mrs. Patterson</b> | <b>Aye</b> |
| <b>Mr. Howard</b>     | <b>Aye</b> |
| <b>Mr. Humphreys</b>  | <b>Aye</b> |
| <b>Mayor Lowe</b>     | <b>Aye</b> |

#### **L. APPOINTMENTS TO BOARDS AND COMMITTEES**

Council tabled the appointments to Boards and Committees to allow time to advertise for open positions.

#### **M. COUNCIL MEMBER REPORTS**

- Cindy Patterson stated the VML newly elected officials training that was held in Richmond was extremely helpful and very educational.
- Rick Humphreys reported an excessive amount of tractor trailers coming off Highway 19, to Russell Road and onto Main on order to get to I-81. He suggested no thru truck traffic signs be placed at the intersections. Mr. Humphreys also reported that the Call to Arms event, which includes reenactors and demonstrations will be open and extra day and will be open to the public on September 24.
- Mayor Lowe read a letter from Senator Mark Warner congratulating the Town of Abingdon upon its recognition as a Tree City USA Community by the Arbor Day Foundation.

Mayor Lowe declared the meeting adjourned.

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Cathy C. Lowe, Mayor

---

Tonya Triplett, Deputy Town Clerk

**TOWN OF ABINGDON  
WORK SESSION MEETING  
WEDNESDAY, AUGUST 17, 2016 – 5:30 PM  
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

A Work Session meeting of the Abingdon Town Council was held on Wednesday, August 17, 2016 at 5:30 p.m. in the Arthur Campbell Room of the Municipal Building.

**Welcome by Mayor Lowe**

**A. ROLL CALL**

Members of Council Present:

Mrs. Cathy Lowe  
Mr. Richard E. Humphreys  
Mr. Robert M. Howard  
Mrs. M. Cindy Patterson  
Mr. J. Wayne Craig

Administrative/Town Staff:

Gregory W. Kelly, Town Manager  
Cecile Rosenbaum, Assistant Town  
Manager/Town Clerk  
Tonya Triplett, Deputy Clerk  
Deb Icenhour, Town Attorney  
Chuck Banner, Director of Finance  
Matthew Johnson, Director of Planning  
John Dew, Dir. Of Construction/Public Services  
Kevin Costello, Dir. of Tourism & Economic  
Development

Visitors:

Rich Macbeth, Damean Mathews, Kathleen Bundy,  
and others

~~~~~

The Council discussed the following:

- 1. On motion of Mr. Craig, seconded by Mr. Howard, the Council went into closed session pursuant to Section 2.2 -3711(A)(3) of the Code of Virginia, 1950, as amended, the Council will convene in a closed session for the purpose of discussion of disposition/acquisition of property.**

The roll call vote was as follows:

Mr. Craig

Aye

Mrs. Patterson	Aye
Mr. Howard	Aye
Mr. Humphreys	Aye
Mayor Lowe	Aye

On motion of Mr. Craig, seconded by Mrs. Patterson, the Council reconvened in regular session.

The roll call vote was as follows:

Mr. Craig	Aye
Mrs. Patterson	Aye
Mr. Howard	Aye
Mr. Humphreys	Aye
Mayor Lowe	Aye

The Deputy Clerk, Tonya Triplett, read the following certification to be adopted by the Council members:

***WHEREAS**, the Council of the Town of Abingdon, Virginia has convened in a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions set forth in the Virginia Freedom of Information Act; and*

***WHEREAS**, Sec. 2.2-3712(D) of the Code of Virginia, 1950, as amended, requires a certification by the Town Council that such closed meeting was conducted in conformity with Virginia law; and*

***NOW THEREFORE**, be it resolved, that the Council of the Town of Abingdon, Virginia hereby certifies that to the best of each member's knowledge (i) only public business matters lawfully exempted from an open meeting requirement by Virginia law were discussed in closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.*

The certification was as follows:

Mr. Craig	I so certify
Mrs. Patterson	I so certify
Mr. Howard	I so certify
Mr. Humphreys	I so certify
Mayor Lowe	I so certify

2. Kevin Costello, Director of Tourism and Economic Development, reported on the advantages of creating Tourism Zones. Mr. Costello suggested a downtown improvement plan, as well as creating downtown and interstate exit tourism development zones. The creation of tourism zones would allow incentives for new businesses to locate in Abingdon and could also help existing businesses with projects like façade improvements. Consensus of Council is for Mr. Costello, to work

with Mr. Banner, Director of Finance, Mr. Johnson, Director of Planning and Jennifer Montgomery, Director of Main Street to determine zones and incentives.

3. Cecile Rosenbaum, Assistant Town Manger/Town Clerk reported that she and Stacey Reichler, Director of Human Resources have almost finalized a complete overhaul of the Town Personnel Policy and hope to have a final draft ready by next week for Council to review. She asked Council to consider a work session date to discuss the policy. Mayor Lowe stated she does not want to put a time limit on it, but would rather have a product that management is comfortable with. Council suggested that there be a separate handbook for Council Appointees. Appointee evaluations were scheduled for Nov 16, but may consider adding another date, as three new appointees have been added since the last evaluations.
 4. Chuck Banner, Director of Finance and Kevin Costello, Director of Tourism and Economic Development reviewed the proposed budget procedure. The proposed process would allow the town to gain more public and staff input, create a more open and inclusive process of budgeting that reflects interest of the citizens, prioritizes council and management goals and holds staff accountable and rewards them for their efforts. The proposed revision would start earlier in the year and focuses on six (6) key areas:
 1. Strategic planning and goal setting
 2. Community/citizen engagement
 3. Budgetary performance
 4. Employee engagement and performance
 5. Budget performance management
 6. Capital Improvement Plan
- Mr. Craig reported he has been volunteering at the Abingdon Community Center with the Meals on Wheels program. Mr. Craig has agreed to help with the program as long as they are working toward sustainability and encouraged other councilmembers to volunteer as well.
 - Mrs. Patterson reported she volunteered for the Virginia Highlands Festival, attended a Historic Preservation Review Board meeting and met with Kevin Sigmon to familiarize herself with the duties of the Tree Commission.
 - Mayor Lowe reported she has contacted several elected officials to discuss the Appalachian Power Lines and their interference with Virginia Highlands Airport. She also has spoken with some members of the Board of Supervisors and the County Administrator and suggested town staff work with the county to create a list of projects that could be worked on together.
 - Deb Icenhour, Town Attorney reported the flight pattern interference paperwork for Appalachian Power/ Virginia Highlands Airport has been sent and was delivered in

Richmond this morning. She gave each councilmember copies of an AEP/Virginia Highlands Airport flight pattern petition and asked them to gather signatures until September 14.

Mayor Lowe declared the meeting adjourned.

Cathy C. Lowe, Mayor

Tonya Triplett, Deputy Town Clerk

**A RESOLUTION BY THE COUNCIL FOR THE TOWN OF ABINGDON, VIRGINIA
TO RECOGNIZE ONE OF ITS OWN
JOHNNY "JEB" STEWART
FOR HIS CONTINUED DEDICATION AND SERVICE TO THE YOUNG ATHLETES
OF OUR TOWN AND REGION
AND TO JOIN WITH THE LITTLE LEAGUE ASSOCIATION IN
CONGRATULATING JEB FOR BEING CHOSEN AS ONE OF ONLY SIXTEEN
INDIVIDUALS WORLDWIDE TO UMPIRE THE 2016 LITTLE LEAGUE
INTERNATIONAL WORLD SERIES IN WILLIAMSPORT PENNSYLVANIA,
AUGUST 18 - 28, 2016**

WHEREAS, Johnny "Jeb" Stewart, (hereinafter, "Jeb"), a native of the Town of Abingdon and County of Washington, Virginia, became interested and involved in local Little League athletics very early in life; and

WHEREAS, upon his completion of his Washington County public school education in the year of 1971 at Abingdon High School, Jeb began his 43-yr. involvement with coaching the youth of this area on our local fields and facilities in a variety of different sports activities; and

WHEREAS, during said 43-yr. coaching stint, Jeb found himself coaching and/or officiating games in which members of the local athletic talent pool, including but not limited to, such notables as Barney Rubble, Fred Flintstone, Gregory W. Kelly, Blake McKinney, Hugh Ferguson, Sam McKinney, Jerry Castle, Jonathan Jonas, Nick Belcher, Ryan Jordan, Johnny Reichler, Justin Triplett, etc; and

WHEREAS, Jeb has accompanied more than a dozen of his own teams to advance to the Virginia State Championship games; and

WHEREAS, during said extended coaching and officiating career, Jeb has coached and officiated for decades for the benefit of hundreds of area youth athletes and their respective teams in a variety of sports, with baseball remaining his love; and

WHEREAS, Jeb has officiated high school level baseball, softball and football pursuant to Virginia High School League for the past several years, and continues to be involved in same at the current time; and

WHEREAS, in order to qualify to officiate at State and Regional levels, Jeb realized that he must begin to amass his qualifications by working hard and accruing quality experience, thereby distinguishing himself to officiate at higher levels; and

WHEREAS, Jeb umpired the Virginia State Major League Baseball Tournament for 19 years, 1994 - 2016; and

WHEREAS, Jeb umpired the Southern Regional Major League Baseball Tournament in St. Petersburg Florida in 1998; and

WHEREAS, Jeb umpired the Southeast Regional Major League Baseball Tournament in Warner Robins, Georgia in 2013; and

WHEREAS, Jeb umpired the 9 & 10-year-old Tournament of State Champions in Ceredo-Kenova, West Virginia and Greenville, North Carolina every year from 2005 - 2006; and

WHEREAS, Jeb umpired the 10 & 11-year-old Tournament of State Champions in Greenville, North Carolina in 2014 - 2015; and

WHEREAS, one of the most important aspects to the success of the Little League International Tournament is the volunteer umpires calling the games. Umpires are selected for a World Series after going through a lengthy, stringent selection process. Appointment as a member of the umpiring crew for a World Series is the highest honor Little League can bestow on an umpire, and selection means that these umpires are considered among the best in the world; and

WHEREAS, Jeb was contacted earlier this year with regard to being selected as one of the 16 official umpires for the 2016 Little League International Tournament in Williamsport, Pennsylvania chosen from a world-wide pool; and

WHEREAS, the Council for the Town of Abingdon, Virginia wish to recognize and congratulate Jeb for the honor his standard of excellence, endurance and tenacity has brought not only to himself but also to the Town of Abingdon, Virginia and our entire region; and

WHEREAS, throughout the duration of his 40+ years of distinguished youth sports involvement, Jeb has managed to run his own roofing company and for the past 8 years has held down another part-time position with a local company; and

NOW, THEREFORE, it shall be resolved that the Council for the Town of Abingdon, Virginia recognizes one of its own, Johnny "Jeb" Stewart, for his continued dedication and service to the young athletes of our Town and region and joins with the Little League (tm) Association International in congratulating Johnny "Jeb" Stewart for having been chosen as one of only 16 individuals worldwide, and the first person from our area ever, to umpire the 2016 Little League International World Series in Williamsport Pennsylvania, August 18 - 28, 2016.

(DRAFT COPY)



COMPREHENSIVE SIGNAGE PLAN

THE MEADOWS COMMERCIAL DEVELOPMENT

Town of Abingdon, VA
September 2016

Comprehensive Sign Plan – The Meadows Commercial Development
Town of Abingdon, VA

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Comprehensive Signage Plan – The Meadows Commercial Development Town of Abingdon, VA

SECTION 1. OVERVIEW

A. Purpose:

The purpose of the Comprehensive Signage Plan (“CSP”) for The Meadows Commercial Development (the “Development”) shall be to:

- Establish and govern the design parameters, size and criteria for all sign types and locations within the Development as well as for the signage component of an overall Certificate of Appropriateness (the “COA”) application for any Parcel;
- Identify and maintain exceptions from the Town of Abingdon (the “Town”) Sign Ordinance for the underlying zoning (B2);
- Promote the general health, safety, and welfare, including the creation of an attractive and harmonious environment;
- Protect the public investment in the creation, maintenance, safety, and appearance of its streets and other public areas;
- Improve pedestrian and vehicular safety by avoiding saturation and confusion in the fields of vision that could otherwise result if signs were not regulated;
- Protect and enhance the Town’s attractiveness to residents, tourists, and other visitors as sources of economic development;
- Create a signage criteria that is harmonious with the intent and requirements of the Historic District Entrance Corridor Overlay District.

B. General Criteria:

The required signage as described in the CSP plays an important role both as Tenant/Owner identification and as an external graphic element of the building, store, and overall Development aesthetic.

- Design Intent -The signs and storefronts are expected to take maximum advantage of company logos, specifically letter styles, quality materials, graphic flourishes, and high impact graphics.

Primary signs (“Primary”) refer to the Tenant’s sign at the entry (e.g. on the wall, sign band, storefront, awning, canopy, etc.). Secondary (“Secondary”) signs refer to signs that mark the rear or side elevation condition where the Tenant/Owner seeks higher visibility from public rights of way.

- Contents of a Sign - The advertising of informative content of all signs shall be limited to letters and/or logos designating the store name, type/use of store, and brand image.

C. Limitations of the Development:

The Development consists of +/- 30 acres with +/- 85,000 square feet of anchor and retail space and up to nine (9) additional outparcel uses (collectively the “Parcels”). The Development site plan is attached as **Exhibit A**.

D. Type of Permitted Signs within Development:

The following types of signs are allowed with the guidelines of the CSP:

- Wall Signs (internally/externally illuminated, channel letters or similar application)
- Monument Signs
- Pylon Signs

In addition, the following types of signs are allowed in the Development within the restrictions set forth in this CSP:

- Window or minor wall signs
- Sidewalk signs
- Wayfinding / Service signs
- Temporary signs
- Electronic Messaging Signs
- Signs of Public Safety/Interest

E. Total Number of Allowable Signs:

Total numbers of signs will be dependent on the existing retail tenant mix and outparcel configuration. This CSP shall designate and govern the signage type, size, and allotment for each Development use.

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

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

- *Wall length* – The measurement of the leasable or owned space for 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 drawings 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, thicknesses, colors, wiring, tubing, transformer specifications, and mounting details. Drawings shall be submitted to following Developer and Town contact:

To Developer:

1 Food City Circle
Abingdon, VA 24210
Attention: Marathon Realty Corp. / Stephen D. Spangler

To Town:

133 West Main Street
Abingdon, VA 24210
Attention: Town of Abingdon Planning Department / Matthew Johnson, Director

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

Once a business has vacated a space and has no plans to continue operations in the future, all wall signage is required to be removed within ninety (90) days or per the operable lease agreement.

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/examples (including materials, Monument cap, column, accent, and base design specification) of the signage as shown on **Exhibit B.**

Each Parcel over five (5) acres in total area shall be allowed three (3) monuments on said Parcel with each not exceeding fifteen (15) feet in height and ten (10) feet in width. Monuments may be relocated by Owner with Developer’s and Town’s prior written approval.

Each Parcel under five (5) acres in total area shall be allowed one (1) monument on said Parcel which shall not exceed ten (10) feet in height and eight (8) feet in width. Monuments may be relocated by Owner with Developer’s and Town’s prior written approval.

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 (50%) of the total signage cabinet square footage. Monuments may be single tenant or multi-tenant in nature.

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 Signs:

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 Monument, Tenant/Owner shall submit one (1) set of shop drawings to the Developer and Town for approval. These drawings 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. In addition, said drawings shall specify all details of sign construction, including materials, thicknesses, colors, wiring, tubing, transformer specifications, and mounting details. Drawings shall be submitted to the Developer and Town contacts noted above.

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

E. Pylon Sign:

The Developer shall construct the pylon sign (the “Pylon”), the approximate design and features (including an electronic message board) of which are shown on **Exhibit C** and the approximate location shown on **Exhibit D**. The Developer shall determine which Tenant/Owners of the Development may install sign panels on the Pylon.

F. Approval of Pylon Sign:

Prior to the installation of the Pylon, the Developer shall submit one (1) set of shop drawings to the Town for final approval and adherence to formal approvals of the Town Planning Commission and Town Council. These drawings are to be to scale, showing the Pylon elevation and a section through the sign, dimensioned (noting height, width, and square footage totals and of each component) as well as location on the Development site plan. In addition, said drawings shall specify all details of sign construction, including materials, thicknesses, colors, wiring, tubing, transformer specifications, and mounting details.

SECTION 3. ADDITIONAL ALLOWABLE SIGNAGE

The following are requirements for allowable Tenant/Owner ancillary signage on each Parcel:

A. Window & Minor Wall Signs:

- Window signage are meant to establish or enhance a Tenant/Owner’s identity. Window signs shall not be considered as temporary signage that advertise sales, promotion, etc.
- Identity signage may be painted, etched, graphic, or gold leafed directly on the inside face of glass storefronts.
- Minor wall signs may be applied directly to the storefront in the form of painted wood or finished or enameled metal panels with painted, carved, cut-out or applied dimensional letters.

B. Sidewalk Signs:

- Sidewalk signs (or sandwich boards) can be used to enhance a Tenant/Owner’s identity, but should not be considered as temporary signage. Restaurant menu boards are the best example of the appropriate use of sidewalk signs.
- Signs may not interfere with pedestrian traffic.
- Only one sidewalk sign per storefront is permitted.
- Sidewalk signs shall be well constructed and sturdy
- Sidewalk signs shall be taken in at the close of business.

C. Wayfinding / Service Signs:

- Quality and well-conceived wayfinding signs can be utilized by any Parcel owner or the Developer in general to aid in consumer ingress, egress, utilization, and navigation of said Parcel/Development.

- Service signs can be incorporated within a Parcel site design to designate certain uses (i.e. ATM, drive-thru, etc.) to aid in consumer ingress, egress, utilization, and navigation of said Parcel.

D. Temporary Signs:

- Two types of temporary signs are permitted:

Type 1: Signs placed during construction or renovation that replace the existing Tenant/Owner signs. These signs can only be displayed during an active construction project and must be removed once a certificate of occupancy has been issued.

Type 2: A new or relocated Tenant/Owner can place a temporary sign while a permanent sign is being designed, permitted, or constructed. These signs can be displayed for no longer than a maximum of two (2) months from when a certificate of occupancy has been issued for the space.

Only one Type 1 or Type 2 temporary sign (total) per space is allowed at any time.

Town Code governs all other temporary signs.

E. Electronic Messaging Signs:

- Electronic Messaging Signs can be incorporated within a Monument or the Pylon so long as they adhere to the restrictions set forth in this CSP.
- Electronic Messaging Signs shall be governed per Section 21-14-1 (Items C, D, & E) of the Town Code.

F. Signs of Public Safety/Interest:

- Any sign requested and/or required by the Town, the Town's emergency service departments, the Virginia Department of Transportation, or the Developer for interests of public safety or navigation/utilization of the Development will be permitted. Any signage falling under this category must be submitted to the Developer and Town for review/comment before fabrication and installation.

SECTION 4. MISCELLANEOUS

A. Variance and/or Modification Requests:

The Developer and the Town reserve the right to approve signage for any Parcel outside of the requirements set forth in this CSP, so long as they represent the best interests of the Development. Any variance or modification request must be approved in writing by both the Developer, the Town Planning Staff, and/or Town Planning Commission before any qualifying signage can be installed.

“EXHIBIT B”

MONUMENT EXAMPLE #1



MONUMENT EXAMPLE #2

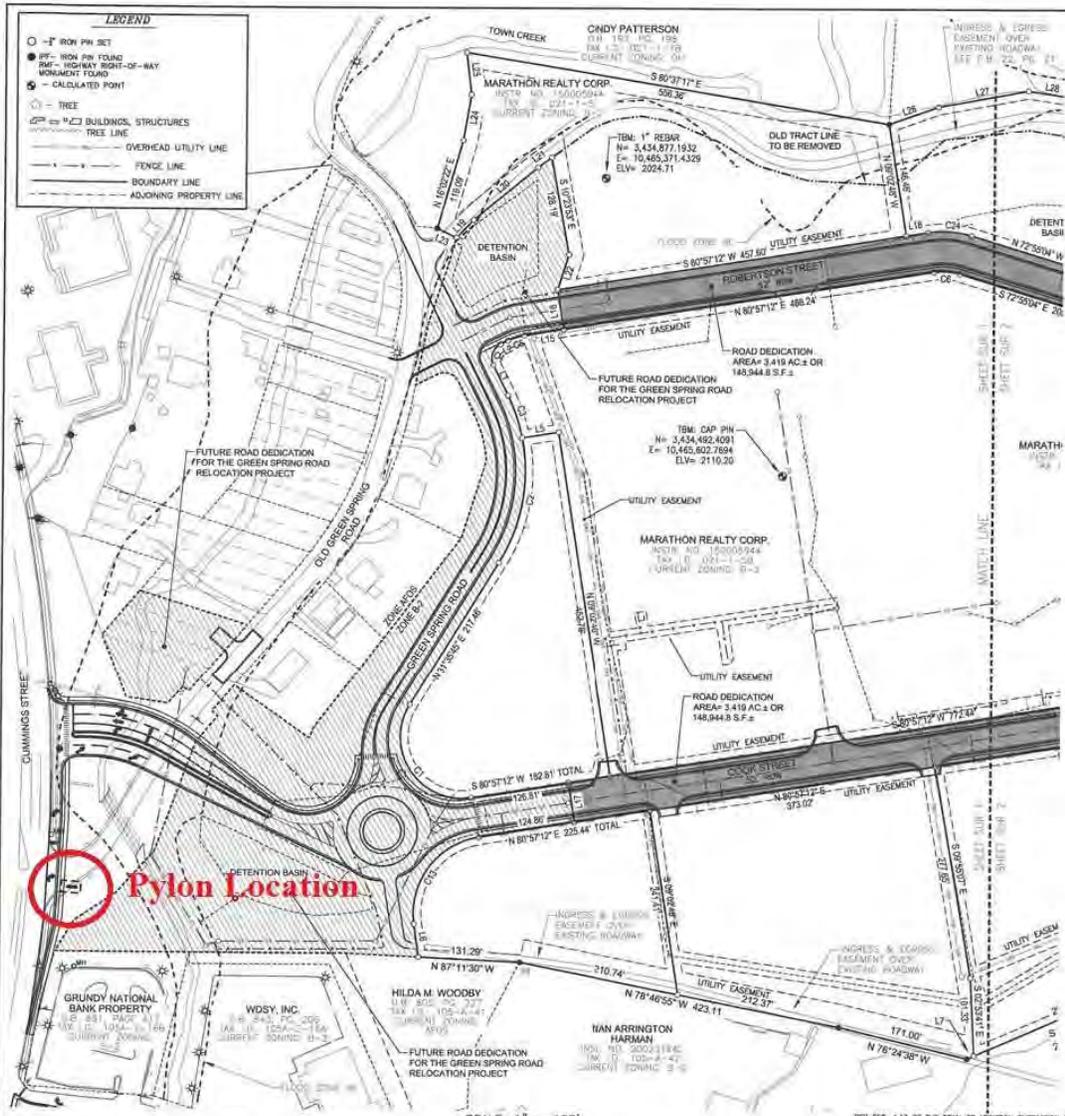


APPROVED MATERIALS[^]

- Natural Clay Brick
- Natural Stone Product
- Metal Accents
- Stucco/EIFS Accents
- Lighting Accents

[^] *decorative components only. Signage cabinets per standard engineered spec.*

"EXHIBIT D"



Pylon Location

- The boundary survey shown is based on a current field survey.
- The unadjusted error of closure for the field traverse is greater than 1/20,000 (Urban Area).
- This survey was performed under the direct supervision of Steven W. Hamby Va. L.S. 2826.

SURVEYOR'S CERTIFICATE

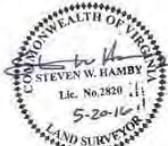
I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS CORRECT AND COMPLIES WITH THE MINIMUM PROCEDURES AND STANDARDS ESTABLISHED BY ENGINEERS, LAND SURVEYORS, AND CERTIFIED LANDSCAPE ARCHITECTS. I FURTHER CERTIFY THAT THE LAND PLATED HEREIN CONVEYED TO MARATHON REALTY CORP. BY INSTRUMENTS DATED BEGINNING 20. 2016 AND RECORDED IN THE OFFICE OF THE CIRCUIT COURT OF WASHINGTON COUNTY, VIRGINIA AT INSTRUMENT NUMBER 150025944.

DATE: 5-20-16
 SURVEYOR: STEVEN W. HAMBY

OWNER'S STATEMENT

THE PLATING OR DEDICATION OF LANDS IT APPEARS ON THIS PLAN (REPLAC) IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNER(S), PROPRIETOR(S) OR TRUSTEE(S), IF ANY, GIVEN UNDER MY (OURS) HAND AND SEAL THIS THE _____ DAY OF _____ 2016.

_____(SEA)
 _____(SEA)
 _____(SEA)



PER SEC. 4.13 OF THE TOWN OF ABINGDON SUBDIVISION CODE, APPROVAL OF THE FINAL PLAT SHALL NOT BE DEEMED THE ACCEPTANCE BY THE TOWN OF ANY STREET, ALLEY, OR OTHER PUBLIC SPACE SHOWN ON THE PLAT FOR MAINTENANCE, OR TERMS OF OPERATION, INTERFERENCE, AND SHALL BE NULL AND VOID IF A COPY THEREOF IS NOT RECORDED AS REQUIRED ABOVE WITHIN SIX (6) MONTHS AFTER APPROVAL, UNLESS SUCH TIME OF RECORDECTION IS EXTENDED BY THE TOWN COUNCIL.

CURRENT PROPERTY ZONING CLASSIFICATION:
 APOS, (AGRICULTURAL, FORESTAL & OPEN SPACE DISTRICT)
 B-2, (GENERAL BUSINESS DISTRICT)

SETBACKS:
 APOS: SEE ZONING CODE ARTICLE 3, SECTIONS 3-4 THRU 3-7 FOR FRONT YARD, SIDE YARD AND REAR YARD AREA REGULATIONS.
 B-2: SEE ZONING CODE ARTICLE 11, SECTIONS 11-4 THRU 11-7 FOR FRONT YARD, SIDE YARD AND REAR YARD AREA REGULATIONS.

- NOTES:**
- NORTH RECONCILED TO THE VIRGINIA SOUTH ZONE STATE PLANE COORDINATE SYSTEM.
 - A SMALL PORTION OF THE SUBJECT PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD AREA PER THE NATIONAL FLOOD INSURANCE PROGRAM FLOOD INSURANCE RATE MAP NUMBER 51191C0282C, BEARING AN EFFECTIVE DATE OF SEPTEMBER 29, 2010.
 - CERTIFICATION DEFINED: THE USE OF THE WORD "CERTIFY" OR "CERTIFICATION" BY A REGISTERED PROFESSIONAL LAND SURVEYOR, IN THE PRACTICE OF LAND SURVEYING, CONSTITUTES AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THOSE FACTS OF FINDINGS WHICH ARE SUBJECT OF THE CERTIFICATION, AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EITHER EXPRESS OR IMPLIED.
 - SUBJECT PROPERTY REFERENCE DOCUMENTS: SEE SURVEY
 - SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, CONVEYOR TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY REVEAL.
 - THIS SURVEY IS SUBJECT TO ANY EASEMENTS THAT MAY AFFECT SUBJECT PROPERTY, WHETHER OF RECORD OR IMPLIED.
 - ALL FUTURE CONSTRUCTION WILL CONFORM TO THE REQUIREMENTS OF THE PLANNING AND ZONING ORDINANCE IN EFFECT AT THE TIME OF CONSTRUCTION.
 - THIS SURVEY IS BASED UPON EXISTING MONUMENTS AND EVIDENCE WHICH WERE FOUND IN THE FIELD AS OF THIS DATE.
 - SUBJECT PROPERTY IS SUBJECT TO ALL APPLICABLE EASEMENTS, SETBACKS, RIGHT-OF-WAYS & RESTRICTIONS OF RECORD OR CLAIMS OF EASEMENTS OR RIGHT-OF-WAYS, NOT SHOWN BY PUBLIC RECORDS.
 - THERE IS A 10 FT. UTILITY EASEMENT ALONG THE INTERIOR OF ALL LOT LINES.



CALL THREE WORKING DAYS BEFORE YOU DIG DIAL 811 MISS VIRGINIA UTILITY

NOTE: CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING UTILITIES PRIOR TO BEGINNING CONSTRUCTION

TOWN MANAGERS CERTIFICATE

THIS IS TO CERTIFY THAT THIS PLAT HAS BEEN REVIEWED BY AND MEETS THE ADMINISTRATIVE APPROVAL REQUIREMENTS OF THE TOWN MANAGER AS PROVIDED IN THE TOWN OF ABINGDON SUBDIVISION ORDINANCE.

SIGNED: _____
 (CHAIRPERSON, ABINGDON PLANNING COMMISSION)

PLANNING COMMISSION APPROVAL

THIS IS TO CERTIFY THAT THIS SUBDIVISION PLAT WAS APPROVED BY THE ABINGDON PLANNING COMMISSION ON _____ DAY OF _____ 2016, GIVEN UNDER MY HAND AND SEAL THIS THE _____ DAY OF _____ 2016.

SIGNED: _____
 (SECRETARY, ABINGDON PLANNING COMMISSION)

TOWN COUNCIL APPROVAL

THIS IS TO CERTIFY THAT THIS SUBDIVISION PLAT WAS APPROVED BY THE TOWN COUNCIL ON _____ DAY OF _____ 2016, GIVEN UNDER MY HAND AND SEAL THIS THE _____ DAY OF _____ 2016.

SIGNED: _____
 (MAYOR, ABINGDON TOWN COUNCIL)

SIGNED: _____
 (CLERK, ABINGDON TOWN COUNCIL)

NOTARY STATEMENT

STATE OF VIRGINIA
 COUNTY OF WASHINGTON TO WIT:

I, A NOTARY PUBLIC IN AND FOR THE STATE AND COUNTY AFORESAID, DO HEREBY CERTIFY THAT _____ WHOSE NAME(S) IS (ARE) SIGNED TO THE FOREGOING STATEMENT, PERSONALLY APPEARED BEFORE ME IN MY STATE AND COUNTY AND ACKNOWLEDGED THE SAME.

MY COMMISSION EXPIRES _____ DAY OF _____

STATE OF VIRGINIA
 COUNTY OF WASHINGTON TO WIT:

I, A NOTARY PUBLIC IN AND FOR THE STATE AND COUNTY AFORESAID, DO HEREBY CERTIFY THAT _____ WHOSE NAME(S) IS (ARE) SIGNED TO THE FOREGOING STATEMENT, PERSONALLY APPEARED BEFORE ME IN MY STATE AND COUNTY AND ACKNOWLEDGED THE SAME.

MY COMMISSION EXPIRES _____ DAY OF _____

REVISIONS

NO.	DATE	DESCRIPTION
1	5-26-16	TOWN OF ABINGDON COMMENTS

ACTIVE DESIGN PHASE

<input type="checkbox"/>	CONCEPT DESIGN
<input type="checkbox"/>	DESIGN DEVELOPMENT
<input type="checkbox"/>	CONSTRUCTION BIDDING PHASE
<input checked="" type="checkbox"/>	CONSTRUCTION DOCUMENTS
<input type="checkbox"/>	CONSTRUCTION ADMINISTRATION

AGS PROJ. NO. N/A

PROJECT: _____

PROJECT PRELIMINARY SUBDIVISION

Subject Property Information:

OWNER:
 Marathon Realty Corp.
 P.O. Box 1158
 Abingdon, VA 24212

Property Address:
 Abingdon, VA

Appalacia Design Services

INCORPORATED

245 Birch Street
 Blountville, TN 37617
 Phone: (423) 323-1206
 Fax: (423) 323-1732

TOWN OF ABINGDON, VIRGINIA PLANNING DEPARTMENT

DRAWING INFORMATION

SCALE: 1"=100'

SCALE GUIDE: _____

DWG. ISSUED: May 05, 2016

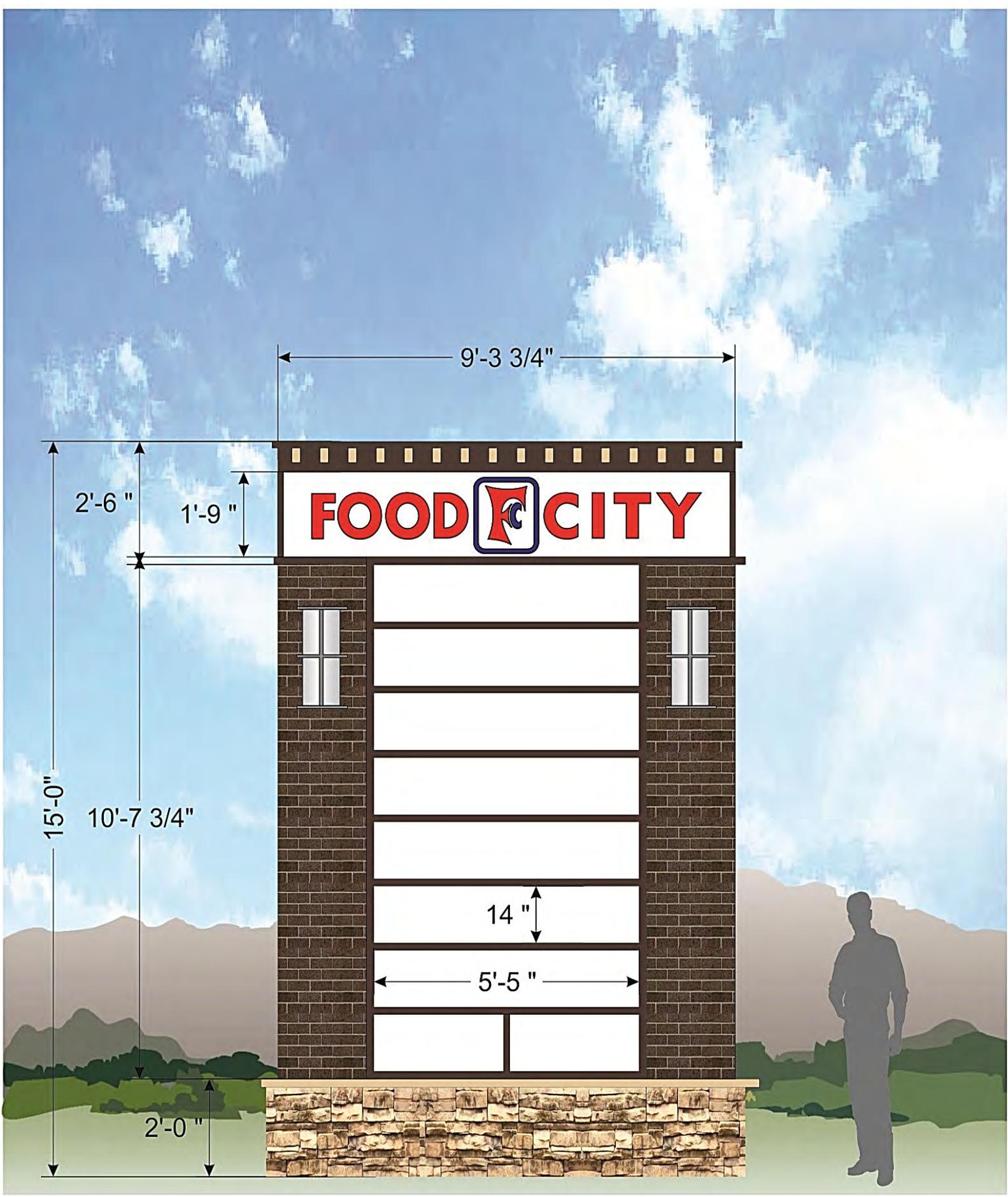
PROJ. ADMIN.: SF

DRAWN BY: SWH

CHECKED BY: SWH

DRAWING TITLE:
PLAT SHOWING A SUBDIVISION OF THE MARATHON REALTY CORP. PROPERTY - 33.004 AC.± (TOTAL)
 BEING ALL OF THOSE CERTAIN TRACTS OF LAND LYING IN THE TOWN OF ABINGDON IN THE MADISON MAGISTRAL DISTRICT OF WASHINGTON COUNTY, VA AND RECORDED AT INSTRUMENT NUMBER 150025944.

DRAWING NO.: **SUR-1 OF 2**

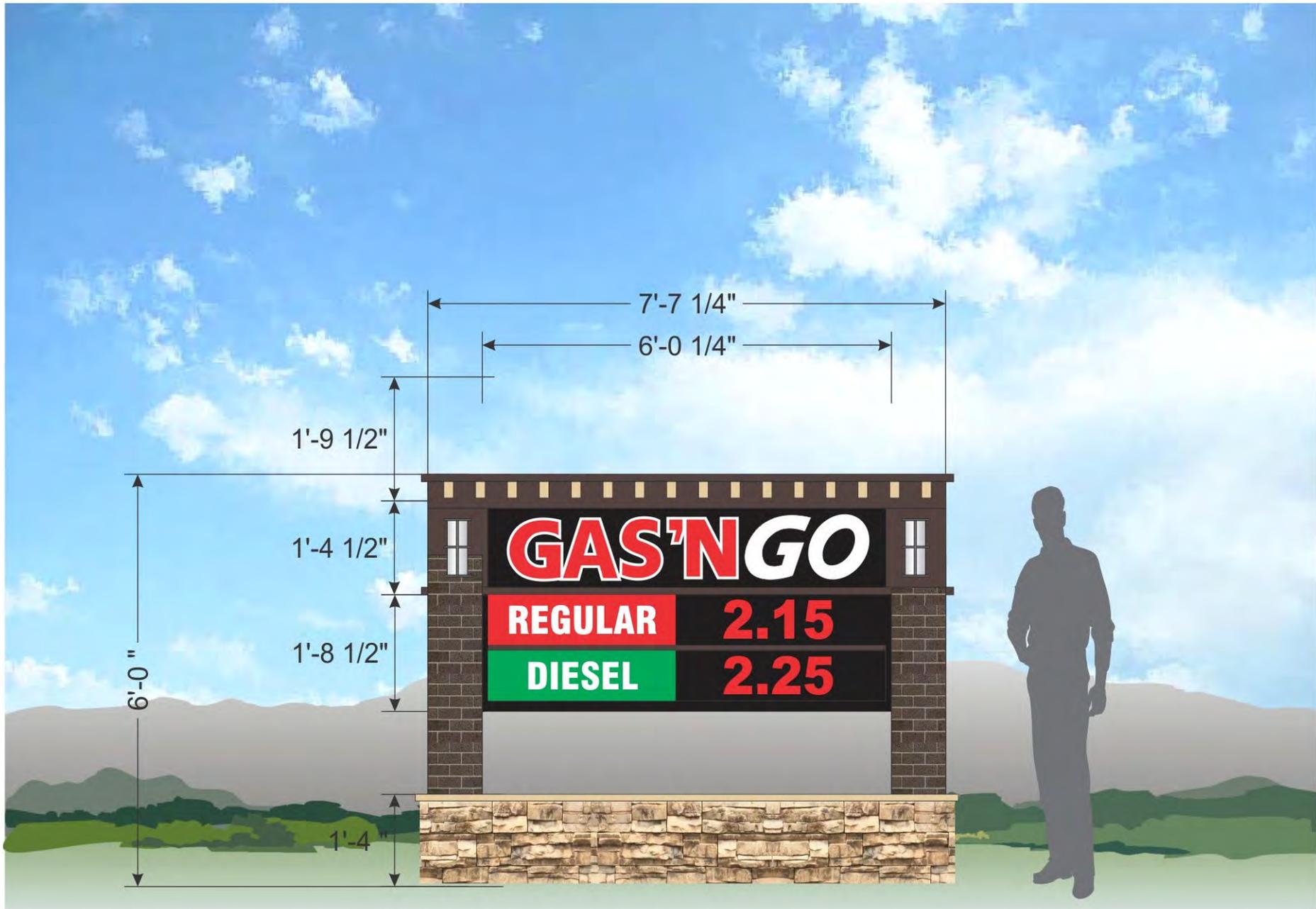


2918 CREEKMORE DRIVE
 JOHNSON CITY, TN 37601
 423-282-6221 FAX 423-282-6222

DATE: 6-23-16
 DESIGNER: TMT
 SALES REP: RANDY HOLLAND

DESIGN #: 20436
 REVISION #: 1, 8-16-16
 SCALE: 3/8" = 1'

CUSTOMER APPROVAL: _____
 DATE: _____



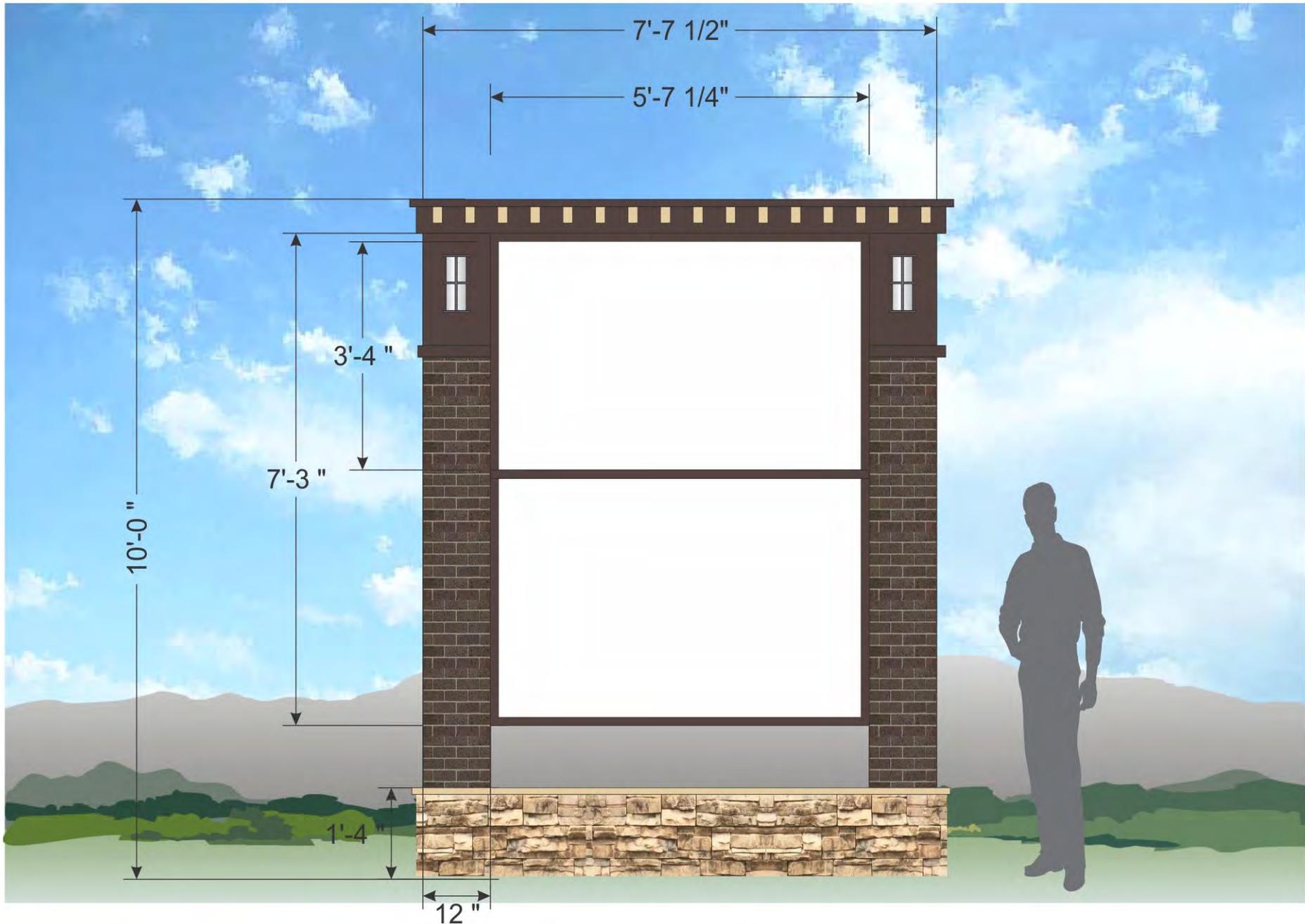
2918 CREEKMORE DRIVE
 JOHNSON CITY, TN 37601
 423-282-6221 FAX 423-282-6222

DATE: 6/23/16
 DESIGNER: TMT
 SALES REP: RANDY HOLLAND

DESIGN #: 20435
 REVISION #:
 SCALE: 1/2" = 1'

CUSTOMER APPROVAL: _____ DATE: _____

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.



2918 CREEKMORE DRIVE
 JOHNSON CITY, TN 37601
 423-282-6221 FAX 423-282-6222

DATE: 8/16/16
 DESIGNER: TMT
 SALES REP: RANDY HOLLAND

DESIGN #: 20593
 REVISION #:
 SCALE: 1/2" = 1'

CUSTOMER APPROVAL: _____ DATE: _____

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.



Snyder Signs		2918 CREEKMOORE DRIVE JOHNSON CITY, TN 37601 423-982-0221 FAX 423-982-0223	
DATE: 8-15-16	DESIGN #: 20589-A		
DESIGNER: RH & CS	REVISION #:		
SALES REP: RANDY HOLLAND SCALE: NTS			
CUSTOMER APPROVAL:			
DATE:			



Snyder Signs		2918 CREEKMOORE DRIVE JOHNSON CITY, TN 37601 423-982-0221 FAX 423-982-0223	
DATE: 8-15-16	DESIGN #: 20589-B	DESIGNER: RH & CS	REVISION #:
SALES REP: RANDY HOLLAND SCALE: NTS			
CUSTOMER APPROVAL:			
DATE:			

INTEROFFICE MEMORANDUM

TO: TOWN COUNCIL
FROM: MATTHEW JOHNSON, DIRECTOR OF PLANNING
SUBJECT: PLANNING COMMISSION REPORT – 8/22/2016
DATE: AUGUST 24, 2016
CC: TONYA TRIPLETT

Mayor and Council:

At the Planning Commission meeting on August 22, 2016, the Commission considered one final plat and one Comprehensive Signage Plan (CSP) request. The proposed final plat involved a proposed 4 lot subdivision at 1103 Empire Dr. The Commission also considered a CSP request for the Meadows Development for Marathon Realty. The Commission voted to recommend approval of both the final plat, as well as the CSP request for Marathon Realty. The Town Council will hear a request for approval of each of these items at their Sept. 6th Council meeting.

During the August 22nd meeting, the Commission heard from one citizen who had a question related to the future use of the properties being subdivided along Empire Drive. Planning staff responded that the request before the Commission only dealt with the subdivision of the lots and not the proposed use at this time. Any future use would have to conform with uses permitted under the current zoning (OI – Office & Institutional) or a request to rezone the property would have to come back to the Town.

The Planning Commissions will host the Bristol Area Metropolitan Planning Organization (MPO) and VA Dept. of Transportation (VDOT) officials at a special work session on Sept. 12th at 5:30pm in the Council Chambers. Officials from the MPO and VDOT will present the 2040 Long Range Transportation Plan (LTRP) to the Commissioners. No action will be taken at that meeting. However, the public is encouraged to attend and representatives from VDOT and the MPO will be on hand to answer any questions or to consider public input.

Should anyone have questions about the materials within, please feel free to contact me directly.

Respectfully,



Matthew Johnson, AICP
Director of Planning



**AMERICAN
ENERGY
SOCIETY**

*Local Energy--
America's Power*



Mission: The American Energy Society is convening a summit designed to enhance the energy cluster of the Upper South. Convened at Emory & Henry College in beautiful Southwest Virginia, thought leaders with expertise in science and engineering, business and industry, capital and policy will contribute to this event. By connecting regional needs with leading ideas, the results of this event will lead to a better understanding of opportunities and action items for moving forward. This event will be broadcast as a webcast, the proceedings will be published and distributed as a “white-paper,” and the outcomes will serve as best-practices that inform other regions and a national energy agenda. C-SPAN will tape and broadcast the event throughout the month of December.

DECEMBER 5, 2016

6:00 – 9:00 Cocktails, White Paper, Keynote – McGlothlin Center for the Arts, Emory and Henry College

DECEMBER 6, 2016

7:45 – 9:00 REGISTRATION & REFRESHMENTS – SW Virginia Higher Education Center, Abingdon, VA

9:00 – 9:30 Introduction of Keynote Address & Keynote Speaker—
(In addition to a general overview of the the current state of the energy industry, we will briefly outline the Energy Policy of the President-elect.) In addition to a speaker from Dominion, others are being confirmed.

9:45 – 10:45 The State of Energy in the Upper South: This panel will briefly review the current state of energy in all sectors. The discussion will set the tone and direction for the remaining panels.
Chair and Panelist List to be finalized.

11:00 – 12:00 Conventional Solutions: The current state of innovation, including energy generation, transmission, and distribution. The discussion also includes a fair SWOT assessment. (NOTE: Emphasis will be on coal science, carbon-capture science, and science as it relates to CO2, micro grids.) *Chair and panel list to be finalized. (Invited: Dominion, VA Nuclear Energy Consortium, NIC, VA Department of Mines, Minerals and Energy-confirmed)*

12:00 – 1:00 Lunch and break for networking

1:00 – 2:00 Renewable Solutions: An examination of opportunities for other energy technologies.
Chair and Panel to be finalized: Solar (Coronal, invited), wind (Apex Clean Energy, invited), biofuels (ORNL, invited), hydro

2:15 – 3:15 Access to and the creation of an innovative ecosystem: Barriers and opportunities for capital in the Upper South. Focus on funding sources: public/private partnerships, VC, foreign direct investment, government research grants, with special emphasis on supply chain analysis. Panel also focuses on incentives (local, state, federal) for energy. *Chair and Panel list to be finalized.*

3:30 – 4:30 Infrastructure & Workforce: Issues and risks for industry and the workforce in the Upper South, with special emphasis on infrastructure and training of skilled labor for new and existing technologies through the full supply chain. *Chair and Panel list to be finalized.*

4:30 – 5:15 CLOSING REMARKS, AUDIENCE NETWORKING, RECEPTION



AMERICAN
ENERGY
SOCIETY

Local Energy—America's Power

Partnership Benefits

FLAGSHIP EVENT PARTNER - \$10,000

Provides valuable partnership recognition and enhanced partner benefits, including:

- Company logo featured in a prominent location on all media and communications collateral, including but not limited to: dedicated event website; webinar re-broadcasts; host Facebook and LinkedIn pages; invitations; banners; flyers; programs and logo on name tags
- Visible recognition in multiple locations as the Flagship Partner (web site, event programs, signage at event)
- Multiple mentions from the stage; prominent location to display marketing materials or other collateral
- Identified as “Flagship Sponsor” for morning refreshments
- Opportunity for remarks and introduction of Keynote speaker
- Panel participation opportunities
- Organization featured in all national and local media releases before and after conference
- Reserved table at luncheon
- Complementary unlimited American Energy Society Premium memberships. Those benefits include but are not limited to: support of recruiting and hiring benefits; advance notification of all Energy events hosted by the American Energy Society and subscriptions to all publications (bi-monthly newsletter emailed to 27,000+ active members; new digital publication, *Energy Today*, that will launch to over 500,000 readers in January, 2017); ad in inaugural issue of *Energy Today*.

SOCIETY PARTNERS \$5,000 – Sponsorship of breaks, lunch or cocktail hour

Provides enhanced sponsorship benefits and recognition:

- Panel participation opportunities
- Company logo featured in a prominent location on all media and communications collateral, including but not limited to dedicated event web site; webinar re-broadcasts; host Facebook pages; invitations, banners, flyers, and programs
- Visible on-site recognition as Society Partner
- Complementary reserved table for the luncheon (8 guests)
- Premium Membership in the America Energy Society (25 accounts), benefits include but are not limited to support of recruiting and hiring needs and target prospecting; advanced notification of all energy events hosted by the American Energy Society, publications and announcements

Cont.



AMERICAN
ENERGY
SOCIETY

Local Energy—America's Power

Partnership Benefits, cont.

PANEL PARTNER - \$2500 - Sponsorship of choice of panel discussions

- Prominent placement in program, signage at event, signage at tables, multiple mentions from stage
- Opportunity to address audience prior to panel discussion
- Prominent location to display marketing materials or other collateral
- Logo on name tags

From: Kathy Artus <kathy@energysociety.org>
Date: July 27, 2016 at 5:04:53 PM EDT
To: <ttriplett@abingdon-va.gov>
Subject: Upcoming Energy Conference in Abingdon

Hello Tonya,

Kevin Costello suggested I contact Sustain Abingdon about an Energy Conference being planned for December 5-6.

The American Energy Society is the premier society for professionals in the energy industry; we provide a non-partisan, energy-agnostic platform for our 135,000+ members to exchange ideas and information. To that end, we offer a bi-monthly newsletter; Expert Network services; educational conferences and soon a digital publication.

In cooperation with Emory & Henry College, we are convening a conference titled "Local Energy--America's Power." Our goal is to offer a survey of the regional energy cluster and discuss ideas for growing the energy industry in your region. By connecting regional needs with leading ideas, the results of this event will lead to a better understanding of opportunities and action items for advancing a sustainable energy future. I have attached a draft agenda to give you a good idea of the topics we will cover and some information on partnership benefits.

The benefits of attending and sponsoring this conference are many: expansion of your network; good press for the Abingdon area, quality time with other energy professionals, and a chance to showcase your services. (We have confirmed VA Business Magazine as our media sponsor and have a commitment from C-SPAN to tape and broadcast the event multiple times in December.)

Can you please tell me who to speak to about this if it's not you? I'd really like to discuss how our organizations can work together to make this a successful event and bring forward-thinking people to the area.

Thank you in advance for your time and consideration. I hope you agree that a partnership between our organizations will be of great benefit to Abingdon so I look forward to hearing from you.



Kathy Artus
Senior Director of Programs
949.677.8455
energysociety.org

2015 BOARD AND COMMISSION APPLICATIONS RECEIVED

DATE	COMMITTEE	NAME	ADDRESS
6/2/2015	Planning Commission	Michael Weaver	610 Colonial Road SW
6/4/2015	Planning Commission, or all others	John Honeycutt	466 Court Street Abingdon
6/19/2015	Planning Commission	Sue Ann Morris	278 Henderson Court
6/24/2015	Planning Commission	Mark Goodman	305 Bogey Drive
6/26/2015	Planning Commission	Doug Ellis	135 Longview Drive
7/22/2015	Sustain Abingdon	Sherri Leab	16088 Majestic Dr., Bristol Works in Abingdon
7/30/2015	Sustain Abingdon	Tom McMullen	267 Whites Mill Road
7/31/2015	Sustain Abingdon	Tim Wade	14629 Branch Street
8/28/2015	HPRB	James Bunn II	153 Valley Street NE
8/25/2015	HPRB	Doug Covington	898 Fern Lane, Marion Works in Abingdon
8/30/2015	Planning Commission	Evie J. Hunt	22638 Remington Dr. Works in Abingdon
9/1/2015	Planning Commission, BZA	Kenny Shuman	164 West Valley Street
9/1/2015	HPRB	Franklin D. Brown	219 Buckingham Court
9/7/2015	Planning Commission	Joe Levine	350 Green Spring Road
9/7/2015	Planning Commission, BBCA,BZA,EDA,HPRB,Sustain, Incubator	Don Adams	20080 Tall Oaks Drive
9/9/2015	Tree Commission	Chris Sullivan	172 Country Club Drive
9/14/2015	Sustain Abingdon	Barbara Williamson	499 Nicholas Street SE
9/14/2015	BBCA, BZA,HPRB,Muster Grounds Planning Commission, Sustain	Fred Johnson	164 Park Street
9/14/2015	Sustain Abingdon	Tracy Underwood	16316 Granda Pl.
9/15/2015	Sustain Abingdon	Thomas Keys	100 Trailview Drive
9/21/2015	Fairview	Mark Hagy	790 Falcon Drive
10/13/2015	Redevelopment & Housing	Mike Rush	610 Colonial Road SW
10/23/2015	Sinking Springs CemeteryCommittee	Michael Farris	15326 Greenway Rd Meadowview, Town Business
11/21/2015	Fairview	Michael Hagy	322 Morningside Lane
10/16/2015	Sinking Springs CemeteryCommittee	Sigrid Phillips	445 Circle Drive
5/5/2016	Planning Commissoin or HPRB	Jayne Duehring	128 Crestview Drive
6/6/2016	HPRB	Byrum Geisler	228 East Main Street
8/1/2016	EDA, HPRB, Sustain Abingdon, VA. Highlands Small Bus, Incub.	Chase Mitchell	829 Taylor St., Bristol,TN Works at WKM
8/12/2016	HPRB, Muster Ground	Justin Gobble	22175 Twin Oaks Rd. E&H Student
8/18/2016	EDA, Planning Commisson, TAC	Kathleen Bundy	19349 Old Jonesboro Road, Works at Barter
8/19/2016	Muster Grounds, Tree Commission, Incubator	Tarn Rosenbaum	180 Crestview Drive
8/18/2016	Sustain Abingdon, BZA, HPRB, Planning Commission	Bradley Conkle	29085 Harft Run Drive
8/26/2016	BZA	John Kelly	215 Longview Drive Abingdon

RED = Placed on a Committee

2015 BOARD AND COMMISSION APPLICATIONS RECEIVED

8/29/2016 EDA, Planning Commission

Shana Carrico

368 Beverly Drive Abingdon

RED = Placed on a Committee



Town of Abingdon
Board and Commission Application

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 628-3167

Return this application either online, in person, by mail or by fax to the Town of Abingdon, ATTN: Town Manager, P.O. Box 789, 133 West Main Street, Abingdon, VA 24212. FAX 276-698-3328

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Chase Mitchell Date 8-1-16

Address 829 Taylor Street, Bristol City/State TN Zip 37620

Do you live inside the Town limits of Abingdon? YES _____ NO

Telephone: Home _____ Work 276.628.5005 ext.108
Cell 423-817-9976 Fax _____

Email Address: (required) cmitchell@wkmuseum.org

PLACE OF EMPLOYMENT William King Museum of Art

Address 415 Academy Drive, Abingdon, VA 24210

Description of job duties: I serve as the spokesperson for the museum, oversee public relations, as well as coordinate all fundraising & development activities, including grant writing.

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Texas Tech University (2012-present) - ABD "All-But-Dissertation"

East TN State University - M.A.

King University - B.A.

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No

If so, which Board(s) or Commission(s)? n/a
 When do(es) your present term(s) expire? (mm/yy) _____

Town of Abingdon
 Board and Commission Application

Have you ever served on any boards or commissions in the past either here or in other localities?
 Yes No

If so, what were they and when did you serve?
Arts Alliance Mountain Empire -> located in Bristol, publisher of A! magazine, promoter of the arts

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Tourism Advisory Committee

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

The organization for which I work has a significant role in drawing tourists to Abingdon and southwest Virginia. As a local, from Bristol, I appreciate and am invested in the cultural and economic development of the region. As tourism is a major factor in the economic health of the town of Abingdon, I very much wish for the museum to contribute positively to success in that area. I enjoy and am effective in collaborating with stakeholders to get things done, something I can do for the

To the best of my ability, all information on this application is truthful. Committee.

SIGNATURE Andy C. Mitchell

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions. Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input checked="" type="checkbox"/> Sustain Abingdon Committee
<input checked="" type="checkbox"/> Historic Preservation Review Board	<input type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Muster Grounds Steering Committee	<input checked="" type="checkbox"/> Virginia Highlands Small Business Incubator



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Board and Commission Application**

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Return this application either online, in person, by mail or by fax to the **Town of Abingdon, ATTN: Town Manager, P.O. Box 789, 133 West Main Street, Abingdon, VA 24212. FAX 276-698-3328**

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Justin Gobble Date 8/12/16

Address 22175 Twin Oaks Rd City/State Abingdon, VA Zip 24211

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home 276-628-5611 Work 276-628-7546
Cell 276-608-0441 Fax _____

Email Address: (required) jgobble13@ehc.edu

PLACE OF EMPLOYMENT Wilson's Bait & Tackle

Address 2723 Denton Valley Rd Bristol, TN 37620

Description of job duties: Administrative Assistant

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Emory & Henry College- Currently attending (2013-present)

Abingdon High School (Graduated 2013)

E.B Stanley Middle School (Graduated 2008)

Watauga Elementary School (Graduated 2005)

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes__ No X

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Historic Preservation Review Board, Muster Grounds Steering Committee

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am currently a student at Emory & Henry College majoring in Social Studies Education. My interest and knowledge of history would be a beneficial service to the Historic Preservation Review Board or the Muster Grounds Steering Committee. In addition to my love of history, my ancestry traces back to General William Campbell from the Revolutionary War and the Battle of Kings Mountain specifically.

To the best of my ability, all information on this application is truthful.

SIGNATURE Justin Goble

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input type="checkbox"/> Sustain Abingdon Committee
<input checked="" type="checkbox"/> Historic Preservation Review Board	<input type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input checked="" type="checkbox"/> Muster Grounds Steering Committee	<input type="checkbox"/> Virginia Highlands Small Business Incubator

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

**Town of Abingdon
Board and Commission Application**

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes__ No__

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Economic Development Authority - at one time there was discussion of reviving a Technology

Committee, I'd serve on that were it brought back.

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

As a consumer of town services, I'm keenly interested in the town's ability to grow and build a

sustainable tax base; so, it can continue to provide the services it does.

Also, I'd like to provide more opportunities for folks displaced as other industry in the area declines,

or moves away.

To the best of my ability, all information on this application is truthful.

SIGNATURE Tarn M. Rosenbaum

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PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Sherrie Leab Date 7/22/15

Address 16088 Majestic Dr. City/State Bristol Zip 24202

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home _____ Work 276-676-2209
Cell 423-502-5033 Fax _____

PLACE OF EMPLOYMENT The Nature Conservancy

Address 146 E Main St., Abingdon VA 24210

Description of job duties: Office Manager

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Virginia High School - grad. 1987

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities? Yes No
If so, what were they and when did you serve?

Sustain Abingdon - 2008-2012(?)

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Sustain Abingdon

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am currently a volunteer for the Sustain Abingdon Committee.
I am familiar with the mission/goals and would like to be
a voting member.

To the best of my ability, all information on this application is truthful.

SIGNATURE Sherril Leal

BYLAWS

SUSTAIN ABINGDON COMMITTEE

Adopted - _____

SECTION 1. AUTHORITY

Section 1.1 State Authority

The Sustain Abingdon Committee operates under authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.

Section 1.2 Town Authority

The authority for the Sustain Abingdon Committee was established in 2012 by *resolution/ordinance* of the Abingdon Town Council.

SECTION 2. DEFINITIONS

Section 2.1 Terms

- A. "Annual Meeting" means the August organizing meeting of the Committee.
- B. "Regular Meeting" means the **second (2nd) Wednesday** of each month, *or such date as said meeting may be rescheduled.*
- C. "Committee" means the Sustain Abingdon Committee.
- D. "Sub-Committee" means any committee created by the Committee.
- E. "Member" means member appointed to the Committee by the Town Council.
- F. "Governing Body" means the Town Council of the Town of Abingdon.
- G. "Staff" means any and all professional and/or technical staff under the supervision of the Town Manager.

SECTION 3. POWERS AND DUTIES

The powers and duties of the Committee, as defined by the *Town Code* and the Code of Virginia are as follows:

Section 3.1 Town Provisions.

A. Name.

There is hereby created a Sustain Abingdon Committee, which Committee shall be known as the "Sustain Abingdon Committee" which may be referred to in this document as the "Committee."

B. Composition, qualifications and appointment of members.

The Sustain Abingdon Committee shall consist of not less than seven (7) or more than eleven (11) members, one of whom shall be the Town Manager or his designee. The remaining members, to be known as appointed members, shall all be residents or business owners/ employees within the town and at least one-third (1/3) of them may be employees of the Town. All members shall be appointed by the Town Council and must have knowledge and experience to make decisions on questions of community and organizational sustainability. The Town Council, at its discretion, may modify the number of appointed members of the Committee.

One member of the Town Staff shall be designated as the Sustainability Coordinator. Such position shall be responsible for carrying out the recommendations of the Committee within the Municipal properties of the town of Abingdon. The coordinator shall work with all Town departments in this mission. This position shall attend all meetings as technical staff and shall not be a voting member.

C. Terms of members; filling vacancies.

1. The appointed members shall be appointed for terms of two (2) years, beginning on July 1 and ending on June 30 of the relevant years. *Exception: Town employees will not be subjected to term limits. Town employees may serve on the committee for an undefined amount of time except for the following: 1)Another town employee makes a request to submit an application to join the committee 2)The Town Council replaces the employee with another member 3)The town employee leaves the committee 4)The town employee doesn't attend the meetings and has limited participation.* Any vacancy in membership may be filled by appointment by the Town Council. Such appointment in case of an appointed member shall be for the unexpired term. The term of any council member appointed to the Sustain Abingdon Committee shall be a two (2) year term. Town employees shall be replaced at the discretion of the Town Council from time to time.

2. The Council may appoint any member for two (2) consecutive terms. The council member may serve two (2) consecutive terms.

3. To fill a vacancy of an appointed member, the Council may follow this procedure or any part thereof. The Town Clerk shall notify the Council sixty (60) days prior to the end of the term or terms to expire. The Council shall not appoint any member to the Committee without having received a letter of interest and qualification or the approved *Town of Abingdon Boards and Commissions Application* for membership from the candidate. The Council shall fill any vacancy it may choose to fill, provided the Committee shall never have less than seven (7) members. *If the vacancy to be filled is that of a Town staff member, the Town Manager shall recommend to the Town Council an eligible and qualified member of the Town staff to fill the position.*

4. In reviewing the qualifications of current appointed members to the Sustain Abingdon Committee, the Council shall consider the following:

- a. attendance and participation at meetings of the Committee or its committees;
- b. attendance at events held by the Committee and such annual training programs as the Town Council deems appropriate and approves.
- c. a witnessed knowledge of and experience in dealing with questions of *environmental and* community sustainability.

D. Compensation of members.

All members of the Sustain Abingdon Committee shall serve as such without compensation.

Any member who, incurs personal financial costs for any event sponsored by the Committee and approved by majority vote of the eligible voting members, shall be reimbursed by the Town of Abingdon, from the budget of the Committee, if such funds are available.

E. Removal of members.

Any appointed member of the Sustain Abingdon Committee may be removed by the Town Council *for not meeting the criteria set forth in Section 3.1-c-4 of these bylaws or for malfeasance in office.* Such removal may be made only after a public hearing at which such member is given an opportunity to appear and be heard on the charges against him/her. In addition, any member who is absent for more than three (3) consecutive regularly scheduled meetings and whose absences are deemed unexcused, shall be requested by the Council to voluntarily relinquish their position.

F. The Sustain Abingdon Committee shall have all the powers and duties which are now or may hereafter be granted to or imposed upon such Committees by the Code of Virginia, Town Ordinances and in these bylaws.

Section 3.2 Code of Virginia

The duties of the Sustain Abingdon Committee are as follows:

Duties of Committees. To effectuate these bylaws, the local Committee shall:

- A. Exercise general supervision of, and make regulations for, the administration of its affairs;
- B. Prescribe rules pertaining to its meetings, investigations and hearings;
- C. Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed;
- D. Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
- E. Make recommendations and a written annual report to the Town Council, to be presented by the Chair, concerning the operation of the Committee and the status of Sustain Abingdon within its jurisdiction;
- F. Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- G. Prepare and submit an annual budget in the manner prescribed by the governing body of; and
- H. If deemed advisable, establish a sub-committee.

SECTION 4. OFFICERS AND DUTIES

Section 4.1 Officers

The officers of the Committee shall consist of a Chair, Vice Chair, and Secretary.

Section 4.2 Terms of Office

Each of the officers shall be elected at the annual meeting of the Committee to serve for a term of one year, unless removed sooner by the Committee, or until his/her successor is elected. Any vacancy occurring in an office shall be filled for the unexpired term by the Committee at the regular monthly meeting following the occurrence of such vacancy. The offices of Chair and Vice-Chair will include at least one (1) Town employee.

Section 4.3 Election

No later than the regular monthly meeting preceding the July annual meeting, the Chair shall ask members of the Sustain Abingdon Committee to make nominations for the following year's officers. Further nominations may be made by any member at the meeting at which the election is held. Election of officers shall be by voice vote and the roll call of those voting shall be recorded in the minutes.

Section 4.4 Chair

The Chair shall preside at all meetings of the Committee, at which he or she is present, and may participate in the discussion and may vote on all questions. The Chair shall be responsible for the implementation of the internal policies established and the actions taken by the Committee and shall have all of the powers and duties customarily pertaining to the office of Chair; and shall perform such further duties as may be assigned by the Committee.

Section 4.5 Vice Chair

The Vice Chair shall, in the event of the absence of the Chair, or of his or her incapacity to perform any of the duties of his/her office or to exercise any of his or her powers, perform such duties and possess such powers as are conferred upon the Chair, and shall perform such other duties as may from time to time be assigned to him or her by the Chair or by the Committee.

Section 4.6 Secretary

The Secretary shall provide to the members notice of all regular and special meetings of the Committee, and shall attend all such meetings and keep a record of their proceedings, which shall be a public record. Minutes shall be distributed before the next succeeding regular meeting of the Committee. In general, the Secretary shall perform all of the duties incident to the office of the Secretary and such other duties as may from time to time be

assigned to him by the Chair or the Committee. The Secretary may, with the permission of the Committee, delegate certain of his/her duties and responsibilities to available town staff. The office of Secretary may be filled by a non-appointed member of the Committee.

Section 4.7 Execution of Instruments

The Chair of the Committee, upon authorization by the Committee, shall have power to sign in its behalf any document or other instrument to be executed by the Committee. Unless otherwise provided, he or she shall sign all official correspondence of the Committee.

SECTION 5. MEETINGS AND VOTING

Section 5.1 Regular Meetings

- A. **Regular monthly meetings of the Committee shall be held at 12:00 p.m. on the second (2nd) Wednesday of the month at a Town-owned location determined by the Chair or another suitable public meeting place. The Committee may change the date and time of any regular meeting at any prior meeting and may adjourn any meeting from time to time or to another place.**
- B. The agenda at all regular meetings shall include, but not be limited to, the following: (1) roll call, (2) approval of minutes of previous meeting, (3) public addresses, (4) unfinished business, (5) new business, and (6) adjournment.
- C. All meetings of the Committee shall be open to the public and records of the Committee shall be a public record as required by the Virginia Freedom of Information Act (FOIA) *and shall be forwarded, monthly, to the Town Clerk for inclusion in the Town Council Agenda report.* The Committee may meet in closed sessions only for the purposes stated in that Act.

Environmental Planning Specialist

Section 5.2 Special Meetings

Special meetings may be called by the Chair at his discretion or by any two members of the Committee. The Secretary shall notify all members, and citizens and organizations requesting notification, at least three (3) days in advance of a special meeting, a written notice fixing the time and place of the meeting and the purpose thereof. Written notice of a special meeting is not required if the time of the special meeting has been fixed at a regular meeting or if all members are present at the special meeting or file a written waiver of notice.

Section 5.3 Electronic Meetings

In matters of time sensitive and extraordinary nature, the Committee may hold electronic meetings for discussion and voting on matters requiring the same. When voting by electronic

mail (e-mail) members will use the "Reply to all" function so that all members of the Commission are involved in the discussion and aware of the vote tally. The Secretary shall keep a copy of the discussion and voting with the records of the Committee for general membership review.

Section 5.3 Quorum

A majority of the appointed members shall constitute a quorum.

Section 5.4 Voting

Each member of the Committee shall be entitled to one (1) vote on matters before the Committee and all members present shall vote on all matters unless prevented by law from doing so. Further, each member shall adhere to the State and Local Government Conflict of Interest Act under Title 2.2 Chapter 31 of the Code of Virginia, 1950, as amended. All actions of the Committee shall require a majority vote of all members present and voting.

Section 5.5 Parliamentary Procedure

In all matters of parliamentary procedure not specifically governed by these Bylaws, the minimum standard of Roberts' Rules of Order shall apply.

SECTION 6. AMENDMENTS

Section 6.1 Amendments

Any proposed amendment, repeal, or alteration, in whole or in part, of these Bylaws shall be presented in writing and placed on the public agenda of the Sustain Abingdon Committee for a first time at a regular meeting of the Committee. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the Committee until a subsequent regular meeting, or a special meeting called for that purpose. At such subsequent meeting, the proposal shall be placed on the public agenda of the Sustain Abingdon Committee a second time, shall be subject to further consideration and amendment, and may then or later be acted upon.

CHAIR

ATTEST:

SECRETARY



**Town of Abingdon
Board and Commission Application**

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Return this application either in person, by mail or by fax to the Town of Abingdon, ATTN: Town Manager, P.O. Box 789, 133 West Main Street, Abingdon, VA 24212. FAX 276-628-9986

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Tim Wade Date 7/31/15

Address 14629 Branch St City/State Abingdon VA Zip 24210

Do you live inside the Town limits of Abingdon? YES _____ NO

Telephone: Home 276 274 1696 Work _____
Cell 919 370 2208 Fax _____

PLACE OF EMPLOYMENT retired from US EPA

Address _____

Description of job duties: GIS Analyst / Ecologist

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

UC Santa Barbara BA Geography 1984

MA Geography 1986

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes _____ No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

Town of Abingdon
Board and Commission Application

Have you ever served on any boards or commissions in the past either here or in other localities? Yes__ No
If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Sustain Abingdon

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

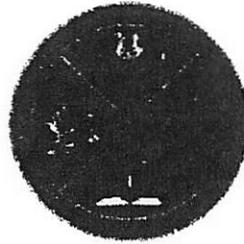
Throughout my career, sustainability was a core research interest, and continues to be in retirement. During my time at US EPA, I worked on several sustainability projects, including green infrastructure, water quality and quantity and contributed to the 2003 UNEP Millennium Ecosystem Assessment and the 2008 Heinz Center State of the Nation's Ecosystems.

To the best of my ability, all information on this application is truthful.

SIGNATURE



#1 PC



Town of Abingdon Board and Commission Application

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PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name John Honeycutt Date 6/4/15

Address 466 Court Street City/State Abingdon Zip 24210

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home N/A Work 623-4418
Cell 276-525-5182 Fax _____

PLACE OF EMPLOYMENT Penn Stuart

Address 208 East Main Street, Abingdon

Description of job duties: Attorney

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

ETH 1999-2003 (BA)

UNC-Chapel Hill 2005-2007 (MPA)

UT-Knoxville 2007-2010 (JD)

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities? Yes No
If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description): *I'm interested in the Planning Commission, but I am willing to help out on any board or commission.*

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am generally interested in effective local government. I have an educational background in local government issues, which would help me evaluate issues and make good recommendations. Mostly, I just want to be involved in my community.

To the best of my ability, all information on this application is truthful.

SIGNATURE _____





**Town of Abingdon
Board and Commission Application**

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*****PLEASE PRINT OR TYPE*****

PERSONAL INFORMATION

Name Kathleen Bundy Date August 18, 2016

Address 19349 Old Jonestown Road City/State Abingdon, VA Zip 24211

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home _____ Work 276-619-3343
Cell 276-701-9023 Fax _____

Email Address: (required) communication@bastles-theatre.com

PLACE OF EMPLOYMENT Bastles Theatre

Address 160 Cummings St. Abingdon, VA

Description of job duties: Marketing and communication specialist within Bastles Theatre's marketing department.

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Leflore High School - graduated 2010,

Randolph-Macon College - 2010-2011,

Appalachian State University -
2011-2014, graduated Dec. 2014

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? Tourism Advisory Committee
 When do(es) your present term(s) expire? (mm/yy) 03/2017

Town of Abingdon
 Board and Commission Application

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes No

If so, what were they and when did you serve?

Currently serving on Abingdon, Virginia's Tourism Advisory Committee.

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

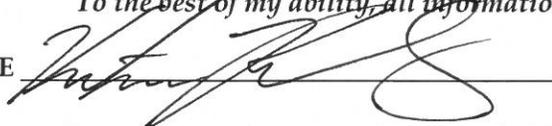
Economic Development Authority

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I would like to be on this board as a representative of Barnes Theatre and its development interests within the community. I am working diligently with the tourism committee to continue the improvement and growth of our downtown businesses and would like to further that goal as a part of the EDA.

To the best of my ability, all information on this application is truthful.

SIGNATURE



Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input checked="" type="checkbox"/> Sustain Abingdon Committee
<input type="checkbox"/> Historic Preservation Review Board	<input checked="" type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Muster Grounds Steering Committee	<input type="checkbox"/> Virginia Highlands Small Business Incubator

Shana Carrico
EDA Application Question page 2

Having grown up in Abingdon and moving back in 2015, I have a strong interest in giving back to the town through volunteer opportunities where my experience and skills will be helpful. My entire life, I have been exposed to local, small business through my family's ownership of a restaurant in town (since closed), a vending company (since sold), self storage and apartment rentals. I understand the importance of small business to a town like Abingdon – while balancing that with the demands of the residents and visitors for additional jobs and selection of goods.

After spending a number of years as a CPA and other leadership positions, I started my own consulting business in 2014. I focus in the healthcare industry primarily consulting and advising healthcare organizations (managed care and providers) and private equity. My area of interest lies in business development and I work primarily in the start up and growth phases. I also believe deeply in process improvement for existing business.



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*****PLEASE PRINT OR TYPE*****

PERSONAL INFORMATION

Name Shana Carrico Date 8-29-16

Address 368 Beverly DR City/State Abingdon VA Zip 24210

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home _____ Work _____
Cell 917 544 5492 Fax _____

Email Address: (required) shanacarrico@gmail.com

PLACE OF EMPLOYMENT Self - Carrico & Gaston Group (CGG)

Address work at home

Description of job duties: Founder + Principal. Consulting and advisory services for healthcare organizations (managed care & providers) and private equity firms

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Virginia Tech (BS) 94-98

NYU (MA) 2009-2011

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes ___ No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes__ No **X**

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Economic Development Authority

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

See Attachment

To the best of my ability, all information on this application is truthful.

SIGNATURE Shan Cain

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input type="checkbox"/> Sustain Abingdon Committee
<input type="checkbox"/> Historic Preservation Review Board	<input type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Muster Grounds Steering Committee	<input type="checkbox"/> Virginia Highlands Small Business Incubator



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PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Kathleen Bundy Date August 18, 2016

Address 19349 Old Jonestown Road City/State Abingdon, VA Zip 24211

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home _____ Work 276-619-3343
Cell 276-701-9023 Fax _____

Email Address: (required) communication@bustes-theatre.com

PLACE OF EMPLOYMENT Bustes Theatre

Address 160 Cummings St. Abingdon, VA

Description of job duties: Marketing and communication specialist within Bustes Theatre's marketing department.

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

Letnanon High School - graduated 2010,
Randolph-Macon College - 2010-2011,
Appalachian State University -
2011-2014, graduated Dec. 2014

BOARD PREFERENCE

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If so, which Board(s) or Commission(s)? Tourism Advisory Committee
 When do(es) your present term(s) expire? (mm/yy) 03/2017

Town of Abingdon
 Board and Commission Application

Have you ever served on any boards or commissions in the past either here or in other localities?
 Yes No

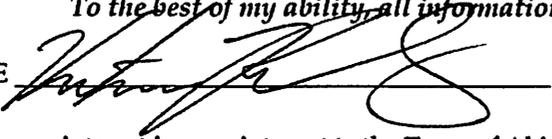
If so, what were they and when did you serve?
Currently serving on Abingdon, Virginia's Tourism Advisory Committee.

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):
Economic Development Authority

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I would like to be on this board as a representative of Barnes Theatre and its development interests within the community. I am working diligently with the tourism committee to continue the improvement and growth of our downtown businesses and would like to further that goal as a part of the EDA.

To the best of my ability, all information on this application is truthful.

SIGNATURE 

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.
 Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input checked="" type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input checked="" type="checkbox"/> Economic Development Authority	<input type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input checked="" type="checkbox"/> Sustain Abingdon Committee
<input type="checkbox"/> Historic Preservation Review Board	<input checked="" type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Muster Grounds Steering Committee	<input type="checkbox"/> Virginia Highlands Small Business Incubator

SSC



Town of Abingdon Board and Commission Application

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PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name Michael R. Farris Date October 23, 2015
Address 15326 Greenway Road City/State Meadowview Zip 24361
Do you live inside the Town limits of Abingdon? YES NO
Telephone: Home _____ Work 276-623-2700
Cell 704-562-5326 Fax 276-623-2707
Email Address: (required) mikefarriskeydet@gmail.com

PLACE OF EMPLOYMENT Farris Funeral Service

Address 427 E. Main Street, Abingdon, VA 24210

Description of job duties: General Manager; responsible for the overall care of the families that we serve
Inures the preparation of the deceased meets our standards. Responsible for compliance with state & federal regulatory requirements for funeral home.

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

1971 - Graduate of Abingdon High School

1975 - Graduate, BA Virginia Military Institute

1982 - Graduate of Cincinnati College of

Mortuary Science

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities?
Yes ___ No X

If so, what were they and when did you serve?

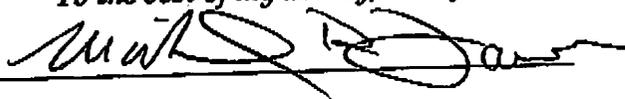
Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Sinking Springs Cemetery Board

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

Farris Funeral Service is one of the oldest, continuously family run businesses in Abingdon. Drawing on my expertise in funeral service, military service, and finance I could give back to our community which has supported us by serving on the Sinking Springs Cemetery Board. I have been licensed to practice funeral service since 1982 and have managed Forest Hills Memory Gardens. I know first-hand the challenges of running a cemetery, care of the graves, and care of the families who have loved buried in a cemetery present many challenges. I have experience in dealing with challenging situations and strive for positive outcomes. I would be honored to serve on the cemetery board and hope that Town Council views my request favorably.

To the best of my ability, all information on this application is truthful.

SIGNATURE 

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions. Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input type="checkbox"/> Board of Building Code Appeals	<input type="checkbox"/> Planning Commission
<input type="checkbox"/> Board of Zoning Appeals	<input type="checkbox"/> Recreation Advisory Commission
<input type="checkbox"/> Economic Development Authority	<input checked="" type="checkbox"/> Sinking Springs Cemetery Committee
<input type="checkbox"/> Fairview Committee	<input type="checkbox"/> Sustain Abingdon Committee
<input type="checkbox"/> Historic Preservation Review Board	<input type="checkbox"/> Tourism Advisory Committee
<input type="checkbox"/> Housing and Redevelopment Authority	<input type="checkbox"/> Tree Commission
<input type="checkbox"/> Muster Grounds Steering Committee	<input type="checkbox"/> Virginia Highlands Small Business Incubator

B2A
HPRB
PC



**Town of Abingdon
Board and Commission Application**

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 628-3167

Return this application either online, in person, by mail or by fax to the **Town of Abingdon, ATTN: Town Manager, P.O. Box 789, 133 West Main Street, Abingdon, VA 24212. FAX 276-698-3328**

*****PLEASE PRINT OR TYPE*****

PERSONAL INFORMATION

Name Bradley A. Conkle Date 8-18-2016

Address 29085 Hart Run Dr City/State Abingdon, VA Zip 24211

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home 276-475-2051 Work _____
Cell 276-451-5718 Fax _____

Email Address: (required) bradcon66@gmail.com

PLACE OF EMPLOYMENT Student.

Address _____

Description of job duties: _____

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

American Public Univ. 2011-2015 - Environmental Science

American Public Univ. 2016-Present. - Masters in Public Health.

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

*Town of Abingdon
Board and Commission Application*

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes ___ No X

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Sustain Abingdon Committee, Board of Zoning Appeals.

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am most interested in the sustain Abingdon Committee.
I have a BS in environmental Science with a concentration
on Sustainable Development and Planning. The majority of
my schooling work was on the need and development of
green spaces.

To the best of my ability, all information on this application is truthful.

SIGNATURE

Burdette Curlee

Thank you for your interest in appointment to the Town of Abingdon's Advisory Boards and Commissions.

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, and Housing and Redevelopment Authority are required to complete a Statement of Economic Interest.

Please check any other committees you are willing to serve on

<input checked="" type="checkbox"/> Board of Building Code Appeals	<input checked="" type="checkbox"/> Planning Commission
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PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name John P Kelly Date 8/26/2016

Address 215 Longview Dr City/State Abingdon Zip 24211

Do you live inside the Town limits of Abingdon? YES NO

Telephone: Home 276-206-0842 Work _____
Cell 276-206-0842 Fax _____

Email Address: (required) johnpeterkelly@gmail.com

PLACE OF EMPLOYMENT CGI Federal

Address 295 Technology Park Drive, Lebanon VA 24266

Description of job duties: Senior Consultant/Automation Lead

Manage a team of ten members in automated testing of software products

EDUCATIONAL BACKGROUND Please list including names of all schools and years attended.

University of Virginia, Charlottesville

BA Physics/Astronomy 1999-2003

MS Astronomy 2003-2005

BOARD PREFERENCE

Are you currently serving on a board or commission of the Town of Abingdon? Yes No

If so, which Board(s) or Commission(s)? _____

When do(es) your present term(s) expire? (mm/yy) _____

**Town of Abingdon
Board and Commission Application**

Have you ever served on any boards or commissions in the past either here or in other localities?

Yes ___ No X

If so, what were they and when did you serve?

Please list the name(s) of the board(s) to which you are applying or seeking reappointment to (see attached list and board and commission description):

Board of Zoning Appeals

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

As a town resident, I understand the importance of the Zoning Ordinance and believe it should be applied fairly

and evenly to all residents and businesses seeking to live or do business in Abingdon. At the same time, the strict

application of the zoning ordinance to all situations regardless of circumstance might place undue burden on an

applicant. I believe, as a member of the Board of Zoning Appeals, I could fairly measure the merits of an application

for variance and consider all aspects, including impact to neighboring properties and the Town as a whole.

To the best of my ability, all information on this application is truthful.

SIGNATURE John P Kelly

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Please check any other committees you are willing to serve on

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