



TOWN OF ABINGDON  
Abingdon, Virginia 24210

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

TO: Planning Commission Members

FROM: Matthew Johnson, Director of Planning

RE: **Regular meeting**  
**Monday, July 25, 2016 – 5:30 p.m.**  
**Abingdon Municipal Building, 133 W. Main St. - Council Chambers – 2<sup>nd</sup> Floor**

Items on the agenda:

1. Roll Call
2. Approval of Minutes: Regular meeting, June 27, 2016
3. Public Hearings - None
4. Request for 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.**
5. Public Comment – speakers are requested to sign up to speak prior to this portion of the meeting.
6. Updates from Staff
  - a. Transportation Updates – **John Dew, Director of Public Works**
  - b. Long Range Planning – **Matthew Johnson, Director of Planning**
    - i. Comprehensive Plan Update
    - ii. Code Updates
7. Updates from Commissioners – (formerly known as “SWOT” analysis)
8. Adjourn
9. Next regularly scheduled meeting will be August 22, 2016 at 5:30pm In the Arthur Campbell Room – 1<sup>st</sup> Floor

**WORKING AGENDA**

RE: **Regular meeting**  
**Monday, July 25, 2016 – 5:30 p.m.**  
**Abingdon Municipal Building, Council Chambers**

Items on the agenda:

**CALL TO ORDER**

- i. **Reminder that public comments are welcome during public hearings and during the “Public Comment” portion of the agenda. Please sign up on the sheet provided if you wish to address the Commission.**

2. Roll Call	Present	Absent
Mr. Kelly	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Humphreys	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Costello	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Austin	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Shuman	<input type="checkbox"/>	<input type="checkbox"/>
Ms. Reeves	<input type="checkbox"/>	<input type="checkbox"/>
Mr. Burcher	<input type="checkbox"/>	<input type="checkbox"/>

3. Approval of Minutes: Regular meeting, June 27, 2016

- a. **Request from Staff: Staff requests approval of minutes of June 27, 2016, regular Planning Commission as presented.**

i. Motion:

ii. Second:

iii. VOTE:

4. Public Hearings – None

5. Request for 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.**

- a. Request from Staff: Staff requests Planning Commission recommend approval of the Comprehensive Signage Plan to the Town Council, with the following changes, for their Aug. 1 agenda.
  - i. For each parcel under five (5) acres in total area, monument signs shall not exceed eight (8) feet in height and eight (8) feet in width.

ii. Motion:

iii. Second:

iv. VOTE:

6. Public Comment – speakers are requested to sign up to speak prior to this portion of the meeting.

a. SPEAKERS:

7. Updates from Staff

- a. Transportation Updates – **John Dew, Director of Public Works**
- b. Long Range Planning – **Matthew Johnson, Director of Planning**
  - i. Comprehensive Plan Update
  - ii. Code Updates

8. Updates from Commissioners – (formerly known as “SWOT” analysis)

9. Adjourn:

a. TIME:

10. Next regularly scheduled meeting will be August 22, 2016 at 5:30pm In the Arthur Campbell Room – 1<sup>st</sup> Floor

TOWN OF ABINGDON  
PLANNING COMMISSION  
REGULAR MEETING  
JUNE 27, 2016 – 5:30 P.M.

The regular meeting of the Abingdon Planning Commission was held Monday, June 27, 2016, at 5:30 p.m. The meeting was held in the Municipal Building, Council Chambers.

Mr. Wayne Austin, Chairman, called the meeting to order. Mr. Mathew Johnson called the roll.

ROLL CALL

Members Present: Mr. Wayne Austin, Chairman  
Mr. Gregory W. Kelly, Secretary  
Councilman Rick Humphreys  
Ms. Janice Reeves  
Ms. Maggie Costello  
Mr. Chris Burcher  
Mr. Kenneth Shuman, Vice-Chairman

Comprising a quorum of the Commission

Members Absent: None

Administrative Staff: Mr. Matthew Johnson, Director of Planning  
Mr. Sean Taylor, Assistant Town Planner  
Ms. Cecile Rosenbaum, Assistant Town Manager  
Mrs. Deborah Icenhour, Town Attorney  
Mr. John Dew, Director of Public Services

Visitors: Mr. Stephen Spangler  
Mr. Steve Smith  
Mr. Lou Scudere  
Mr. Tim Kuykendall  
Ms. Cindy Patterson  
Mr. Matthew Bundy  
Mr. Michael Noonkester  
Mr. Barry Proctor  
Mr. Joe Levine  
Ms. Donna Levine  
Mr. Lewis Hagy  
Mr. Nick Proctor  
Ms. Nan Harman  
Mr. Wayne Craig  
Mr. Jim Moore  
Mr. Damean Mathews, Bristol Herald Courier

\* \* \* \* \*

- (2) Approval of minutes: Regular meeting, May 23, 2016.

Mr. Kelly moved to accept the minutes, as presented. Second by Councilmember Humphreys. All in favor with Mr. Shuman abstaining due to absence. None opposed. Motion carried.

\* \* \* \* \*

- (3) Preliminary Subdivision Plat Review: **Michael Noonkester, owner**, 28357 Osceola Road, Abingdon, VA 24211; **Matthew Bundy, representative**, 321 W Main Street, Abingdon, VA 24210. Proposed 4 lot subdivision, 1103 Empire Drive, zone OI (Office & Institutional), **located at Tax Map No. 106-7-1A.**

Mr. Johnson explained the preliminary plat request which will allow the applicant to subdivide his property into four (4) separate lots. The Code requires the applicant to bring a request for a preliminary plat to the Planning Commission for their approval. Once the Planning Commission grants approval, the applicant may proceed with preparing a final plat which will be brought before both the Planning Commission and the Town Council for their approval prior to the applicant being permitted to record the document at the Circuit Court.

Mr. Shuman asked what would the existing building be used for and the applicant, Mr. Noonkester, approached the dais. Mr. Noonkester stated that he would be continuing his current business of taxidermy in the existing building. He indicated that he was interested in subdividing his property into four lots for future sale. Mr. Noonkester also indicated that he has spoken to quite a few of the neighbors in the adjoining residential subdivision.

Mr. Humphreys noted that the Subdivision portion of the Code of the Town of Abingdon requires improvements such as curb and gutter, sidewalks, etc. Mr. Kelly commented on this and recalled that this property has come before the Commission in previous years for subdivision. Mr. Johnson affirmed that the property had indeed been approved by both the Planning Commission and Town Council, but the applicant at the time had not recorded the subdivision at the Court and the statute of limitations has expired. Mr. Kelly went on to describe that during the previous request for subdivision, the Town had addressed the issue of street improvements along Empire Dr. Due to the fact that Empire Dr. is not within the Town's jurisdiction, the staff did not believe that the Town could require any improvements in the right-of-way. Mr. Dew confirmed that VDOT would be the appropriate entity to require any improvements.

Chairman Austin requested clarification about the matter of requiring street improvements from Mr. Johnson. Mr. Johnson confirmed that Empire Drive was outside of the Town's corporate limits and, thus, outside of the Town's jurisdiction to require improvements. Councilmember Humphreys reiterated that the fact that Empire Dr. was outside of the Town's jurisdiction had proved to be problematic over the years.

Mr. Matthew Bundy, engineer for the applicant, addressed the Planning Commission and indicated that this request was nearly identical to the subdivision which was previously approved. The one exception is that the easternmost lots had been combined into one lot from the previously approved three lots.

Mr. Kelly moved to accept the preliminary plat, as presented. Second by Mrs. Costello.

Roll call vote as follows:

- Mr. Kelly- Aye
- Councilman Humphreys- Aye
- Ms. Costello- Aye
- Chairman Austin- Aye
- Ms. Reeves- Aye
- Mr. Burcher – Aye
- Mr. Shuman - Aye

All in favor. Motion to recommend approval of the preliminary plat was approved. This item will come before the Planning Commission as a final plat at a future meeting.

\* \* \* \* \*

Mr. Shuman requested that he be excused from participating in the discussion of and voting on items 4 and 5 due to a conflict of interest. Mr. Shuman is an employee of HealthSmart which services K-VA-T/Food City with insurance benefits. As such, Mr. Shuman derives a portion of his income from K-VA-T/Food City and, having properly disclosed this on his Economic Impact Statement, requested to be excused pursuant to the Virginia Conflicts of Interest Act. Mr. Shuman indicated that he would rejoin the Commission for item 6, Public Comment. Mr. Austin excused Mr. Shuman. Mr. Shuman took a seat in the audience.

\* \* \* \* \*

- (4) Preliminary Subdivision Plat Review: **Marathon Realty Corp., owners**, P.O. Box 518, Abingdon, VA 24212; **Stephen Spangler, representative**, P.O. Box 518, Abingdon, VA 24212. Proposed 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.**

Mr. Johnson explained the preliminary plat request which will allow the applicant to subdivide his property into ten (10) separate lots. The Code requires the applicant to bring a request for a preliminary plat to the Planning Commission for their approval. Once the Planning Commission grants approval, the applicant may proceed with preparing a final plat which will be brought before both the Planning Commission and the Town Council for their approval prior to the applicant being permitted to record the document at the Circuit Court.

Mr. Stephen Spangler spoke to the Commission to confirm that they had prepared the plat in accordance to the Town Code and with input from the Town’s staff.

Chairman Austin asked to clarify that the purpose of the Commission’s review was to ensure compliance with the Town’s Subdivision Code. Mr. Johnson responded in the affirmative and indicated that the town staff had been reviewing these documents for compliance and feels comfortable that the

preliminary plat meets the requirements of the Code. Mr. Johnson also clarified that the final plat, when it comes before the Commission, may include additional information.

Councilman Humphreys asked some questions about the design of the retail component. Mr. Spangler responded that he would address that during the request for the Certificate of Appropriateness (COA) request, which is item 5.

Councilman Humphreys inquired of Mr. Johnson whether or not the properties, once subdivided, would remain within the Historic District Entrance Corridor Overlay District. Mr. Johnson responded affirmatively, indicating that the entire property was subject to a Special Use Permit (SUP) and that one of the conditions of the SUP was that each lot created by any subdivision be subject to the Entrance Corridor requirements. Mr. Johnson indicated that he had received a letter from Mr. Joe Levine asking that the Commission consider that request. Mr. Johnson also indicated that he had provided each of the Commissioners with a copy of the letter, but would not read the letter verbatim.

Councilman Humphreys moved to accept the preliminary plat, as presented. Second by Ms. Costello.

Roll call vote as follows:

Mr. Kelly- Aye  
 Councilman Humphreys- Aye  
 Ms. Costello- Aye  
 Chairman Austin- Aye  
 Ms. Reeves- Aye  
 Mr. Burcher – Aye  
 Mr. Shuman - Abstain

All in favor, none opposed, Mr. Shuman abstaining due to conflict. Motion carried. Mr. Johnson indicated that the Commission will be seeing a final plat for this area at a future meeting.

\*\*\*\*\*

- (5) Certificate of Appropriateness: **Marathon Realty Corp., owners**, P.O. Box 518, Abingdon, VA 24212; Application for Certificate of Appropriateness for new construction, roads, landscaping, signage, **located near 440 Green Spring Road, Abingdon, VA 24210, including all or portions of Tax Map Numbers 021-1-5B.**

Mr. Johnson introduced the application for the Certificate of Appropriateness (COA) and indicated that normally, a COA would be approved at the Planning Commission level and that signage would be approved administratively. However, since this property is subject to a Special Use Permit (SUP), the Code requires the Commission to make a recommendation to Town Council who will be the decision-making body. In addition, Mr. Johnson indicated that the applicant wished to make application for a Comprehensive Signage Plan under Section 21 of the Code. As such, the signage information presented tonight was for discussion purposes only and the applicant plans to submit a request for a Comprehensive Signage Plan to the Commission for recommendation to Town Council at the July 25, 2016, Planning Commission meeting. Both the COA request and the Comprehensive Signage Plan would tentatively be scheduled to be heard by Town Council at the August 1, 2016, Council meeting.



Mr. Spangler presented the request for the COA by showcasing several PowerPoint slides highlighting the site plan, lighting plans, landscaping plans, architectural plans, and signage plans. Mr. Spangler was clear that they had attempted to address all of concerns voiced by the public, town staff, and Commissioners.

Mrs. Costello indicated that she was still interested in seeing grass planted in the landscaping islands near the parking areas rather than rock. Additionally, Mrs. Costello indicated that she would like to have seen more renderings showing views of the development from areas like the Virginia Creeper Trail. Mrs. Costello inquired about the ability to have a comprehensive landscaping and lighting plan for the other lots outside of the one in question this evening. Mr. Johnson responded that those would come before the Commission and Council for consideration of separate COA's in the future and the Commission (and Council) could consider uniformity with other lots at that time.

Mrs. Costello asked several questions about pedestrian access to the lot in question and Mr. Spangler indicated where sidewalks and crosswalks would be installed. Mrs. Costello asked that the applicant consider making the site as pedestrian-friendly as possible.

Mr. Johnson indicated that the applicant would like to request a reduction in the required parking from 470 spaces down to 416. This would be more environmentally-friendly and would yield a better product from the aspects of stormwater management.

Mr. Burcher asked several questions about the stormwater management plan and Mr. Spangler indicated that a stormwater management plan was under review by the Town at this time.

Mrs. Reeves moved to recommend approval of the Certificate of Appropriateness with the conditions that 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). Second by Councilman Humphreys. Mr. Kelly asked for a point of clarification that the request for a Comprehensive Signage Plan would be heard at the July 25, 2016, Planning Commission meeting. Mr. Johnson confirmed that it is the intent.

Roll call vote as follows:

Mr. Kelly- Aye  
 Councilman Humphreys- Aye  
 Ms. Costello- Aye, on the condition that the Code permits this particular design.  
 Chairman Austin- Aye  
 Ms. Reeves- Aye  
 Mr. Burcher – Aye  
 Mr. Shuman - Abstain

All in favor, none opposed, Mr. Shuman abstained. Application for Certificate of Appropriateness recommended to Town Council for approval with conditions listed above.

\* \* \* \* \*

Mr. Shuman resumed his seat on the Commission

\* \* \* \* \*

(6) Public Comment.

Nick Proctor, 11092 Treeline Drive, approached the podium and spoke about the inconsistencies with the light posts which will be 24' posts on 3' concrete bases. Mr. Proctor also expressed concerns that the landscaping will not reach mature heights until 7-15 years in the future. Finally, Mr. Proctor indicated that none of the renderings addressed screening concerns from the Virginia Creeper Trail, I-81, or Cummings St. Mr. Proctor suggested that digital models be created to address those concerns.

Nan Harman, 498 Green Spring Road, stated that she's concerned about drainage. She indicated that nobody had been in touch with her to discuss items with her related to grading, drainage, or utilities. Ms. Harman indicated that she should possibly begin working to develop her property for commercial purposes as well. Chairman Austin suggested that Ms. Harman request a meeting with town staff or the applicant if she had questions about the development.

Cindy Patterson, 410 Green Spring Road, restated that she has concerns about grading, fencing, and stormwater, similar to Ms. Harman, and how those would impact her business.

\* \* \* \* \*

(7) SWOT analysis.

Councilman Humphreys indicated that there is a great need to update our Codes and Ordinances. Mrs. Costello and Mr. Shuman concurred. Councilman Humphreys asked that staff begin to consider consultants which might be engaged to determine costs for such a project. Mr. Kelly reminded the Commission that he and Ms. Rosenbaum worked for several months with staff to update the Subdivision Code 'in-house' and agreed that it would be reasonable to begin looking at costs for updates to the Code.

Mrs. Reeves requested that staff update the Commission on transportation issues. A discussion ensued regarding setting up a subcommittee for such. Mr. Johnson requested that the Commission allow him to bring some suggestions to the next meeting with would not require additional staff meeting time as a subcommittee would.

\* \* \* \* \*

(9) Director of Planning Report.

Mr. Johnson indicated that Mrs. Reeves had attended the Certified Planning Commissioner's training in Roanoke and asked her to comment on it.

Mrs. Reeves explained that she had been happy to participate in the CPC program and highly recommends it for all. She indicated that there would be a great deal of work – several books to read, essays to write, and homework to perform – to complete the program, but she was looking forward to completing the program in August.

\* \* \* \* \*

There being no further business, Mr. Shuman moved to adjourn. Second by Mrs. Reeves. All in favor, the meeting adjourned at 6:55 p.m.

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Mr. Gregory W. Kelly, Secretary

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Wayne Austin, Chairman

NOT APPROVED



# COMPREHENSIVE SIGNAGE PLAN

“PROJECT NAME” – MARATHON PROPERTY  
Abingdon, VA

July 2016

Comprehensive Sign Plan – “Project Name” – Marathon Property  
Town of Abingdon, VA

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# Comprehensive Signage Plan – “Project Name – Marathon Property” Town of Abingdon, VA

## **SECTION 1. OVERVIEW**

### ***A. Purpose:***

The purpose of the Comprehensive Signage Plan (“CSP”) for “The \_\_\_\_\_” 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. 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. 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**. Monuments shall not exceed 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, while any Parcel over five (5) acres in total area shall be allowed three (3) monuments (each per above stated allowance/specification) on said Parcel.

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**

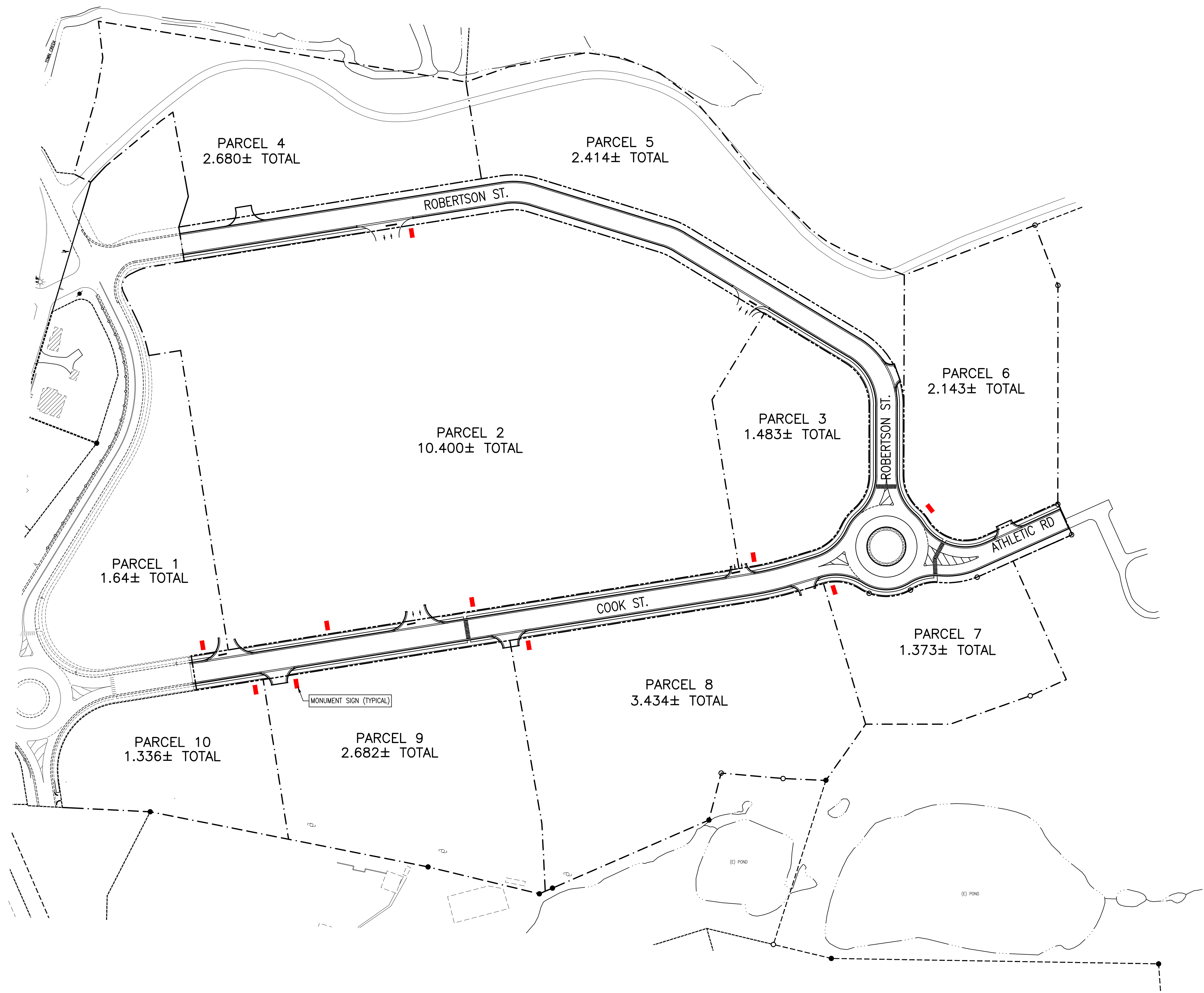
***A. Variance and/or Modification Requests:***

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 A"

LEGEND

	PROPOSED RIGHT OF WAY LINE
	PROPOSED LOT LINE
	BOUNDARY



CALL THREE WORKING DAYS  
BEFORE YOU DIG  
811  
MISS VIRGINIA UTILITY  
CONTRACTOR SHALL VERIFY THE LOCATION OF ALL EXISTING  
UTILITIES PRIOR TO BEGINNING CONSTRUCTION

SITE/CIVIL  
CAUTION - NOTICE TO CONTRACTOR  
The Contractor is specifically cautioned that the location and/or elevation of existing utilities as shown on these plans is based on records of the various utility companies and, where possible, measurements taken in the field. The information is not to be relied on as being exact or complete. The Contractor must call the appropriate utility company at least 48 hours before any excavation to request exact field location of utilities. It shall be the responsibility of the contractor to relocate all existing utilities which conflict with the proposed improvements shown on the plans.

SCALE: 1" = 80'  
80' 0' 80' 160'

REVISIONS

NO.	DATE	DESCRIPTION

ACTIVE DESIGN PHASE

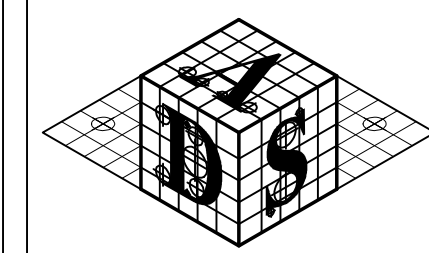
<input checked="" type="checkbox"/>	CONCEPT DESIGN
<input type="checkbox"/>	DESIGN DEVELOPMENT
<input type="checkbox"/>	CONSTRUCTION BIDDING PHASE
<input type="checkbox"/>	CONSTRUCTION DOCUMENTS
<input type="checkbox"/>	CONSTRUCTION ADMINISTRATION

SEAL

ADS PROJ. NO.: -  
PROJECT:  
**MARATHON  
PROPERTY  
ABINGDON, VA**

owner  
Marathon Realty Corporation  
1 Food City Circle  
Abingdon, Virginia 24210

**APPALACHIA  
DESIGN  
SERVICES**  
INCORPORATED



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

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APPALACHIA DESIGN SERVICES SHALL RETAIN ALL RIGHTS TO THE USE OF THIS DRAWING & IT SHALL NOT BE USED, COPIED, OR REPRODUCED WITHOUT THE SPECIFIC WRITTEN PERMISSION OF APPALACHIA DESIGN SERVICES. ANY VIOLATION SHALL BE PROSECUTED TO THE MAXIMUM POSSIBLE EXTENT WITHIN THE LAW.

DRAWING INFORMATION

SCALE:	AS SHOWN
SCALE GUIDE:	
DWG ISSUED:	7-12-16
PROJ ADMIN:	EJK
DRAWN BY:	JSVJ
CHECKED BY:	JBL

DRAWING TITLE:  
**SIGNAGE EXHIBIT**  
DRAWING NO.:  
**C1 OF 1**

## “EXHIBIT B”

MONUMENT EXAMPLE #1



MONUMENT EXAMPLE #2



### APPROVED MATERIALS<sup>^</sup>

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

<sup>^</sup> *decorative components only. Signage cabinets per standard engineered spec.*



# “EXHIBIT C”



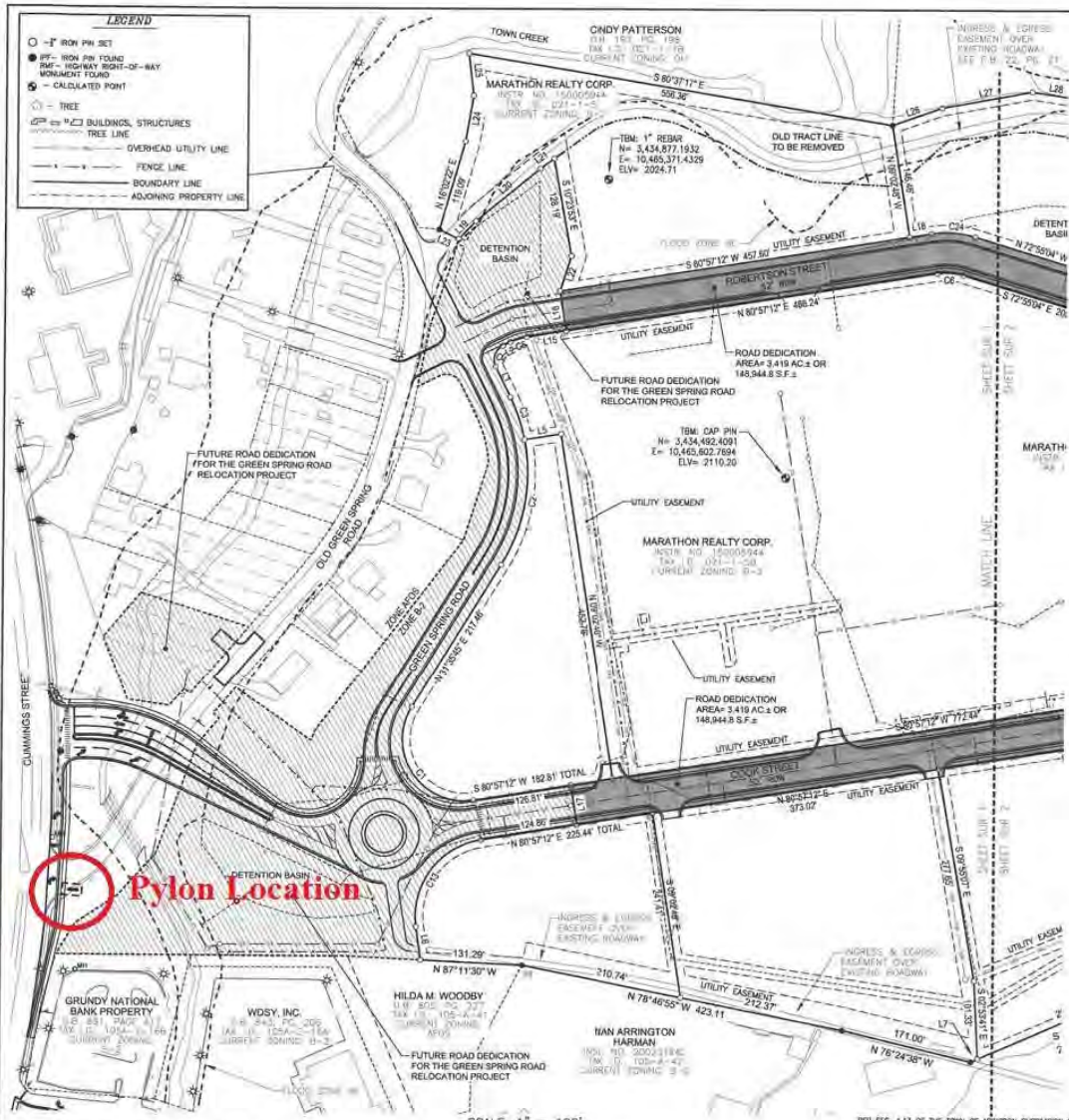
**Snyder Signs** 2018 CREAMHIRE DRIVE  
 JOHNSON CITY, NY 13001  
 413-381-6251 FAX 413-381-6252

DATE: 6-5-16 DESIGN #: 20368  
 DESIGNER: TH & CS REVISION #: 5, 6-9-16  
 SALES REP: RANDY HOLLAND SCALE: 1/4" = 1'

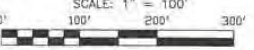
CUSTOMER APPROVAL: \_\_\_\_\_  
 DATE: \_\_\_\_\_

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.

"EXHIBIT D"



- 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 WAS 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 150005944.

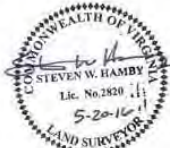
DATE: 5-20-16  
 SURVEYOR: STEVEN W. HAMBY

**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.

OPEN UNDER MY (OURS) HAND AND SEAL THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 2016.

\_\_\_\_\_(SEA)  
 \_\_\_\_\_(SEA)  
 \_\_\_\_\_(SEA)



**CURRENT PROPERTY ZONING CLASSIFICATION:**

AFOS, (AGRICULTURAL, FORESTAL & OPEN SPACE DISTRICT) B-2, (GENERAL BUSINESS DISTRICT)

**SETBACKS:**

AFOS: 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 PLAN 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 PLAN 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 PLAN 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 \_\_\_\_\_

GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

**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 \_\_\_\_\_

GIVEN UNDER MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

**REVISIONS**

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

**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:  
**PLAN 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 150005944.

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





# TOWN OF ABINGDON PLANNING COMMISSION CASE BRIEF

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**Planning Commission Meeting Date: July 25, 2016**

4. Request for 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.**

## **STAFF COMMENTARY**

Section 21-7 of the Code of the Town of Abingdon permits developments which are subject to architectural review to request a modification of the sign code by submitting a comprehensive signage plan. The public body, in this case it will ultimately be the Town Council, may approve such a plan upon a determination that:

- a) There is good cause for deviating from the strict application requirements of the sign code; and
- b) The plan will serve the public purpose and objectives of the sign code at least as well, if not better, than would otherwise be permitted for subject development.

The included comprehensive signage plan has been reviewed several times by Planning Department staff members and comments have been made to the applicant. The most recent submittal incorporates most of the requested changes. The staff would like to draw attention to one exception which we feel the Planning Commission should discuss.

Section 2, C “Monument Signs” describes the maximum size as fifteen (15) feet in height and ten (10) feet in width. While we feel that is certainly appropriate for parcels over 5 acres in size, staff would recommend a smaller size monument sign for parcels less than 5 acres in size. **Staff recommends the addition of the following language:**

**For each parcel under five (5) acres in total area, monument signs shall not exceed eight (8) feet in height and 8 feet in width.**

Staff have requested that the applicant be able to provide the heights of nearby signs (ex – Shoney’s, Exxon, McDonald’s, Kroger, etc.) by the time of the Planning Commission meeting for the Commission’s review and consideration.



The applicant has taken great measures to ensure that prior to the installation of any sign, the developer of all future lots must receive permission not only from the Town, but from Marathon Realty as well. This is meant to ensure that the materials and design of any new sign conform to the intent of the comprehensive signage plan, as well as to Marathon's vision for the property.

It is the staff's opinion that this comprehensive signage plan, with the suggested changes, meets or exceeds the objectives of the sign code of the Town of Abingdon. Thus, we recommend approval with the minor changes listed.

**Town Staff recommends the following actions by the Planning Commission:**

**1. Recommend approval of the Comprehensive Signage Plan to the Town Council with the following changes:**

**a. Addition of the following language to Section 2, C. "Monument Signs":**

**For each parcel under five (5) acres in total area, monument signs shall not exceed eight (8) feet in height and 8 feet in width.**



July 12, 2016

Re: Code Updates for Sustainability

At the regular meeting of the Sustain Abingdon Committee on Wednesday, July 6, 2016, the Committee discussed several initiatives for statewide and national recognition. These included the SolSmart initiative through ICMA and Go Green Virginia through VML. During the discussion of these items, it became apparent that the Code of the Town of Abingdon lacks specific language which relates to sustainability initiatives.

The Sustain Abingdon Committee voted unanimously to request that Planning Commission begin considering Code updates which will incorporate language to both permit and promote sustainable practices in land use such as, but not limited to: renewable energy, environmental stewardship, water conservation, transportation improvements, and energy efficiency.

Thank you for your consideration of the incorporation of sustainable land use initiatives in future Code updates. Accomplishing these updates may allow the Town of Abingdon and Sustain Abingdon to seek grant funding for implementation of new projects, as well as be recognized both state-wide and nationally for our innovative efforts in sustainability.

Respectfully,

A handwritten signature in black ink that reads "Kevin Worley". The signature is written in a cursive style with a large, prominent "K" and "W".

Kevin Worley, Chair



Photo of the Hillsborough (Florida) City  
County Planning Commission by Dean Sallis

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Stay connected to the planning community—and get the tools you need to become a first-class planning commission—by signing up with APA.

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- Planning board members receive *Planning* (including “The Commissioner”) and all the benefits of regular APA members, *Planning Board Briefs* e-newsletter, and access to special resources on the APA website.
- Planning board members are full members of APA national and a local chapter.
- The agency pays a \$100 annual participation fee and \$50 (\$45 national dues + \$5 chapter dues) per member. The more members signed up, the lower the cost per member!

### APA Affiliates

- APA affiliates have access to the online editions of *Planning* and *The Commissioner*. They receive *Planning Board Briefs* and have access to special resources on the APA website.
- APA affiliates are not members of APA national, but may join some APA chapters.
- The agency pays a \$100 annual participation fee and \$30 per affiliate. The more affiliates signed up, the lower the cost per affiliate!

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Identify group planning board members or APA affiliates, figure the total cost, and provide agency information on the next page. Welcome to the American Planning Association!

### Return the completed application page to APA

American Planning Association  
97774 Eagle Way  
Chicago, IL 60678-9770  
Fax credit card payments to 312-786-6700.



**American Planning Association**

*Making Great Communities Happen*

**Identify planning board members or affiliates** (Photocopy this form to identify additional individuals.)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

\_\_\_\_\_  
 Name  Mr.  Ms.  Mrs.

\_\_\_\_\_  
 Home Address

\_\_\_\_\_  
 City State ZIP

\_\_\_\_\_  
 \*E-mail address (required)

*\*This will be the e-mail address of record. APA will use it to deliver benefits and it will serve as login to the APA website.*

**Choose your connection and compute your cost.**

<b>Group Planning Board Members (GPBM)</b>			<b>OR</b>	<b>APA Affiliates</b>		
Participation fee		\$ 100 (A)		Participation fee		\$ 100 (A)
Dues per member	\$ 50			Dues per affiliate	\$ 30	
Multiply by number of members	x _____			Multiply by number of affiliates	x _____	
Total member dues	=	\$ _____ (B)		Total affiliate dues	=	\$ _____ (B)
<b>GPBM TOTAL (A+B)</b>	<b>=</b>	<b>\$ _____</b>	<b>OR</b>	<b>AFFILIATES TOTAL (A+B)</b>	<b>=</b>	<b>\$ _____</b>

**Verification** *(required)*

I verify that the individuals named above are members of a planning board or commission or elected or appointed officials, and that they do not earn their living in planning.

\_\_\_\_\_  
 Name of commission, board, or agency

\_\_\_\_\_  
 Signature of program administrator

\_\_\_\_\_  
 E-mail address of program administrator

**Contact and billing information** *(please print)*

\_\_\_\_\_  
 Agency

\_\_\_\_\_  
 Agency's APA ID (if known)

\_\_\_\_\_  
 Program administrator

\_\_\_\_\_  
 Agency address 1

\_\_\_\_\_  
 Agency address 2

\_\_\_\_\_  
 City State ZIP

**Agency director or designate**

*(to receive Planning Board Briefs)*

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 E-mail address

**Payment information**

Check enclosed, payable to APA

MasterCard  Visa  American Express  Discover

\_\_\_\_\_  
 Card number

\_\_\_\_\_  
 Expiration date

\_\_\_\_\_  
 Cardholder's signature