



**TOWN OF ABINGDON, VIRGINIA  
PLANNING COMMISSION MEETING  
MONDAY, MARCH 26, 2018 – 5:30 P.M.  
ARTHUR CAMPBELL MEETING ROOM  
MUNICIPAL BUILDING**

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

- A. WELCOME – *Wayne Austin, Chair***
- B. ROLL CALL – *Jason Boswell, Interim Director of Planning***
- C. APPROVAL OF MINUTES**
- February 26, 2018
- D. CERTIFICATE(S) OF APPROPRIATENESS**
1. Marathon Realty Corp, Owner, Parcel No. 021-1-5B, Zone B-2  
- *Linda Cox, Eastman Credit Union, and Luther D. Caw, AIA, CAW Rash West Architects, Representatives*
  2. Management Properties, Inc., Owner, 1120 W Main Street, Parcel No. 104C2-A-2  
- *Jeffrey Benedict, Representative*
- F. OLD BUSINESS/MATTERS NOT ON THE AGENDA**
1. Discussion of proposed changes to Planning Commission Ordinance.
- G. ANNOUNCEMENTS**
- H. ADJOURNMENT**

**TOWN OF ABINGDON**  
**PLANNING COMMISSION**  
**MONDAY, FEBRUARY 26, 2018 – 5:30 PM**  
**ARTHUR CAMPBELL MEETING ROOM – MUNICIPAL BLDG**

A meeting of the Abingdon Planning Commission was held on Monday, February 26, 2018 at 5:30 pm in the Arthur Campbell Meeting Room.

A. Chairman Wayne Austin called the meeting to Order.

B. Roll Call – Deborah Icenhour, Town Attorney

**Members Present:**

Wayne Austin, Chairman  
Kenny Shuman  
Scott Wilson  
Dr. Ramsey White  
Rick Humphreys

**Member Absent:**

Jimmy Anderson  
Greg Kelly

C. Approval of Minutes

**On motion by Mr. Shuman, seconded by Mr. Humphreys, the minutes of January 22, 2018 be accepted as presented.**

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

<b>Mr. Wilson</b>	<b>Aye</b>
<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Aye</b>

**D. CERTIFICATE(S) OF APPROPRIATENESS**

1. Jerkovski & Co., owner, aka “*Papa Tom’s Cantina*” 924 East Main Street, Parcel No. 106-4-2A, Zone B-2 – *Joel Jerkins, Representative*

Joel Jerkins addressed the Commission stating that was before them again to request a change to exterior paint colors that would be less vibrant. Mr. Jerkins presented a sample board

of the various colors and advised that he had changed the retractable windows in the back of the building to a fixed window so space could be utilized yearly.

**On motion of Mr. Humphreys, seconded by Mr. Shuman, Planning Commission members recommended approval of the proposed colors as presented and the window substitution.**

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

<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Wilson</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Aye</b>

2. **First Bank and Trust, owner, 667 Porterfield Highway, Parcel No. 017-1-4, Zoned B-2 – *Matt Bundy, Bundy Architecture and Engineering, Inc., Representative and Dan Smith, First Bank and Trust***

Matt Bundy addressed the Commission stating that First Bank and Trust was submitting site plans for the Certificate of Appropriateness for the demolition and construction of a new bank branch at the existing branch location at Main Street and Porterfield Highway and approval for a parking variance request. Mr. Bundy reported that the Kevin Sigmon, Town Arborist, worked with them regarding the condition of the trees on the proposed property for aesthetic reason which is restricting the required 160 parking spaces per the Code.

**(PLANNING COMMISSIONER JAMES ANDERSON  
ARRIVED FOR MEETING 5:39 PM)**

Discussion ensued with Dan Smith, Vice-President of Information Services, stated that approximately 50-60 employees would be at this location and that banking had moved towards electronic with a large reduction to face-to-face transactions. Mr. Smith further stated that this would be an approximately \$5,000,000 investment.

Mr. Shuman stated that it appears there were several requests from the Town's Public Service Department and requested an update. Matt Bolick, Director of Public Services & Construction, stated that the Town was working with the engineer and felt that a solution could be obtained. Mr. Austin questioned whether there were any plans to combine the lots. Mr. Smith stated that was not the Bank's intention to combine the lots at this time.

**On motion of Mr. Humphreys, seconded by Dr. White, Planning Commission members recommended the approval of the parking variance to accommodate 108 spaces.**

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

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Wilson</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Abstain (Shareholder in First Bank &amp; Trust)</b>

**On motion of Mr. Shuman, seconded by Mr. Anderson, Planning Commission members approved the Certificate of Appropriateness subject to the requirements set forth in a memo dated February 14, 2018 by the Public Services & Construction department.**

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

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Wilson</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Abstain (Shareholder in First Bank &amp; Trust)</b>

3. **Marathon Realty Corp., Owner, Parcel No. 021-1-5B, Zone B-2, *Linda Cox, Eastman Credit Union, and Luther D. Caw, AIA, CAW Rash West Architects, Representatives***

Representative(s) were not present.

**On motion of Dr. White, seconded by Mr. Shuman, Planning Commission members recommended that this matter be tabled until the next regular meeting.**

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

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Wilson</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Aye</b>

## E. OLD BUSINESS/MATTERS NOT ON THE AGENDA

### 1. Discussion of proposed changes to Planning Commission Ordinance

Deb Icenhour, Town Attorney stated that a proposal for changing the current ordinance regarding the inclusion of the town manager and town council member. Discussion ensued with the consensus being that either the town manager or the town council member remain *ad hoc* on the Commission to inform the Town Council of decisions.

Mr. Humphreys welcomed James Anderson as a member of the Commission.

Mr. Humphreys read an email from Town Manager Greg Kelly regarding an inquiry from Nan Harman concerning access to her property.

Nan Harman addressed the Commission stating that she was concerned about the entrance to her property and discovered through research at the Courthouse that parcel #9 closed on January 28<sup>th</sup>. Ms. Harman further stated that she understood that a Hampton Inn was building on the biggest parcel outside the development and would include 3-4 stories.

At this time, Chairman Austin inquired if anyone had questions or matters of discussion.

- Lewis Hagy, 454 Green Springs Road  
Mr. Hagy questioned the Commission regarding plans to purchase additional property on Green Springs Road. Mr. Austin advised that the Planning Commission were not involved. Mr. Humphreys advised him that he would provide him with contact information for Marathon Realty.
- Nan Harman, 498 Green Springs Road  
Ms. Harman advised the Commission that she received a notice postmarked Wednesday and picked up on Friday concerning this meeting. Ms. Harman felt that this was not adequate notice. Ms. Harmon also addressed her concern regarding the traffic study and the proposed round-about.  
  
Mr. Austin stated that he echoed Ms. Harman's comments about getting the information out in a timely fashion and would request that the Commission receive the information one week in advance.
- Stephen Jett, 333 Court Street  
Mr. Jett stated that he was interested to hear the comments regarding voting/non-voting members of the Planning Commission
- Joe LeVine, 340 – 250 Green Springs Road  
Mr. LeVine stated that he was interested in the proposed changes to the Ordinance and supported getting the agenda in advance.

**On motion of Mr. Shuman, seconded by Mr. Humphreys, recommended the meeting be adjourned with not further business to address.**

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

<b>Mr. Anderson</b>	<b>Aye</b>
<b>Dr. White</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Wilson</b>	<b>Aye</b>
<b>Mr. Humphreys</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Aye</b>

Chairman Austin declared the meeting adjourned.

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Wayne Austin, Chair

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Secretary

# Abingdon, Virginia



## IMPORTANT NOTE:

The complete application along with \$50.00 administrative fee must be filed with the Town of Abingdon's Office of Planning & Zoning no later than the Second Tuesday of the month to be heard at that month's Planning Commission meeting. Applications received after the Second Tuesday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants meet with staff before the deadline to review the COA application.

## APPLICATION FOR ENTRANCE CORRIDOR, CERTIFICATE OF APPROPRIATENESS Town of Abingdon, Virginia

Town of Abingdon Planning Commission  
133 East Main Street • Abingdon, VA 24212  
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property	Meadows	Zoning District	B-2 Gateway office/ Commercial
Business Name	Eastman Credit Union	Tax Map No:	021-1-5B

Applicant/Property Owner Name (PRINT)	Marathon Really Corp. /Stephen Spangler	Representative Agent(s) Name	Linda Cox
Signature		Firm	Eastman Credit Union
Mailing Address	P.O. Box 1158	Mailing Address	2021 Meadowview Lane
City	Abingdon	City	Kingsport
State/Zip	VA 24210	State/Zip	TN 37660
Phone/Fax Number:	276-823-5100 x 5749	Phone/Fax Number:	423-578-7572
Email:	spanglers@foodcity.com	Email:	lcox@ecu.org

(Check the Appropriate Boxes - Check all that Apply)

<input type="checkbox"/>	Exterior Change	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Wall/Fence	<input type="checkbox"/>	Deck/Porch	<input type="checkbox"/>	Demolition
<input checked="" type="checkbox"/>	Driveway/Parking Area	<input checked="" type="checkbox"/>	New Structure/Building	<input checked="" type="checkbox"/>	Grounds/Landscaping
<input checked="" type="checkbox"/>	Dumpster/HVAC Screen, etc.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

The above named person(s)/firm has permission to represent me regarding this request for site plan and architectural review. I understand that I or my representative agent(s) must be present at the Planning Commission Meeting on the date assigned by staff, typically the 4<sup>th</sup> Monday of the month, to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Planning Commission the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness. I further authorize Town staff to notify any adjoining property owners of this application for Certificate of Appropriateness.

Signed Stephen D Spangler Date 2/14/18

**PLEASE READ:**

Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by Planning Commission members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

**FULL DESCRIPTION OF PROPOSAL:**

PROPOSED EASTMAN CREDIT UNION FACILITY WILL BE A SINGLE STORY SLAB-ON-GRADE STRUCTURE CONSISTING OF STRUCTURAL STEEL FRAMING AND METAL ROOF TRUSSES. THE EXTERIOR WILL BE A BRICK VENEER WITH E.I.F.S ACCENTS, STONE COLUMNS, EXPOSED TIMBER TRUSSES AT ENTRY AND ARCHITECTURAL SHINGLES. THE INTENDED FACILITY WILL HAVE 2 DRIVE-THRU WINDOWS, ATM, NIGHT DEPOSITORY, 6 TELLER LINES, A CONCRETE VAULT, AND 9 OFFICES.

**REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:**

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project.

LDC Sketch, drawing and/or elevations showing the proposed changes or improvements

LDC Site plan or plat of property

LDC Photographs showing property, work in question, and the area of the proposed project

\* A list of materials that identifies the type and quality of materials to be used in the Proposed Project

\* MATERIALS ARE LABELED ON PROPOSED ELEVATIONS.

Other (please list)

(... CONTINUATION) EXTERIOR SITE LIGHTING WILL BE NON-LIGHT POLLUTING UNITS CONSISTENT W/REQUIREMENTS OF THE TOWN OF ABINGDON. A NEW PUMPSTER ENCLOSURE WILL HAVE A BRICK VENEER NEW LANDSCAPING WILL HAVE SHADE, ORNAMENTAL TREES, SHRUBS AND FLOWER BEDS.

V \$50.00 application fee

Applicants may refer to typical submissions kept at the Department of Planning and Zoning of the Town of Abingdon, on the Lower floor of Town Hall, located at 133 East Main Street for illustrations of how to present the required information.

To be Completed by Planning Department Staff (please Initial)

\_\_\_ COA application has been reviewed and deemed to be complete.

\_\_\_ List of adjoining property owners notified of this COA application has been attached to this application.

\_\_\_ An administrative fee of \$50.00 is attached with this application

\_\_\_ All modifications requiring further review: \$25.00

Code: 011/Budget line item: 100-3-13-030-0400





**NOTICE OF MEETING**  
for the  
**Town of Abingdon Planning Commission**

A request for modifications to a property located at within the Historic District Entrance Corridor Overlay has been filed with the Town of Abingdon's Planning Commission. The request is described below:

**Location: Meadows Property, Green Spring Road**

**Proposal: Eastman Credit Union, Construction of New Structure**

**Applicant: Marathon Realty**

**Applicant's Contact: Linda Cox ECU Representative, (423) 578-7572**

You are receiving this notice because public records indicate that you own property near or adjacent to the property listed in this request, which has been scheduled for a hearing before the Planning Commission. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted location.

The purpose of the meeting is to allow citizens to comment regarding potential impacts the proposed changes would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request. The meeting is not the appropriate setting to learn about a proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of the meeting.

If you would like more information about this request, you could contact the Town of Abingdon Planning Department at (276) 628-3167 prior to the meeting. You may also contact the applicant's contact person listed above.

**PLANNING COMMISSION MEETING**

**MEETING DATE: March 26, 2018 TIME: 5:30 PM**

**LOCATION: Town of Abingdon Town Hall, 133 W. Main St., Arthur Campbell Room – 1<sup>st</sup> Floor**

The meeting facilities of the Town of Abingdon are accessible to people with disabilities. Anyone needing special accommodations should call 276-628-3167.

NAME	ADDRESS_1	ADDRESS_2	CITY	ST	ZIP
W D S Y INC	P O BOX 772		SAINT PAUL	VA	24283
SIMON TERRY L & PASICK SUSANNE L	460 GREEN SPRING RD		ABINGDON	VA	24210
WRIGHT CLARENCE W JR ESTATE	456 SW 140 AVE		OCALA	FL	34481
HAGY LEWIS HAMILTON	454 GREEN SPRING RD		ABINGDON	VA	24210
SIERRA LAND LLC	24148 WALDEN RD		ABINGDON	VA	24210
WRIGHT CLARENCE W JR ESTATE	456 SW 140 AVE		OCALA	FL	34481
THOMAS NANCY	26476 OLD SALTWORKS RD		MEADOWVIEW	VA	24361
KEOHANE MARY ELIZABETH SPIVA	478 GREEN SPRING RD		ABINGDON	VA	24210
COOK DALE	19954 BENHAMS RD		BRISTOL	VA	24202
PROCTOR WILLIAM W & BERTIE C	540 NICHOLAS ST		ABINGDON	VA	24210
PATTERSON CINDY M HOCKETT	410 GREEN SPRING RD		ABINGDON	VA	24210
HYLTON WALTER E	P O BOX 277		CASTLEWOOD	VA	24224
HARMAN NAN ARRINGTON	P O BOX 841		ABINGDON	VA	24212
GRUNDY NATIONAL BANK	P O BOX 2080		GRUNDY	VA	24614
C & C RENTALS LLC	P O BOX 367		ABINGDON	VA	24212



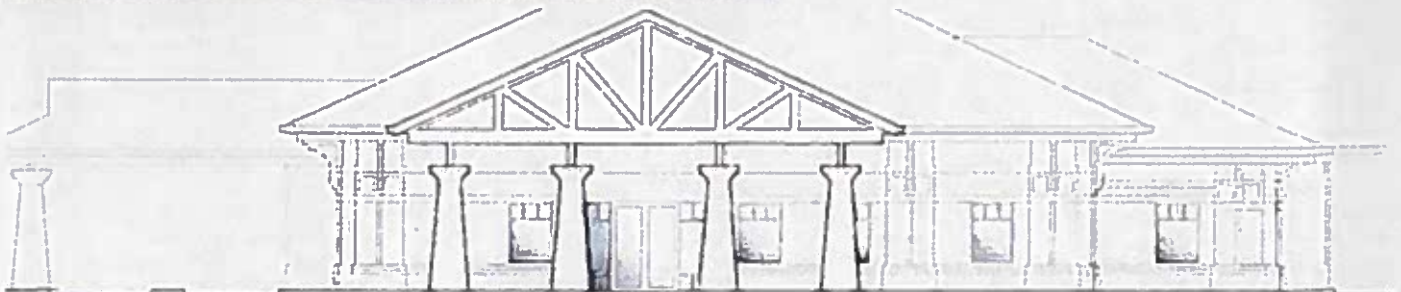


## EASTMAN CREDIT UNION

Arlington, Virginia  
3,781 SF

This local credit union facility is a single story, slab on grade structure consisting of structural steel framing, metal roof trusses. The exterior has a brick veneer with EIFS accents, stone columns, exposed timber trusses at the entry and architectural shingles.

This facility consists of 2 Drive Thru windows, 2 ATM's, 1 Night Depository, 6 Teller lines, a concrete vault, and 9 offices.



EXPERIENCE RELIABILITY INTEGRITY





A New Facility for  
**EASTMAN  
 CREDIT  
 UNION**  
 ECU BESIDE YOU  
 Abingdon, Virginia  
 CRW Project No. 201660  
 February 16, 2018

**Code Data**

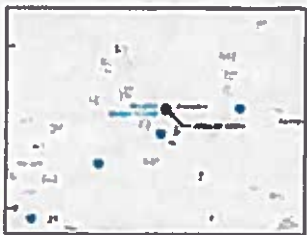
**GENERAL NOTES**  
 1. The drawings are to be used in conjunction with the contract documents.  
 2. The drawings are to be used in conjunction with the contract documents.  
 3. The drawings are to be used in conjunction with the contract documents.  
 4. The drawings are to be used in conjunction with the contract documents.  
 5. The drawings are to be used in conjunction with the contract documents.

**REVISIONS**  
 1. Revision 1: Additions to the drawings.  
 2. Revision 2: Corrections to the drawings.  
 3. Revision 3: Updates to the drawings.

**LEGEND**  
 1. Symbol for [Symbol Description]  
 2. Symbol for [Symbol Description]  
 3. Symbol for [Symbol Description]

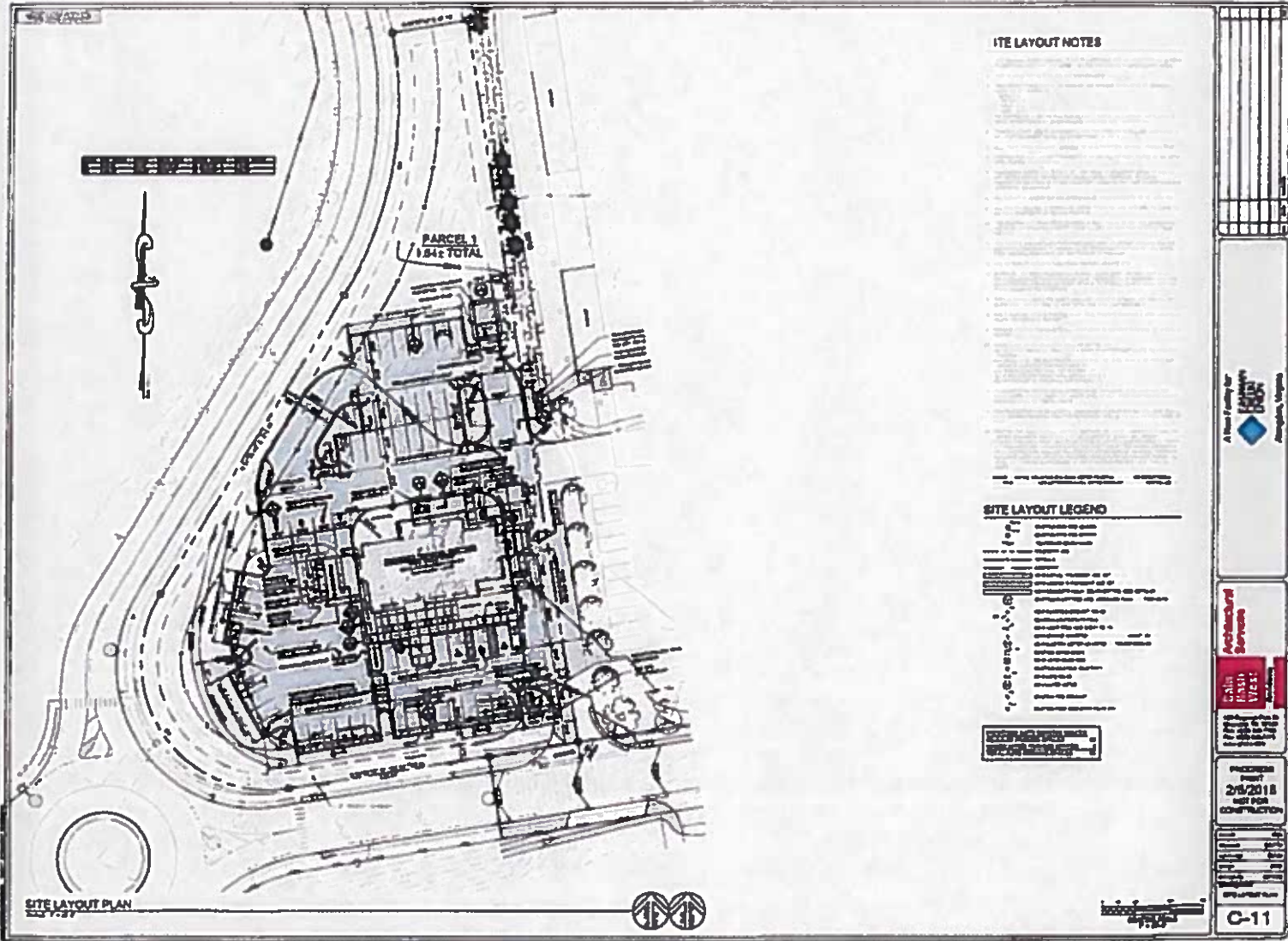


Location Map



Vicinity Map

<b>DRAWING INDEX</b>	
A New Facility for  Abingdon, Virginia	
<b>Gain          Rock          West</b> Architectural Services 10000 Abingdon, VA 22021 (800) 872-7672 www.gainrockwest.com	
<b>SPEDER &amp; WILSON          CONSULTING ENGINEERS          400 EAST FIRST          ARLINGTON, VIRGINIA 22202          (703) 261-1000          www.spederwilson.com       </b>	
<b>PROGRESS PHOTO</b> 2/8/2018 NOT FOR CONSTRUCTION	
<b>Viveland Engineers Inc.</b> 10000 Abingdon, VA 22021 (800) 872-7672 www.vivelandengineers.com	



**ITE LAYOUT NOTES**

1. All dimensions are in feet and inches unless otherwise noted.  
 2. All measurements are taken from the centerline of the road.  
 3. All utility lines are shown as they exist.  
 4. All proposed utility lines are shown with a dashed line.  
 5. All proposed utility lines are shown with a solid line.  
 6. All proposed utility lines are shown with a dotted line.  
 7. All proposed utility lines are shown with a dash-dot line.  
 8. All proposed utility lines are shown with a long-dash line.  
 9. All proposed utility lines are shown with a short-dash line.  
 10. All proposed utility lines are shown with a long-short-dash line.

**SITE LAYOUT LEGEND**

- Building Footprint
- Parking Space
- Driveway
- Road Centerline
- Utility Line (Dashed)
- Utility Line (Solid)
- Utility Line (Dotted)
- Utility Line (Dash-Dot)
- Utility Line (Long-Dash)
- Utility Line (Short-Dash)
- Utility Line (Long-Short-Dash)

1. All dimensions are in feet and inches unless otherwise noted.  
 2. All measurements are taken from the centerline of the road.

**SITE LAYOUT PLAN**

A Team Facility for  
**EXCEL**  
 Architecture  
 1010 10th Street  
 Alexandria, Virginia

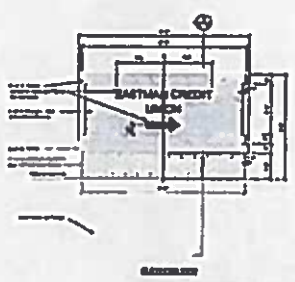
**EXCEL**  
 Architecture  
 Services

Project No.  
 2017-001  
 Date  
 2/15/2018  
 User  
 JMM

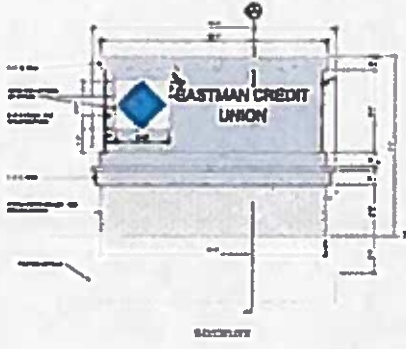
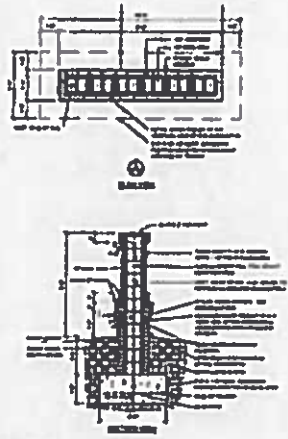
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 User  
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**C-11**

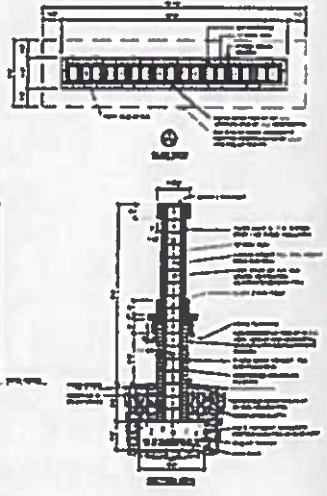
3/24/12



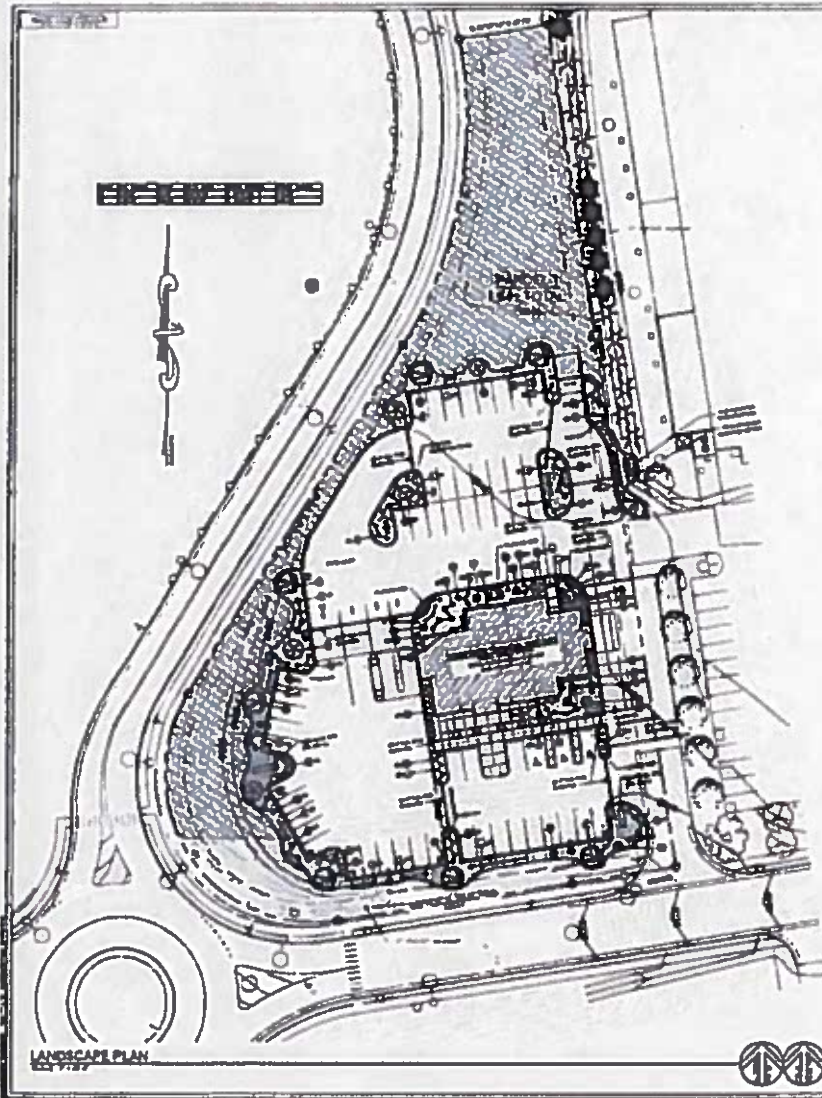
**ECU DIRECTIONAL SIGN DETAIL**  
DATE: 07/11/12



**ECU SIGN DETAIL**  
DATE: 07/11/12



Project No.: Date: Scale: Drawing No.:	Sheet No.: Total Sheets:
<b>C-14</b>	



LANDSCAPE PLAN  
02/17/2011

**LANDSCAPE NOTES**

1. ALL PLANTINGS TO BE INSTALLED AS SHOWN UNLESS OTHERWISE NOTED.
2. ALL PLANTINGS TO BE INSTALLED AS SHOWN UNLESS OTHERWISE NOTED.
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20. ALL PLANTINGS TO BE INSTALLED AS SHOWN UNLESS OTHERWISE NOTED.

**PLANT NO. SCHEDULE**

PLANT NO.	PLANT NAME	QUANTITY	REMARKS
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**LANDSCAPE LEGEND**

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LANDSCAPE LEGEND

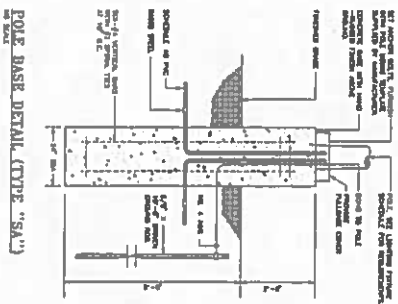
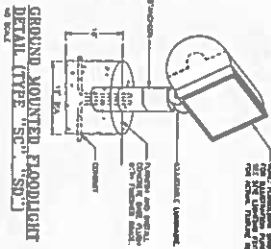
A. Bruce Phillips, PE  
 PROFESSIONAL ENGINEER  
 VIRGINIA  
 No. 12345  
 State of Virginia

1. This drawing is to be used only for the project and site shown on this drawing. It is not to be used for any other project or site.

PROJECT NO.  
 2011  
 DATE FOR CONSTRUCTION  
 2/17/2011

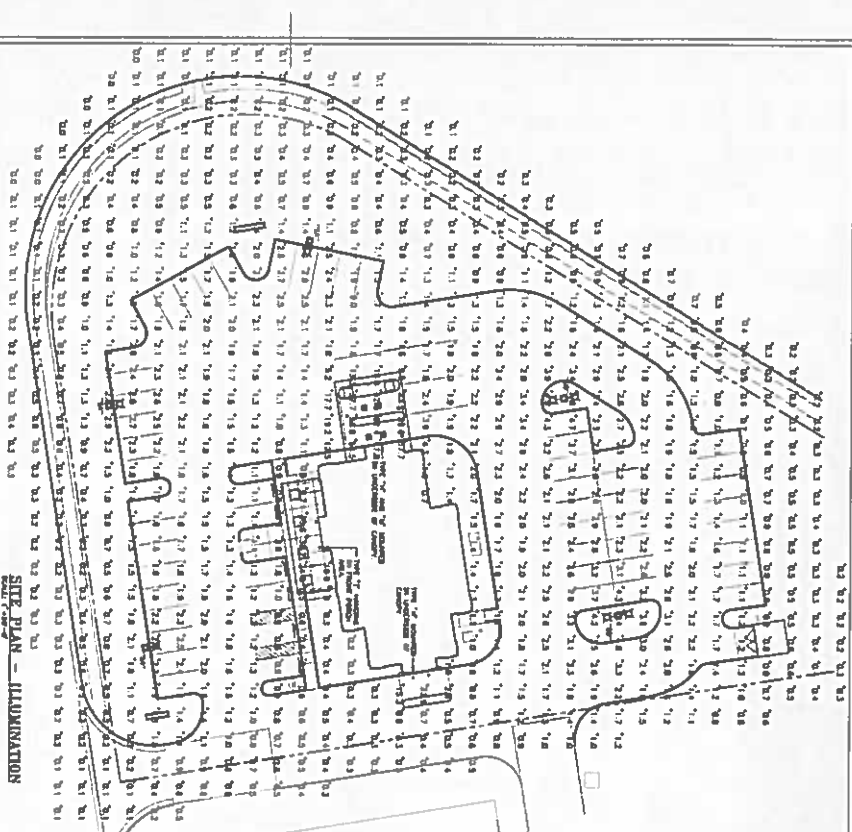
LANDSCAPE PLAN  
 L-11





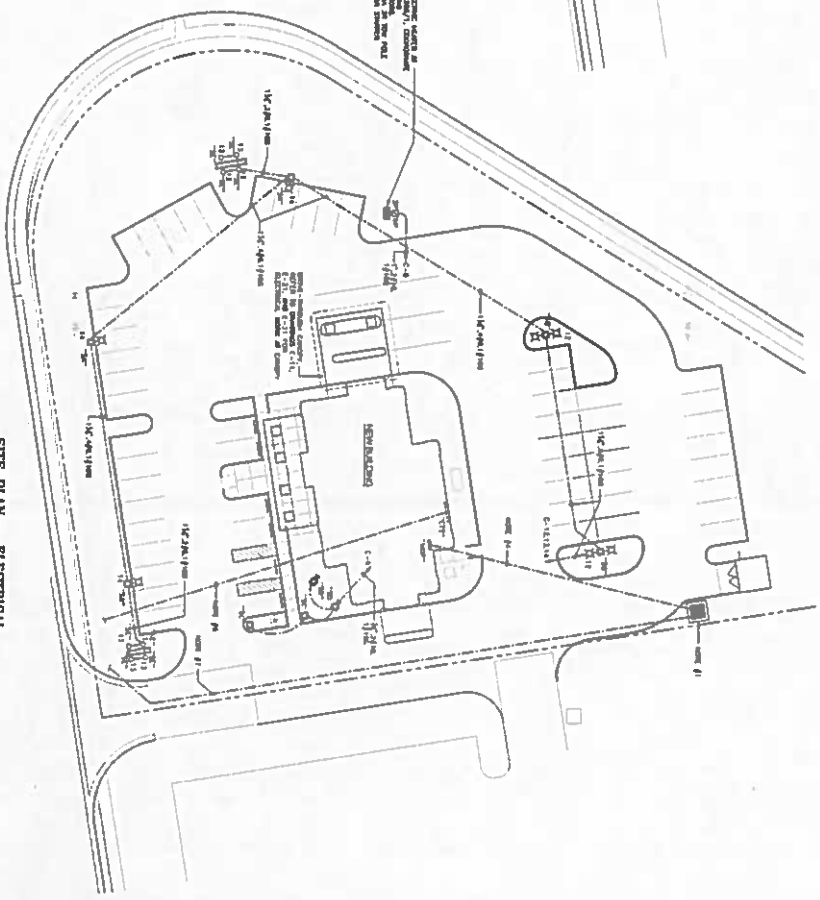
NOTES:  
 1. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.  
 2. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.  
 3. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.

SITE PLAN - ILLUMINATION



1. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.
2. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.
3. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.
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9. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.
10. ALL LIGHTING SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLUMINATION AND ELECTRICAL SCHEDULES.

SITE PLAN - ELECTRICAL



SITE LIGHTING FIXTURE SCHEDULE			
NO.	DESCRIPTION	QUANTITY	NOTES
1	GROUND MOUNTED FLOODLIGHT 100W, 120V, 1000LM, 120° BEAM	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
2	POLE MOUNTED FLOODLIGHT 100W, 120V, 1000LM, 120° BEAM	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
3	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
4	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
5	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
6	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
7	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
8	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
9	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
10	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
11	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION
12	RECESSED DOWNLIGHT 40W, 120V, 2700K, 4" DIA	12	SEE ILLUMINATION SCHEDULE FOR LOCATION



Architects  
**Cain Rash West**  
 10000 W. 26th Ave.  
 Suite 100  
 Denver, CO 80231  
 Phone: 303.755.1111  
 Fax: 303.755.1112  
 Website: www.cainrashwest.com

Architectural Services

A New Facility for  
**EASTMAN CREDIT UNION**  
 Abingdon, Virginia

SE-11

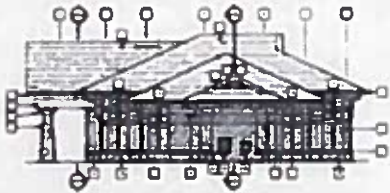
1/15/2018

**ELEVATION NOTES**

- 1. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 2. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 3. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 4. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 5. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 6. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 7. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 8. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 9. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.
- 10. All exterior surfaces shall be finished with the materials and colors indicated on the elevation schedule.

**ELEVATION SCHEDULE**

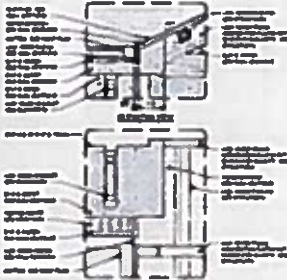
- 1. Exterior walls: [Material and Color]
- 2. Exterior walls: [Material and Color]
- 3. Exterior walls: [Material and Color]
- 4. Exterior walls: [Material and Color]
- 5. Exterior walls: [Material and Color]
- 6. Exterior walls: [Material and Color]
- 7. Exterior walls: [Material and Color]
- 8. Exterior walls: [Material and Color]
- 9. Exterior walls: [Material and Color]
- 10. Exterior walls: [Material and Color]
- 11. Exterior walls: [Material and Color]
- 12. Exterior walls: [Material and Color]
- 13. Exterior walls: [Material and Color]
- 14. Exterior walls: [Material and Color]
- 15. Exterior walls: [Material and Color]
- 16. Exterior walls: [Material and Color]
- 17. Exterior walls: [Material and Color]
- 18. Exterior walls: [Material and Color]
- 19. Exterior walls: [Material and Color]
- 20. Exterior walls: [Material and Color]



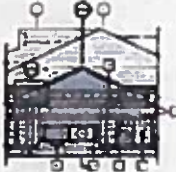
**EAST ELEVATION**  
Scale 1/8" = 1'-0"



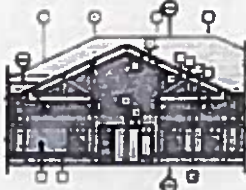
**NORTH ELEVATION**  
Scale 1/8" = 1'-0"



**DOOR DETAIL**  
Scale 1/4" = 1'-0"



**PARTIAL WEST ELEVATION**  
Scale 1/8" = 1'-0"



**PARTIAL SOUTH ELEVATION**  
Scale 1/8" = 1'-0"



**WEST ELEVATION**  
Scale 1/8" = 1'-0"



**SOUTH ELEVATION**  
Scale 1/8" = 1'-0"



A team of experts  
**ARCHITECTURAL**  
DESIGN  
Arlington, Virginia

**PROFESSIONAL**  
ARCHITECT  
1/15/2018

**PROFESSIONAL**  
ARCHITECT  
1/15/2018  
NOT FOR CONSTRUCTION



**ECU - Abingdon - Front Elevation**



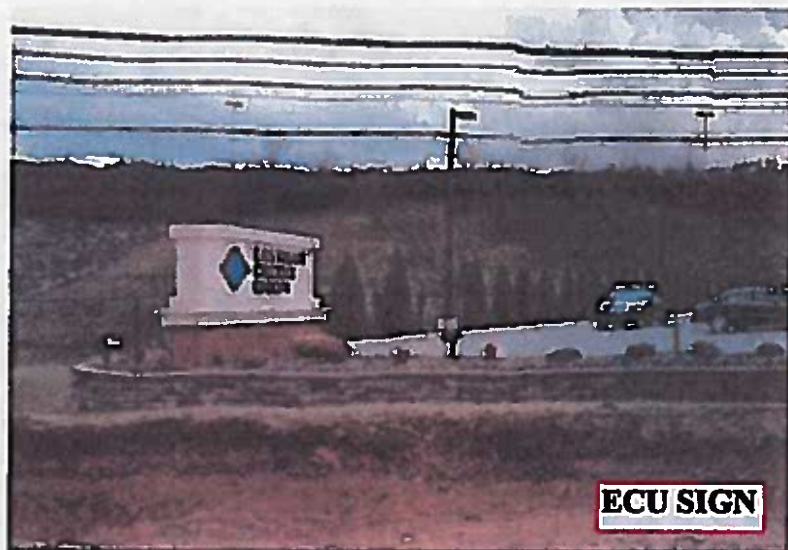
**ECU Abingdon VA - Drive Thru Canopy Elevation**



**ECU Abingdon VA - Drive Thru Canopy**



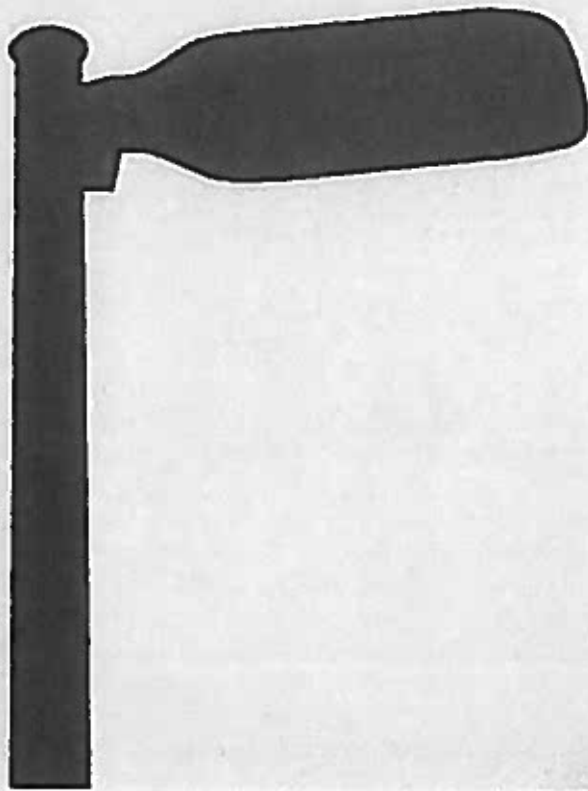
**ECU Abingdon VA - Entrance Lobby**





ECU - DUMPSTER ENCLOSURE





**ECU - SITE LIGHTING**

# Abingdon, Virginia



### IMPORTANT NOTE:

The complete application along with \$50.00 administrative fee must be filed with the Town of Abingdon's Office of Planning & Zoning no later than the Second Tuesday of the month to be heard at that month's Planning Commission meeting. Applications received after the Second Tuesday of the month will be heard at the following month's meeting. If an application is not complete, it will not be included on the meeting agenda. To avoid delays, it is recommended that applicants meet with staff before the deadline to review the COA application.

## APPLICATION FOR ENTRANCE CORRIDOR, CERTIFICATE OF APPROPRIATENESS Town of Abingdon, Virginia

Town of Abingdon Planning Commission  
133 East Main Street • Abingdon, VA 24212  
Phone: (276) 628-3167 • Fax: (276) 698-3412

Location of Property	1120 W. MAIN Street, Abingdon	Zoning District	B-2
Business Name	NONE	Tax Map No:	104C2-2-28

Applicant/Property Owner Name (PRINT)	MANAGEMENT PROPERTIES, INC.	Representative Agent(s) Name	
Signature	JM HFR President	Firm	
Mailing Address	P.O. Box 2383	Mailing Address	
City	Johnson City	City	
State/Zip	TN 37605	State/Zip	
Phone/Fax Number:	423-434-4212 (T)	Phone/Fax Number:	
Email:	jbenedict@cumminsterminals.com	Email:	

(Check the Appropriate Boxes - Check all that Apply)

<input type="checkbox"/>	Exterior Change	<input type="checkbox"/>	Addition	<input type="checkbox"/>	Relocation
<input type="checkbox"/>	Wall/Fence	<input type="checkbox"/>	Deck/Porch	<input checked="" type="checkbox"/>	Demolition
<input type="checkbox"/>	Driveway/Parking Area	<input type="checkbox"/>	New Structure/Building	<input type="checkbox"/>	Grounds/Landscaping
<input type="checkbox"/>	Dumpster/HVAC Screen, etc.	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____

The above named person(s)/firm has permission to represent me regarding this request for site plan and architectural review. I understand that I or my representative agent(s) must be present at the Planning Commission Meeting on the date assigned by staff, typically the 4<sup>th</sup> Monday of the month, to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Planning Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval. I hereby authorize town staff and/or members of the Planning Commission the right to enter onto my property during normal business hours for the purposes of investigating my request for a Certificate of Appropriateness. I further authorize Town staff to notify any adjoining property owners of this application for Certificate of Appropriateness.

Signed By: MANAGEMENT PROPERTIES, INC.

Signed By: JM HFR Date March 6, 2018

**PLEASE READ:**

Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by Planning Commission members and Planning Department staff. Applications that do not clearly communicate the proposed new construction, alterations or changes will result in delays. Planning Department staff will periodically inspect properties for compliance with the COA. Failure to comply may also result in delays in the issuance of a Certificate of Occupancy, fines, or other enforcement actions.

**FULL DESCRIPTION OF PROPOSAL:**

Tear down building that formerly was a combination truck stop and oil company office. Also will remove the canopy over what were once gas/diesel pumps. All structures will be taken down to the existing grade.

**REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:**

Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project.

\_\_\_ Sketch, drawing and/or elevations showing the proposed changes or improvements

\_\_\_ Site plan or plat of property

\_\_\_ Photographs showing property, work in question, and the area of the proposed project

\_\_\_ A list of materials that identifies the type and quality of materials to be used in the Proposed Project

\_\_\_ Other (please list)

\_\_\_ \$50.00 application fee

Applicants may refer to typical submissions kept at the Department of Planning and Zoning of the Town of Abingdon, on the Lower floor of Town Hall, located at 133 East Main Street for illustrations of how to present the required information.

**To be Completed by Planning Department Staff (please Initial)**

\_\_\_ COA application has been reviewed and deemed to be complete.

\_\_\_ List of adjoining property owners notified of this COA application has been attached to this application.

\_\_\_ An administrative fee of \$50.00 is attached with this application

\_\_\_ All modifications requiring further review: \$25.00

Code: 011/Budget line item: 100-3-13-030-0400



**NOTICE OF MEETING**  
for the  
**Town of Abingdon Planning Commission**

A request for modifications to a property located at within the Historic District Entrance Corridor Overlay has been filed with the Town of Abingdon's Planning Commission. The request is described below:

**Location: 1120 West Main Street**

**Proposal: Demolition of existing structure**

**Applicant: Management Properties LLC**

**Applicant's Contact: Jeff Benedict, (423) 434-4219**

You are receiving this notice because public records indicate that you own property near or adjacent to the property listed in this request, which has been scheduled for a hearing before the Planning Commission. Recipients of this notice may wish to share it with their neighbors whose property is nearby the above noted location.

The purpose of the meeting is to allow citizens to comment regarding potential impacts the proposed changes would have on their properties or on the area in general, and to identify issues or concerns related to the appropriateness of the request. The meeting is not the appropriate setting to learn about a proposal for the first time. It is difficult to gain understanding of a proposal and offer well thought out comments during the relatively short time of the meeting.

If you would like more information about this request, you could contact the Town of Abingdon Planning Department at (276) 628-3167 prior to the meeting. You may also contact the applicant's contact person listed above.

**PLANNING COMMISSION MEETING**

**MEETING DATE: March 26, 2018 TIME: 5:30 PM**

**LOCATION: Town of Abingdon Town Hall, 133 W. Main St., Arthur Campbell Room – 1<sup>st</sup> Floor**

The meeting facilities of the Town of Abingdon are accessible to people with disabilities. Anyone needing special accommodations should call 276-628-3167.

NAME	ADDRESS_1	ADDRESS_2	CITY	ST
WEST MAIN FREEWILL BAPTIST CHURCH	1147 WEST MAIN ST		ABINGDON	VA
DUTT & WAGNER OF VIRGINIA INC	P O BOX 518		ABINGDON	VA
LIGHT MILLING COMPANY	P O BOX 309		ABINGDON	VA
ROUSE WILLIAM LOWRY JR & JOHNA O	637 MICHELLE CT		LAWRENCEVILLE	GA
K & H LLC	1135 W MAIN STREET		ABINGDON	VA
JOHNSON PEGGY J & MEADE IRENE J	144 HILLSIDE DR		ABINGDON	VA

# Abingdon, VA



## Legend

-  Unaddressed
-  Structures
-  Parcels
-  Corporate Limits
-  Roads
-  Railroad
-  Creeper Trail

1 in. = 69ft.



138.2 0 69.09 138.2 Feet

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

## Notes















**AN ORDINANCE OF  
THE COUNCIL FOR THE TOWN OF ABINGDON,  
TO REPEAL, AMEND AND REENACT  
CHAPTER 2 – ADMINISTRATION – ARTICLE VI  
– PLANNING COMMISSION**

**WHEREAS**, §27-6-1 of the Code of Virginia 1950, as amended, established that the governing body of any town may enact and enforce ordinances for the general purpose of promoting the public health, safety, convenience and welfare of its general public; and

**WHEREAS**, the Town of Abingdon's current Chapter 2 – Administration – Article VI – Planning Commission, and upon due consideration to amend said ordinance, the Council for the Town of Abingdon elects to repeal, amend and reenact the body of its ordinance; and

**NOW, THEREFORE BE IT ORDAINED**, upon recommendation of the Council of the Town of Abingdon, Virginia, after notice pursuant to §15.2-2204 of the Code of Virginia 1950, as amended, and public hearings of the Council for the Town of Abingdon on \_\_\_\_\_ as required by law:

1. That this ordinance shall take effect on \_\_\_\_\_; and
2. That should any section or provision of this ordinance be decided to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other section or provision of this ordinance or the Code of the Town of Abingdon, Virginia; and

That the Town of Abingdon's Chapter 2 – Administration – Article VI – Planning Commission, that is proposed for repeal, amendment, and reenactment, currently appears as follows:

**ARTICLE VI. - PLANNING COMMISSION<sup>[1]</sup>**

**DIVISION 1. - GENERALLY**

**Sec. 2-301. - Authority.**

- (a) *State authority.* The Abingdon Planning Commission operates under authority delegated to municipalities under Title 15.2, Chapter 22, Code of Virginia (1950), as amended.
- (b) *Town authority.* The authority for the planning commission was established on March 21, 1947, by ordinance of the Abingdon Town Council.

Sec. 2-302. - Definitions.

[The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

*Annual meeting* means the July meeting of the commission.

*Commission* means the Abingdon Planning Commission.

*Commissioner* means member appointed to the commission by the town council.

*Governing body* means the Town Council of the Town of Abingdon.

*Planning department* means the director of planning and all professional and technical staff under his/her supervision.

Sec. 2-303. - 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 planning commission for a first time at a regular meeting of the commission. Such proposal may be considered and amended at such meeting, but shall not be acted upon by the commission 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 planning commission a second time, shall be subject to further consideration and amendment, and may then or later be acted upon.

Secs. 2-304—2-325. - Reserved.

DIVISION 2. - POWERS AND DUTIES

Sec. 2-326. - Town provisions.

- (a) *Name.* There is hereby created a town planning commission, which commission shall be known as the "Abingdon Town Planning Commission" which may be referred to in this Code as the planning commission.
- (b) *Composition, qualifications and appointment of members.* The planning commission shall consist of not less than seven or more than 15 members, one of whom shall be a member of the town council and one of whom shall be the town manager. The remaining members, to be known as appointed members, shall all be residents of the town and at least half of them shall be owners of real property, within the town. All members shall be appointed by the town council and must have knowledge and experience to make decisions on questions of community growth and development.
- (c) *Terms of members; filling vacancies.*
  - (1) With the exception of council members, the appointed members shall be appointed for terms of four years, beginning on July 1 and ending on June 30 of the relevant years. 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 planning commission shall be a two-year term. The council member may serve two consecutive terms.

- (2) The council may appoint any member for two consecutive terms.
- (3) To fill a vacancy of an appointed member, the council may follow this procedure or any part thereof. The director of planning shall notify the council 60 days prior to the end of the term or terms to expire. The council shall not appoint any member to the commission without having received a letter of interest and qualification for membership from the candidate. The council shall fill any vacancy it may choose to fill, provided the commission shall never have less than seven members.
- (4) In reviewing the qualifications of current appointed members to the planning commission, the council shall consider the following:
  - a. Attendance and participation at meetings of the commission or its committees;
  - b. Attendance at such annual training programs as the town council deems appropriate and approves.
  - c. A witnessed knowledge of and experience in dealing with questions of community growth and development.
- (d) *Compensation of members.* All members of the planning commission shall serve as such without compensation.
- (e) *Removal of members.* Any appointed member of the planning commission may be removed by the town council 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 consecutive regularly scheduled meetings and whose absences are deemed unexcused, shall be requested by the council to voluntarily relinquish their position.
- (f) *[Powers and duties.]* The planning commission shall have all the powers and duties which are now or may hereafter be granted to or imposed upon such commissions by the Code of Virginia, town ordinances and in these bylaws.

Sec. 2-327. - Code of Virginia.

The duties of the planning commission as set out in the Code of Virginia, are as follows:

*Duties of commissions.* To effectuate these bylaws, the local commission shall:

- (1) Exercise general supervision of, and make regulations for, the administration of its affairs;
- (2) Prescribe rules pertaining to its investigations and hearings;
- (3) Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed;
- (4) Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;

- (5) Make recommendations and a written annual report to the town council, to be presented by the chairman, concerning the operation of the commission and the status of planning within its jurisdiction;
- (6) Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- (7) Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
- (8) If deemed advisable, establish an advisory committee or committees.

Secs. 2-328—2-350. - Reserved.

### DIVISION 3. - OFFICERS AND DUTIES

#### Sec. 2-351. - Officers.

The officers of the commission shall consist of a chairman, vice chairman, and secretary, who shall be the town manager.

#### Sec. 2-352. - Terms of office.

Each of the officers shall be elected at the annual meeting of the commission to serve for a term of one year, unless removed sooner by the commission, or until his/her successor is elected. Any vacancy occurring in an office shall be filled for the unexpired term by the commission at the regular monthly meeting following the occurrence of such vacancy.

#### Sec. 2-353. - Election.

No later than the regular monthly meeting preceding the July annual meeting, the chairman shall appoint a nominating committee of three members of the planning commission to make nominations for the following years 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.

#### Sec. 2-354. - Chairman.

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

#### Sec. 2-355. - Vice chairman.

The vice chairman shall, in the event of the absence of the chairman, 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 chairman, and shall



perform such other duties as may from time to time be assigned to him or her by the chairman or by the commission.

**Sec. 2-356. - Secretary.**

The secretary, who shall be the town manager, shall provide to the members notice of all regular and special meetings of the commission, 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 commission. 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 chairman or the commission. The secretary may, with the permission of the commission, delegate certain of his/her duties and responsibilities to available town staff.

**Sec. 2-357. - Execution of instruments.**

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

**Secs. 2-358—2-375. - Reserved.**

**DIVISION 4. - MEETINGS AND VOTING**

**Sec. 2-376. - Regular meetings.**

- (a) (1) Regular monthly meetings of the commission shall be held at 5:30 p.m. on the fourth Monday of each month in the municipal building or another suitable public meeting place; and
  - (2) Should a conflict arise that would require rescheduling of the meeting date and time, so as to secure a quorum for the meeting, that the director of planning shall set the meeting date and time and notify each board member as soon as is reasonably possible of the amended date and time.
- (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 commission shall be open to the public and records of the commission shall be a public record as required by the Virginia Freedom of Information Act. The commission may meet in closed sessions only for the purposes stated in that Act.

**Sec. 2-377. - Special meetings.**

Special meetings may be called by the chairman at his discretion or by any two members of the commission. The director of planning shall mail to all members, and citizens and organizations requesting notification, at least ten 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.

**Sec. 2-378. - Public hearings.**

The commission shall hold such public hearings as required by law. The purpose, time, and place of such public hearings shall be published according to the Code of Virginia.

**Sec. 2-379. - Quorum.**

A majority of the appointed members shall constitute a quorum.

**Sec. 2-380. - Voting.**

Each member of the commission shall be entitled to one vote on matters before the commission 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 commission shall require a majority vote of all members present and voting.

**Sec. 2-381. - Parliamentary procedure.**

In all matters of parliamentary procedure not specifically governed by these bylaws, Roberts' Rules of Order shall apply.

**BE IT FURTHER ORDAINED**, that upon the recommendation of the Council for the Town of Abingdon, Chapter 2 – Administration – Article VI – Planning Commission Ordinance be repealed, amended and reenacted as follows:

**ARTICLE VI. - PLANNING COMMISSION<sup>[2]</sup>**

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DIVISION 2. - POWERS AND DUTIES

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- (a) *Name.* There is hereby created a town planning commission, which commission shall be known as the "Abingdon Town Planning Commission" which may be referred to in this Code as the planning commission.
- (b) *Composition, qualifications and appointment of members.* The planning commission shall consist of not less than seven or more than 15 members, one of whom shall be a ~~member of the town council and one of whom shall be~~ the town manager. The remaining members, to be known as appointed members, shall all be residents of the town and at least half of them shall be owners of real property, within the town. All members shall be appointed by the town council and must have knowledge and experience to make decisions on questions of community growth and development.
- (c) *Terms of members; filling vacancies.*
- (1) ~~With the exception of council members,~~ the appointed members shall be appointed for terms of four years, beginning on July 1 and ending on June 30 of the

relevant years. 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 planning commission shall be a two-year term. The council member may serve two consecutive terms.~~

- (2) The council may appoint any member for two consecutive terms.
- (3) To fill a vacancy of an appointed member, the council may follow this procedure or any part thereof. The director of planning shall notify the council 60 days prior to the end of the term or terms to expire. The council shall not appoint any member to the commission without having received a letter of interest and qualification for membership from the candidate. The council shall fill any vacancy it may choose to fill, provided the commission shall never have less than seven members.
- (4) In reviewing the qualifications of current appointed members to the planning commission, the council shall consider the following:
  - a. Attendance and participation at meetings of the commission or its committees;
  - b. Attendance at such annual training programs as the town council deems appropriate and approves.
  - c. A witnessed knowledge of and experience in dealing with questions of community growth and development.
- (d) *Compensation of members.* All members of the planning commission shall serve as such without compensation.
- (e) *Removal of members.* Any appointed member of the planning commission may be removed by the town council 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 consecutive regularly scheduled meetings and whose absences are deemed unexcused, shall be requested by the council to voluntarily relinquish their position.
- (f) *[Powers and duties.]* The planning commission shall have all the powers and duties which are now or may hereafter be granted to or imposed upon such commissions by the Code of Virginia, town ordinances and in these bylaws.

Sec. 2-327. - Code of Virginia.

The duties of the planning commission as set out in the Code of Virginia, are as follows:

*Duties of commissions.* To effectuate these bylaws, the local commission shall:

- (1) Exercise general supervision of, and make regulations for, the administration of its affairs;
- (2) Prescribe rules pertaining to its investigations and hearings;
- (3) Supervise its fiscal affairs and responsibilities, under rules and regulations as prescribed;

- (4) Keep a complete record of its proceedings; and be responsible for the custody and preservation of its papers and documents;
- (5) Make recommendations and a written annual report to the town council, to be presented by the chairman, concerning the operation of the commission and the status of planning within its jurisdiction;
- (6) Prepare, publish and distribute reports, ordinances and other material relating to its activities;
- (7) Prepare and submit an annual budget in the manner prescribed by the governing body of the county or municipality; and
- (8) If deemed advisable, establish an advisory committee or committees.

Secs. 2-328—2-350. - Reserved.

### DIVISION 3. - OFFICERS AND DUTIES

Sec. 2-351. - Officers.

The officers of the commission shall consist of a chairman, vice chairman, and secretary, who shall be the town manager.

Sec. 2-352. - Terms of office.

Each of the officers shall be elected at the annual meeting of the commission to serve for a term of one year, unless removed sooner by the commission, or until his/her successor is elected. Any vacancy occurring in an office shall be filled for the unexpired term by the commission at the regular monthly meeting following the occurrence of such vacancy.

Sec. 2-353. - Election.

No later than the regular monthly meeting preceding the July annual meeting, the chairman shall appoint a nominating committee of three members of the planning commission to make nominations for the following years 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.

Sec. 2-354. - Chairman.

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

**Sec. 2-355. - Vice chairman.**

The vice chairman shall, in the event of the absence of the chairman, 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 chairman, and shall perform such other duties as may from time to time be assigned to him or her by the chairman or by the commission.

**Sec. 2-356. - Secretary.**

The secretary, who shall be the town manager, shall provide to the members notice of all regular and special meetings of the commission, 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 commission. 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 chairman or the commission. The secretary may, with the permission of the commission, delegate certain of his/her duties and responsibilities to available town staff.

**Sec. 2-357. - Execution of instruments.**

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

**Secs. 2-358—2-375. - Reserved.**

**DIVISION 4. - MEETINGS AND VOTING**

**Sec. 2-376. - Regular meetings.**

- (a)
  - (1) Regular monthly meetings of the commission shall be held at 5:30 p.m. on the fourth Monday of each month in the municipal building or another suitable public meeting place; and
  - (2) Should a conflict arise that would require rescheduling of the meeting date and time, so as to secure a quorum for the meeting, that the director of planning shall set the meeting date and time and notify each board member as soon as is reasonably possible of the amended date and time.
- (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 commission shall be open to the public and records of the commission shall be a public record as required by the Virginia Freedom of Information Act. The commission may meet in closed sessions only for the purposes stated in that Act.

**Sec. 2-377. - Special meetings.**

Special meetings may be called by the chairman at his discretion or by any two members of the commission. The director of planning shall mail to all members, and citizens and organizations requesting notification, at least ten 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.

**Sec. 2-378. - Public hearings.**

The commission shall hold such public hearings as required by law. The purpose, time, and place of such public hearings shall be published according to the Code of Virginia.

**Sec. 2-379. - Quorum.**

A majority of the appointed members shall constitute a quorum.

**Sec. 2-380. - Voting.**

Each member of the commission shall be entitled to one vote on matters before the commission 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 commission shall require a majority vote of all members present and voting.

**Sec. 2-381. - Parliamentary procedure.**

In all matters of parliamentary procedure not specifically governed by these bylaws, Roberts' Rules of Order shall apply.