



**TOWN OF ABINGDON, VIRGINIA
PLANNING COMMISSION MEETING
MONDAY, APRIL 23, 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**
 - March 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. Cain, AIA, CAW Rash West
Architects, Representatives*
- E. OLD BUSINESS/MATTERS NOT ON THE AGENDA**
- F. ANNOUNCEMENTS**
- G. ADJOURNMENT**

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

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

A. Chairman Wayne Austin called the meeting to Order.

B. Roll Call – Jason Boswell, Interim Director of Planning

Members Present:

Mr. Scott Wilson
Mr. Rick Humphreys
Mr. Kenny Shuman
Mr. Wayne Austin, Chairman
Mr. Greg Kelly

Comprising a quorum of the Commission

Members Absent:

Dr. Ramsey White
Mr. James Anderson – Absent due to Town Council Forum

Administrative Staff:

Mrs. Deborah Icenhour – Town Attorney
Mrs. Kim Kingsley – Paralegal/Deputy Clerk
Mr. Jason Boswell – Interim Director of Planning
Mr. Matthew Bolick - Director of Public Services and Construction
Mrs. Janice Dornon – Administrative Assistant

C. APPROVAL OF MINUTES

Approval of Minutes: Regular Meeting, February 26, 2018

1. After discussion, there was 2 changes to the February 26, 2018 minutes, board wanted to change ad hoc to ex-officio on Selection E, Item 1 and James Anderson came in late for the February 26, 2018 meeting, he arrived at 5:39 PM.

On motion of Mr. Shuman, seconded by Mr. Wilson the minutes of February 26, 2018 were accepted as presented and corrected.

The roll call vote was as follows:

Mr. Wilson	Aye
Mr. Humphreys	Aye
Mr. Shuman	Aye
Mr. Austin	Aye
Mr. Kelly	Abstained (Mr. Kelly was not present at Feb. 26, 2018 meeting)

D. CERTIFICATE(S) OF APPROPRIATENESS

- 1. Certificate of Appropriateness; Request for COA - Marathon Realty Corp, Owner, Parcel No. 021-1-5B, Zone B-2. *Linda Cox, Eastman Credit Union, and Luther D. Cain, AIA, CAW Rash West Architects, Representative***

Luther Cain addressed the Commission on behalf of the Eastman Credit Union. The site pad is being prepared at this time. ECU uses a franchise design. ECU concept is unique to their branding design. Board would like ECU to compare their materials to the design approved for Food City commercial design. Mr. Humphreys does not consider the ECU design comparable to Food City's design. Mr. Humphreys stated that the ECU design has a National Park feel to it. Mr. Kelly proposed that they use brick, stone and roof colors similar to those that Food City has submitted. Materials such as stucco, natural stone could be a possibility. Mr. Kelly questioned the beam work and if a different material could be used such as stucco. Mr. Cain told the commissioner that the beam work would be facing Interstate 81. Board also recognized that the ECU building will be one of the first building the public will see when entering the complex. Board also recommends that ECU be held to community standards.

On motion of Mr. Humphreys, Seconded by Mr. Wilson, Planning Commission members recommended that the proposal be tabled so that ECU can re-group and consider the board's recommendations of use of colors, materials, textures to coincide with the afore mention Food City commercial design.

The roll call vote was as follows:

Mr. Wilson	Aye
Mr. Humphreys	Aye
Mr. Shuman	Aye
Mr. Austin	Aye
Mr. Kelly	Aye

**2. Certificate of Appropriateness; Request for COA - Management Properties, Inc.,
Owner, 1120 W Main Street, Parcel No. 104C2-A-2. Jeffrey *Benedict, Representative***

Jeff Benedict addressed the Commission with a request to demolish the building and canopy at 1120 W. Main Street. Plans are to demolish the building down to grade and leave in that shape until a developer decides to build on the property. Mr. Kelly asked if there were any environmental issues. Mr. Benedict indicated that there are issues due to a gas storage leak some while age. This property would have to be mediated before any building would be approved.

**On motion of Mr. Shuman, Seconded by Mr. Humphreys, Planning
Commission members recommended approval of proposed demolition.**

The roll call vote was as follows:

Mr. Wilson	Aye
Mr. Humphreys	Aye
Mr. Shuman	Aye
Mr. Austin	Aye
Mr. Kelly	Aye

E. PUBLIC COMMENTS

Commissioners discussed the effects on the Planning Commission if the Town Manager and/or the Town Council representative where to be removed from the board. A new Ordinance was sent before the Planning Commission for consideration to remove either/or the Town Manager or Town Council member from the board. Mr. Shuman expressed concern of not having a representative that would be the voice of the Planning Commission at monthly Town Council meetings. They feel that the Planning Commission needs someone who can attend the Town Council meeting as their representative. After discussion, the board voted to table the decision on the Ordinance for now. No action is necessary no decision was meet just discussed.

UPDATES FROM STAFF AND PLANNING COMMISSION MEMBERS

1. Mr. Shuman inquired about Anne Hutton's property on Valley Street and the trees that have been taken down. He feels that the Town Ordinances should be enforced pertaining to the tree removal in a timely fashion. Mr. Shuman stated that if the ordinances are not enforced that no one can be held accountable for upholding town ordinances.

F. ADJOURN

On motion of Mr. Shuman, Seconded by Mr. Wilson, recommended the meeting be adjourned with no further business to address.

The roll call vote was as follows:

Mr. Wilson	Aye
Mr. Humphreys	Aye
Mr. Shuman	Aye
Mr. Austin	Aye
Mr. Kelly	Aye

Adjourn Time: 6:30 P.M.

G. Next regularly scheduled meeting will be April 23, 2018 at 5:30 pm in the Arthur Campbell Room, 1st floor.

Wayne Austin, Chairman

Greg Kelly, 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 Realty 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: 276-623-5100 x 5749	Phone/Fax Number: 423-578-7572
Email: spanglers@foodcity.com	Email: lcox@acu.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 4th 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 REPOSITORY, 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 DUMPSTER 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

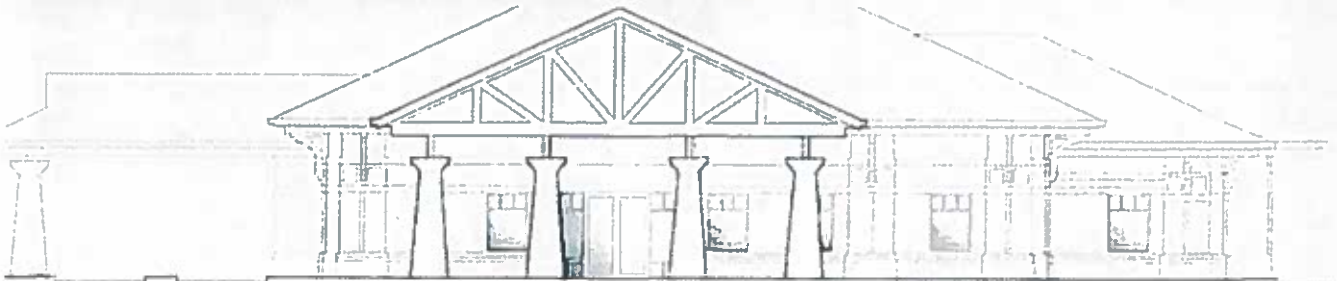


EASTMAN CREDIT UNION

Abingdon, Virginia
3,781 SF

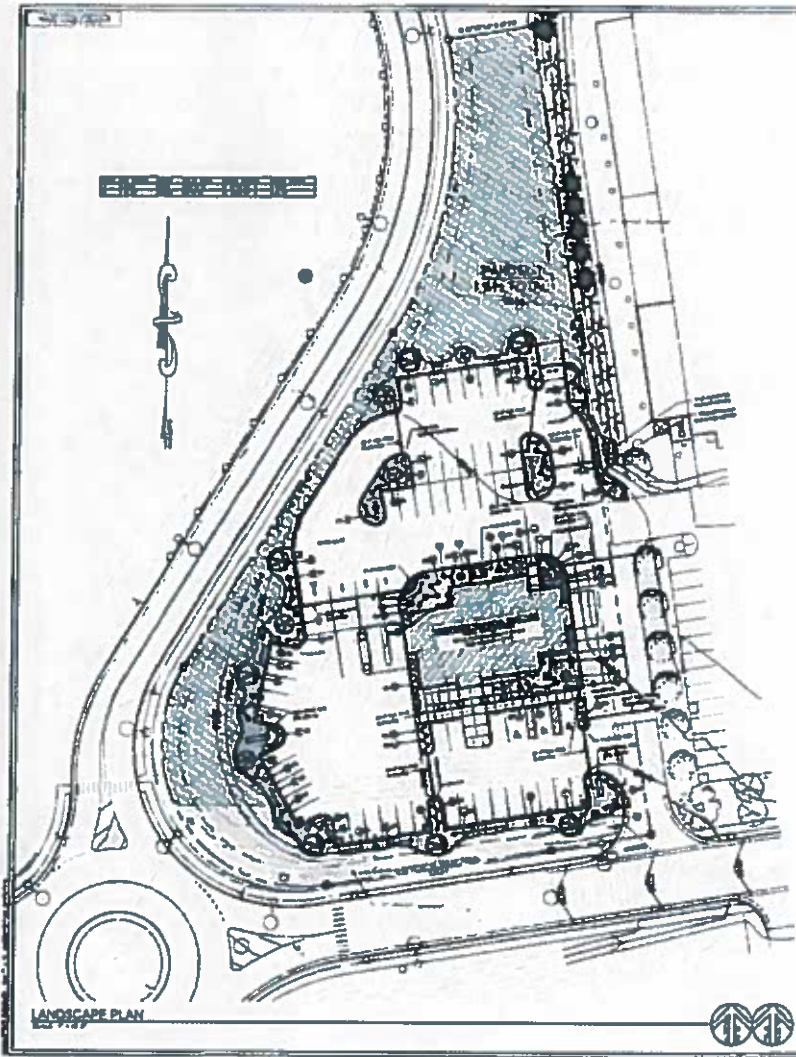
This local credit union facility is a single story slab on grade structure consisting of structural steel framing, metal roof trusses. The exterior has a brick veneer with EIFS accents, stone columns, exposed timber trusses at the entry and architectural shingles.

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



EXPERIENCE RELIABILITY INTEGRITY





LANDSCAPE NOTES

1. All plantings shall be installed in accordance with the manufacturer's instructions.
2. All plantings shall be installed in accordance with the manufacturer's instructions.
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PLANTING SCHEDULE		
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LANDSCAPE LEGEND



Professional Seal and Stamp Area

Professional Seal: A circular seal for the landscape architect, including the name and registration number.

Professional Stamp: A rectangular stamp with the text "Professional Seal" and "Professional Stamp".

Registration Information:

- Professional Seal No. 2018-000000000
- Professional Stamp No. 2018-000000000
- Professional Seal No. 2018-000000000
- Professional Stamp No. 2018-000000000

Project Information:

- Project Name: [REDACTED]
- Project Address: [REDACTED]
- Project City: [REDACTED]
- Project State: [REDACTED]
- Project Zip: [REDACTED]
- Project Date: [REDACTED]
- Project Description: [REDACTED]

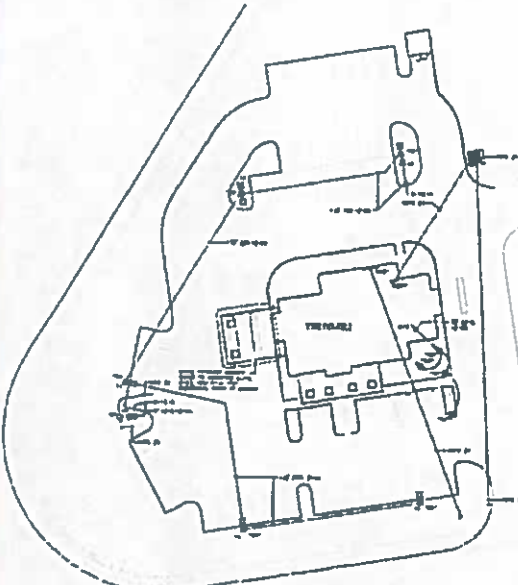
Scale: 1/8" = 1'-0"

Sheet No. L-11

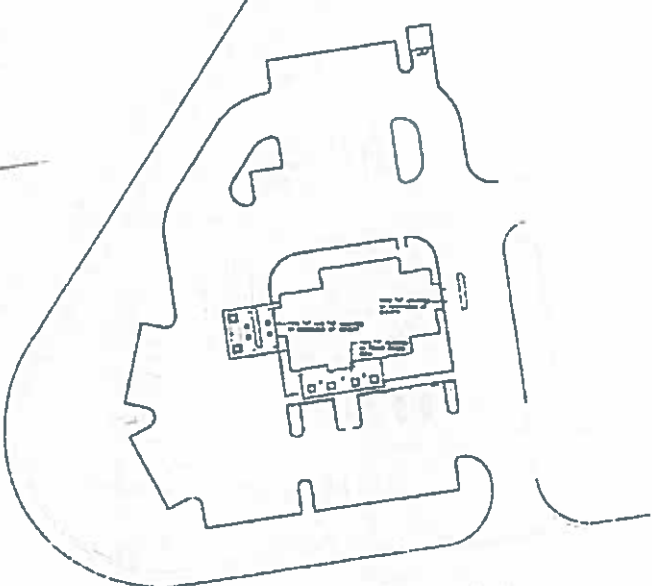
NOTES:

1. ALL LIGHTING FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
2. ALL LIGHTING FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL LOCAL CODES.
3. ALL LIGHTING FIXTURES SHALL BE INSTALLED IN ACCORDANCE WITH THE ILLINOIS ELECTRICAL CODE (IEC) AND ALL LOCAL CODES.
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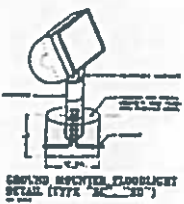
SITE LIGHTING FIXTURE SCHEDULE										
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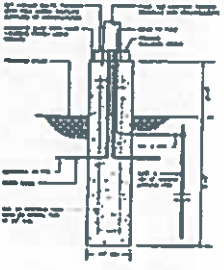
SITE PLAN - ELECTRICAL



SITE PLAN - MECHANICAL



CIRCULAR RECESSED FLOODLIGHT DETAIL (TYPE "A")



POLE BASE DETAIL (TYPE "B")

PREPARED BY
NOT FOR CONSTRUCTION



SE-11

Architectural Services

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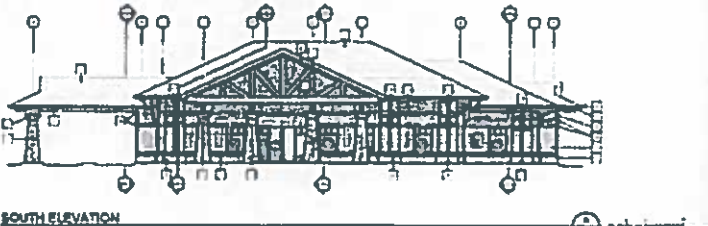
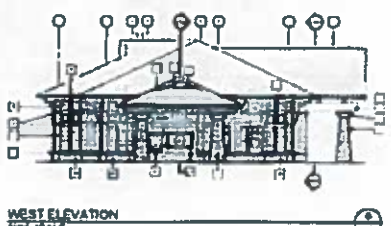
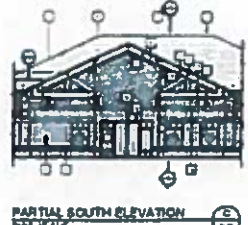
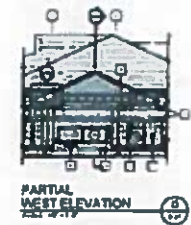
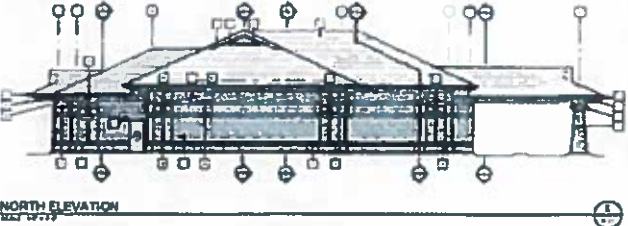
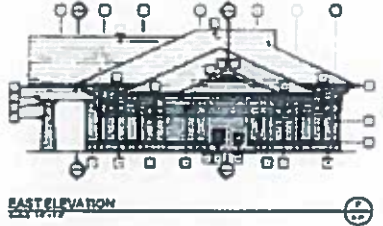
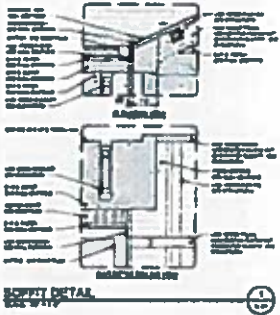
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ELEVATION NOTES

- 1. FINISHES TO BE SHOWN ON THIS SHEET.
- 2. ALL MATERIALS TO BE APPROVED BY ARCHITECT PRIOR TO ORDERING.
- 3. ALL MATERIALS TO BE MATCHED TO EXISTING MATERIALS ON ADJACENT BUILDINGS.
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ELEVATION SCHEDULE

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A New Facility for
**CRISTINA
 PARK**
 Abingdon, Virginia

**Architectural
 Services**

10000 Park
 Road, Suite 100
 Abingdon, VA 22021

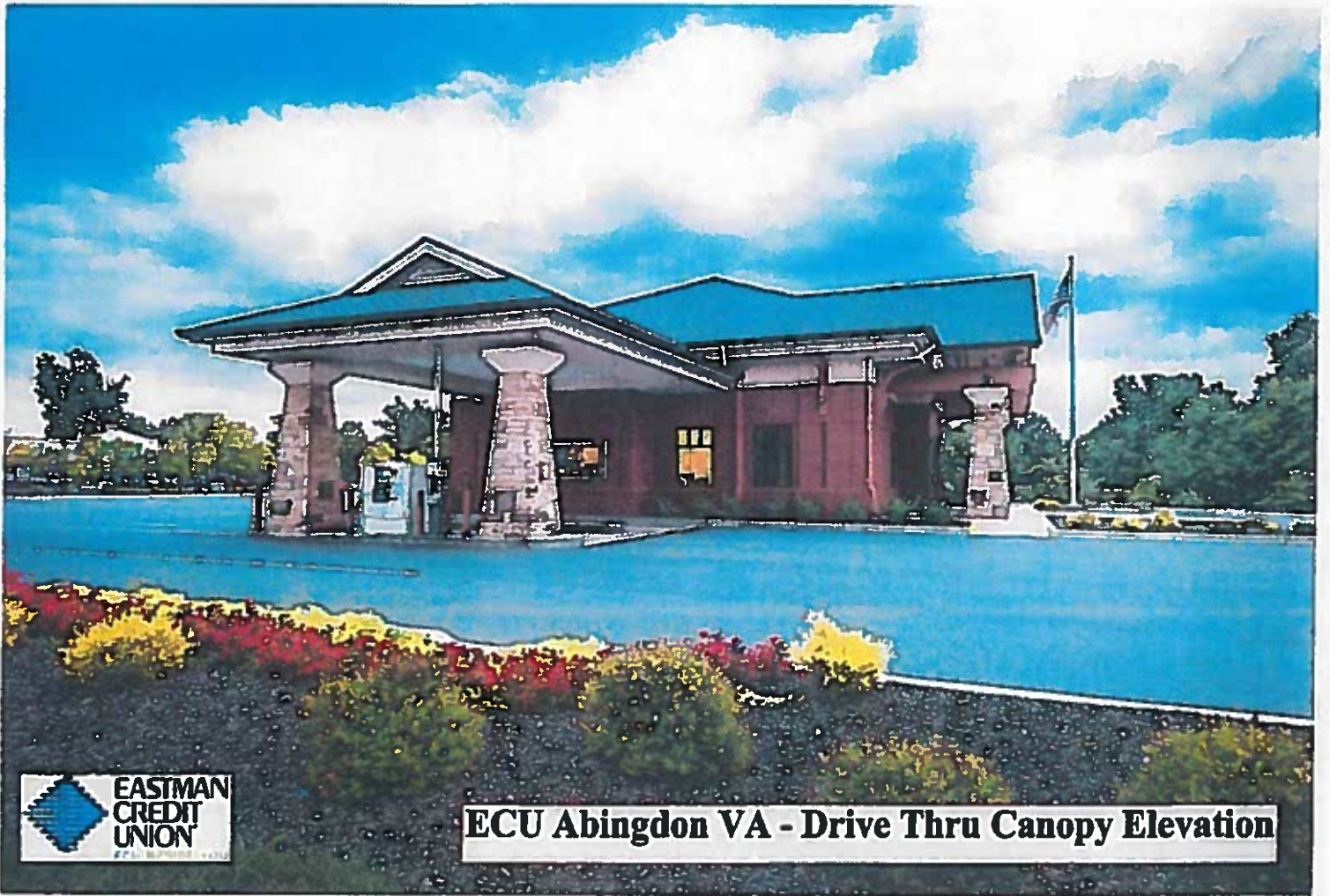
PROJECT
1/21/2018
 SET FOR
 CONSTRUCTION

DATE PLOTTED
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10:00:00 AM
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HP DesignJet T1100

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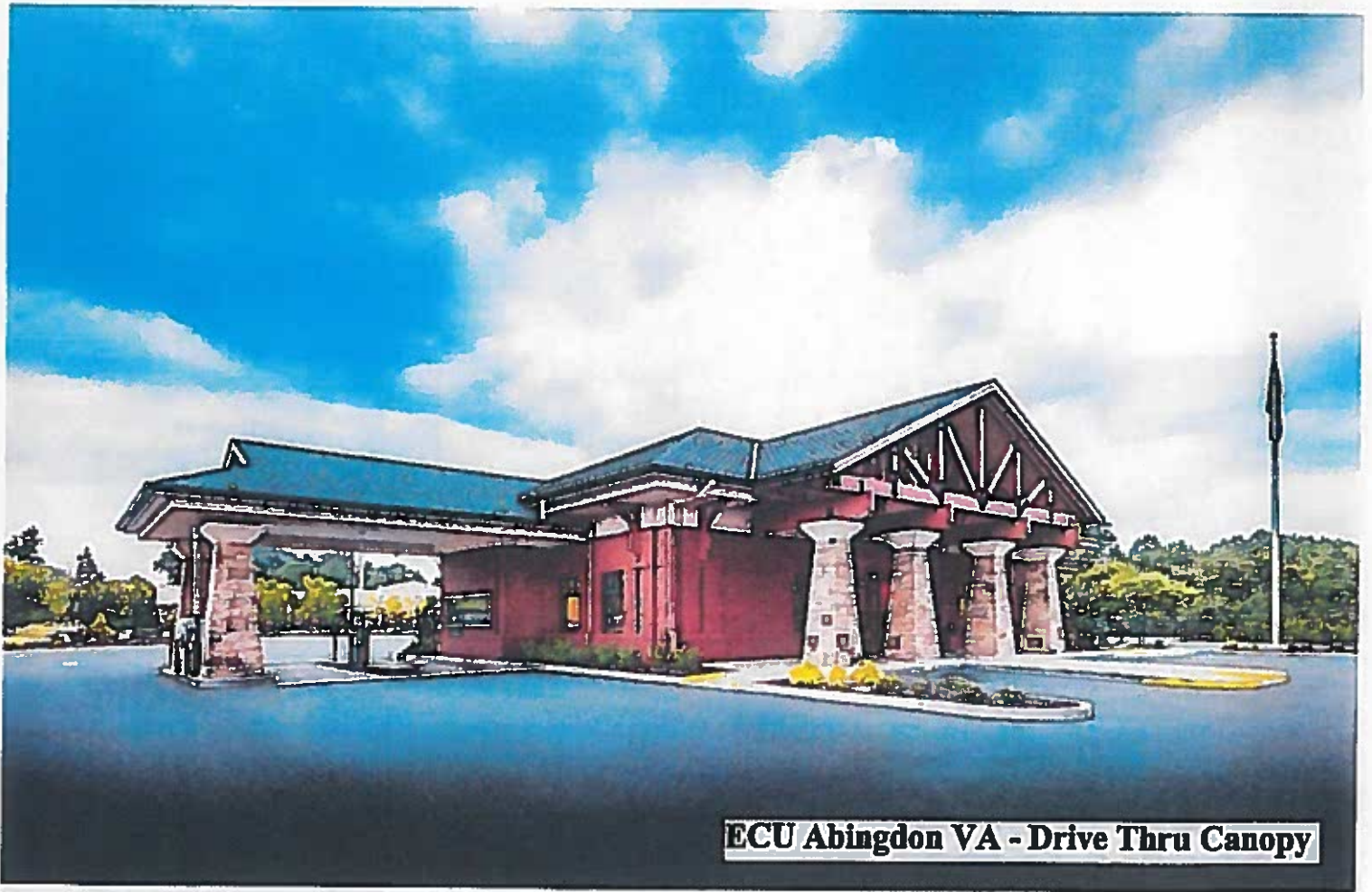


ECU - Abingdon - Front Elevation

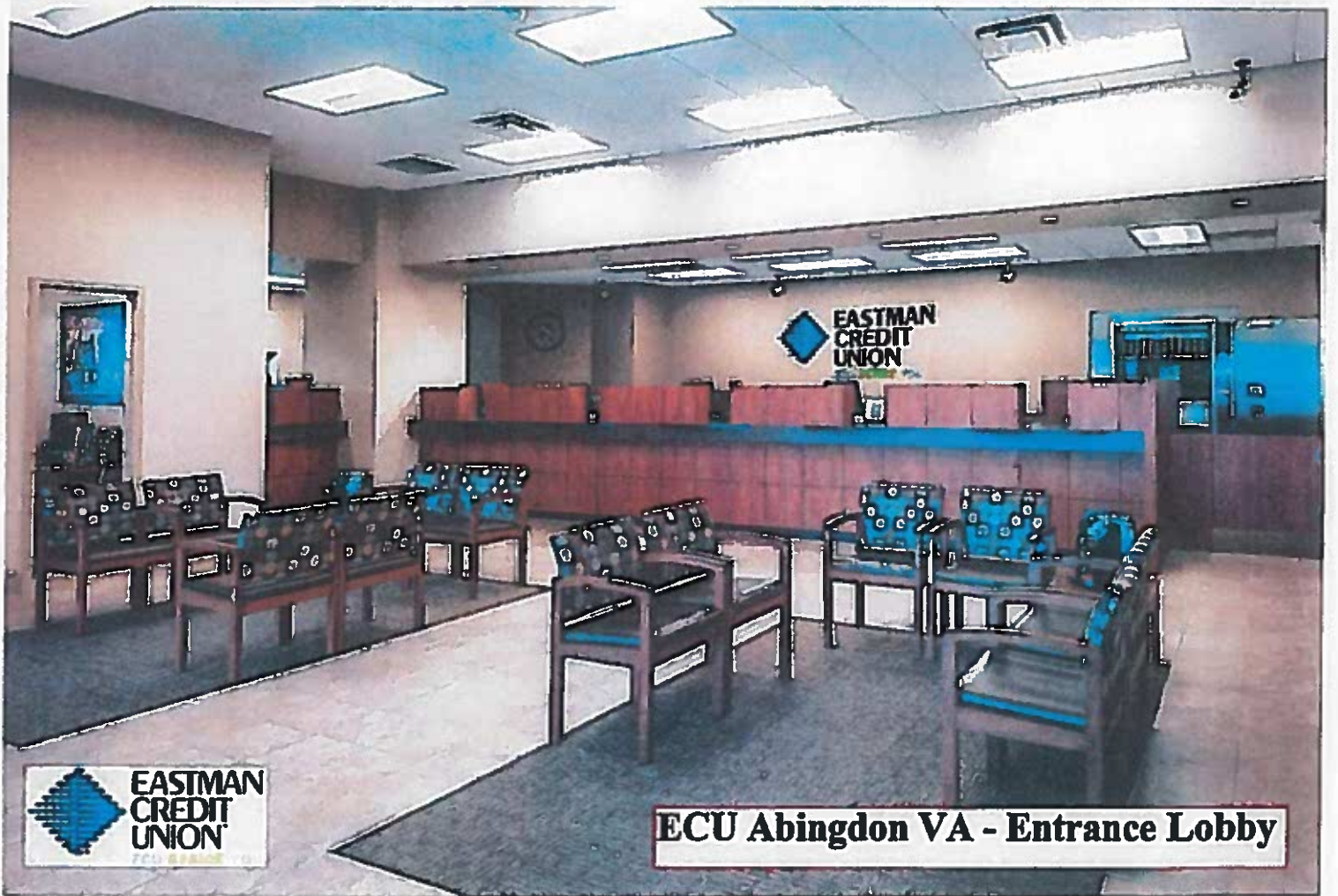


ECU Abingdon VA - Drive Thru Canopy Elevation

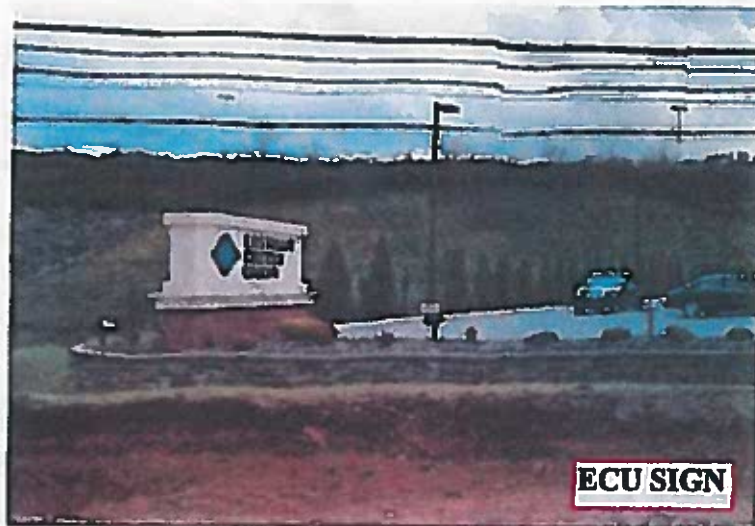




ECU Abingdon VA - Drive Thru Canopy



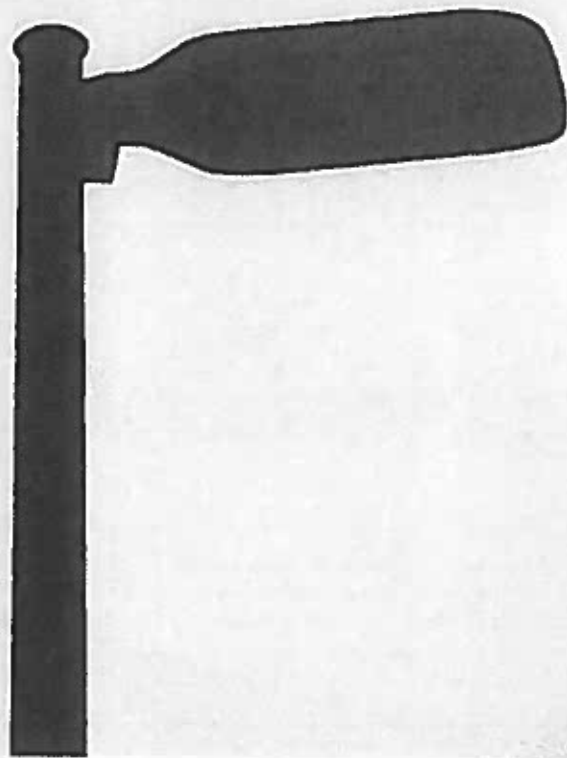
ECU Abingdon VA - Entrance Lobby



ECU SIGN



ECU - DUMPSTER ENCLOSURE



ECU - SITE LIGHTING