



**TOWN OF ABINGDON, VIRGINIA  
PLANNING COMMISSION MEETING  
MONDAY, MARCH 25, 2019 – 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, Director of Planning***

**C. APPROVAL OF MINUTES**

- January 28, 2019

**D. PUBLIC COMMENTS**

**E. CERTIFICATE OF APPROPRIATENESS**

**1. Application for Certificate of Appropriateness; Billy and Allison Bartlett, P.O. Box 3130, Wise, Virginia 24293; Owner.** Billy Bartlett; Representative. COA to update the façade. Located at 560 West Main St., Abingdon, VA Tax Map No. (018-1-33).

**2. Application for Certificate of Appropriateness; Jeanine Booker, 872 E. Main St., Abingdon, VA 24210; Owner.** Robert Godfrey, 193 Valley View Dr., Abingdon, VA 24210; Representative. COA to remove current awning, clean frame, installation of frame and new awning cover. Change awning color. **Located at 872 East Main Street, Abingdon, VA, 24210 Tax Map No. (106-A-15).**

**3. Application for Certificate of Appropriateness; James O. White, 16255 Butler Dr., Abingdon, VA 24210; Owner.** COA to remove block wall at end of building. Remove cloth awning and replace with black metal. Put vinyl soffit underneath with

lights and guttering. Located at 608 West Main St., Abingdon, VA Tax Map No. (103-5-10A).

**F. DISCUSSION**

**1. Comprehensive Plan Update**

**G. OLD BUSINESS/MATTERS NOT ON THE AGENDA**

**H. ANNOUNCEMENTS**

**I. ADJOURNMENT**

**TOWN OF ABINGDON  
PLANNING COMMISSION  
MONDAY, JANUARY 28, 2019 – 5:30 PM  
ARTHUR CAMPBELL MEETING ROOM – MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, January 28, 2019 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  
Dr. H. Ramsey White, Jr.  
Mr. Al Bradley  
Mr. Kenneth Vittum  
Mr. Kenny Shuman  
Mr. Wayne Austin

**Comprising a quorum of the Commission**

**Members Absent:**

Mr. James Anderson

**Administrative Staff Present:**

Mr. Jason Boswell – Interim Director of Planning  
Mrs. Janice Dornon – Administrative Assistant  
Ms. Tonya Triplett – Community Relations Coordinator  
Ms. Jayne Duehring – Director of Tourism  
Ms. Cindy Patterson – Vice-Mayor  
Mr. Nathan Berg – Comp Plan Steering Committee Member

**Guests:**

Mr. Mike Callahan – EPR Project Manager  
Mr. Vlad Gavrilovic - Design & Planning

**C. APPROVAL OF MINUTES**

Approval of Minutes: Regular Meeting, November 26, 2018

**On motion of Mr. Shuman seconded by Mr. Wilson the minutes of November 26, 2018 were approved with correction.**

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

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

**Minutes for November 26, 2018 were approved as presented.**

**D. PUBLIC COMMENTS – NONE**

**E. CERTIFICATE OF APPROPRIATENESS**

**1. Application for Certificate of Appropriateness; Colonial Square AVA LLC, 207 San Juan Drive, Ponte Beach, FL 32082; Owner. L.K. Addison, L.S.; Representative. COA to subdivide property into two parcels, 1) containing 4.523 acres, 2) and one containing 3.205 acres. They are proposing to demolish the western unit on parcel one and reconfigure the parking area on the northwest area of parcel two. A variance is being requested for sidewalks along Village Boulevard between shopping center entrances. Located at 845 Village Blvd, Abingdon, VA 24210. Tax Map No. (017-17-9)**

Uwe Rothe of Rothe Architecture and Planning represented Addison Surveyors who is representing Chris White the property owner of 845 Village Blvd. The preliminary plat was to request to sub-divide the lot into two parcels. They would like to demolish two existing buildings and add an addition to the side of the building where the Family Dollar Store currently exists. The new addition will have the same green roof as the existing stores have in this complex.

A variance was proposed for the sidewalks located at 845 Village Road. Scott Wilson said that if the Planning Commission keeps giving variances for sidewalks the town will end up fronting the bill as other developments are proposed. Mr. Wilson made the point that if each new developments are asked to add the sidewalks that bit by bit we could have a connected, uniformed pedestrian walkway.

Staff will have to review the proposed addition on the submission of the final plat.

Mr. Shuman asked if the 21 additional parking spaces on the far side would be accessible from both the back and front of the complex. Mr. Rothe answered that there would not be access from the rear of the building; this would only be for service entries.

The board decided to vote on the preliminary plat and the variance for the sidewalks as two separate items.

**On motion of Mr. Wilson, Seconded by Mr. Shuman, Planning Commission members recommended that the preliminary plat be approved 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. Bradley</b>	<b>Aye</b>
<b>Mr. Vittum</b>	<b>Aye</b>
<b>Mr. Shuman</b>	<b>Aye</b>
<b>Mr. Austin</b>	<b>Aye</b>

The COA for the preliminary plat was unanimously approved.

**On motion of Mr. Shuman, Seconded by Mr. Bradley, Planning Commission members recommended that the Variance for the sidewalks be denied.**

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

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

The board unanimously denied the variance for the sidewalks. .

#### **F. DISCUSSION TOPIC:**

Comprehensive Plan Kickoff: Mike Callahan and Vlad Gavrilovic represented EPR, (Engineering Planning Resources), at the Comp Plan Kickoff Meeting with the Planning Commission.

The EPR team members:

Mike Callahan – Project Manager specializes in land use, transportation planner, facilitator and public engagement

Vlad Gavrilovic – Principle in Charge, specializes in design and land use

Jessica Dimmick – Transportation planning and engineering

Jason Espie – Senior Planning Analyst

Wei He – Mapping and Planning Analyst

EPR's purpose will be to update the current Comp Plan. The new comp plan should be engaging and transparent. The plan should include updates to transportation, future land use maps, economic development and attract investors to fill vacant buildings on Main Street. Board would like to see a comp plan that is not outdated by the time it is completed.

The proposed comp plan will have 8 phases: 1) Project kickoff, 2) Website and survey, 3) Analysis, 4) Vision & Goals, 5) Policy Reviews, 6) Land Use & Transportation, 7) Update, and 8) Documentation.

EPR's initial observation of Abingdon is that it is Historical, Cultural, has Natural Resources and has invested in connecting assets such as Barter Theatre and the Creeper Trail.

Mr. Gavrilovic told the board that the state requires an update to the comp plan every five years and that they should be looking at a long-term vision for the town, something they would like to leave for their children and grandchildren. It has been six years since the towns last comp plan update.

The plan will be broken down into two separate parts, 1) Public - Infrastructure and investments, 2) Private – Land Use and Transportation.

Nathan Berg, a member of the Comp Plan Steering Committee commented that people in their 30's are looking to settle down in small towns like Abingdon and that the town needs to increase amenities to attract a younger demographic that would want to live and raise their families in a small town while working remotely and/or commuting to larger cities. People with families prefer the small town atmosphere.

During the town tour, someone made the comment that if you build a better quality of life people will want to visit.

Mr. Bradley stated that Abingdon's economy rise and fall was with the destruction of the coal industry in the area, something that the town is still recovering from.

Mr. Wilson said that a traffic engineer needs to be brought in to look at the traffic light patterns, that some are not changing appropriately.

Mr. Vittum said that the comp plan needs to be amended to add road projects. He also pointed out the current town hall needs to have more functionality, and the town shop will not be adequate in the next 20 years. The current Police Department building is much larger than what is needed. The comp plan should include a look at all town assets and liabilities to see how to rectify the current shortage of office space at the town hall. He also would like to see all Historic properties brought up to current code standards and find the best possible use for those properties.

Mr. Callahan asked the board for their input on the following questions:

1) What do you value most about Abingdon that should not change?

Board response: Historic Preservation, driving force to bring in tourist, and being able to walk around in the Historic District.

2) What town accomplishments since 2013 are you most proud of?

Board response: Demolition of old hospital and replacing the lot with the K-VA-T Corporate Office Building, introduction of the January Jams and the Thursday Jams, good commitment to recreational opportunities such as the Coomes Center and various public use playing fields and that the town is well kept and clean. Tourism has increased meal and lodging taxes.

3) How can this plan help the Town reach its full potential and thrive?

Board response: Create walking trails. Mr. Shuman said to keep in mind that with the Sports Complex that the fields on Russell Road may be developed for a different use.

4) What is the biggest challenge that needs to be addressed?

Board response: How to attract business to fill vacant building along Main Street. Improve local economy. Remove old dying trees and replant to preserve the green spaces in the town. Would like to have more walkable trails around town in order to connect Historic District such as the Urban Trail. Build a sidewalk on Walden Road to the high school on Thompson Drive so that students could walk to school.

The board would like the Comp Plan to have an implementation section that sets attainable, realistic goals that could be useful and memorable.

During this kickoff Vlad Garvilovic collect the themes from the board members questions and answers, listed below are the responses:

1. Protect Historic District.
2. Challenge of Property Maintenance & Blight.
3. Maintain the quality and availability of recreational opportunities.
4. Bolstering local economy.
5. Low cost of living.

6. Need to increase amenities for remote workers and entrepreneurs.
7. Growth of truck traffic (enforcement).
8. Small town atmosphere.
9. Proud of Food City headquarters going into hospital site.
10. Optimize signal timing.
11. Value of events and music programs.
12. Need more specificity in Comp Plan-need actions and implementation-time schedule for actions.
13. Need to begin replacing mature trees before they die.
14. Success of pedestrian improvements on Cummings Street-need sidewalk on Walden Road to High School.
15. Need new pipeline transportation projects in Plan.
16. Look at Town Facilities-Town Hall-Town Shop-Police Department.

Mr. Callahan encourage everyone to visit the [EnvisionAbingdon.com](http://EnvisionAbingdon.com) website and to take the citizen survey that would go live on Tuesday, January 29, 2019. Updates to the comp plan will greatly be influenced by comments from the public.

**G. UPDATES FROM STAFF AND PLANNING COMMISSION MEMBERS**

**H. ADJOURN**

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

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

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

**Adjourn Time: 6:41 P.M.**



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Wayne Austin, Chairman

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Kenneth Vittum, Secretary

**Next regularly scheduled meeting will be February 25, 2019 at 5:30 pm in the Arthur Campbell Room, 1<sup>st</sup> floor of the Town Municipal Building.**

# 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	560 West Main St Abingdon Virginia	Zoning District	
Business Name	B.A.Bartlett Inc.	Tax Map No:	

Applicant/Property Owner Name (PRINT) Billy and Allison Bartlett	Representative Agent(s) Name Billy Bartlett
Signature	Firm
Mailing Address P.O.Box 3130	Mailing Address
City Wise	City
State/Zip Virginia, 24293	State/Zip
Phone/Fax Number: (276)206-2992	Phone/Fax Number:
Email: aireservwise@comcast.net	Email:

(Check the Appropriate Boxes - Check all that Apply)

<input checked="" 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 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

Date 3/7/2019

**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:**

We are going to update the Facade. Please see attached drawing. We are hoping to do more to the buldings looks this year depending on cash flow.

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**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

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\_\_\_ Other (please list)

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\_\_\_ \$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**

Air Serve 214-3408  
Billy Barlett

# LOVE WHERE YOU LIVE

*Abingdon, Virginia*



## 50/50 MATCHING FAÇADE IMPROVEMENT GUIDELINES & GRANT APPLICATION

Abingdon Economic Development Authority and Community Development

133 West Main Street

Abingdon, VA 24210

276.698.1898

[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)

Abingdon Economic Development Authority (EDA) and Community Development of the Town of Abingdon, as part of continued efforts to support economic development and overall improvement of Abingdon is offering a 50/50 Façade Improvement Matching Grant Program.

### **Overview**

Abingdon Economic Development Authority and Community Development of the Town of Abingdon, wish to encourage and support building and business owner investment in the upgrade of existing building fronts. The 50/50 Façade Improvement Matching Grant Program will provide grant funds to business or building owners who construct eligible improvements to the façade and/or exteriors of their property. **Total grant funding will not exceed a maximum amount of \$2,500** and the business or property owner must contribute at least the same amount they request. To be considered, the building or business owner must submit a complete application for review and approval by the Façade Improvement Matching Grant Program review committee in order to receive grant funds.

### **Eligible Properties and Applicants**

All commercially operated buildings starting at I-81 Bridge at Exit 19 (East Main Street) to Deadmore Street and Academy Drive continuing along West Main Street to Hill Street, which ends Town Limits are eligible. The grant will not include any buildings located in the Abingdon Main Street footprint. Only one grant will be awarded per building within a five-year period. Building owners **must** provide approval if the applicant is not the owner of the property where the improvements will occur.

### **Eligible Improvements**

The following are examples of improvements (but not limited to). Other similar improvements may be proposed and approved.

### **Examples:**

Signage or awning repair, replacement or improvements

Repair, replacement, or improvement of original architectural features

Repair, replacement, or improvement of shutters, doors, window frames, railings, or other exterior elements

General exterior wall façade repair and improvement

Exterior lighting replacement or improvement

Window frames repair, replacement, or improvement

### **Ineligible Projects**

The Façade Improvement Matching Grant Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisitions, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lots or interior remodeling and will not include any buildings located in the Abingdon Main Street Footprint.

### **Application and Selection Process**

Any commercial building or business owner within the designated area who wishes to apply for the 50/50 Façade Improvement Matching Grant Program must submit a completed application no later than **February 22, 2019**. Only applications that include all required information will be considered.

All applications should be submitted to Abingdon Community Development by mail or by e-mail. Tonya Triplett, [ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov) 276.698.1898 133 W Main St., Abingdon, VA 24210.

The review committee will consider the following elements when selecting grant recipients:

Overall quality of proposal.

Aesthetic improvement value of the project, including improvement to overall appearance.

Extent and scope of proposed improvements.

Total dollar amount of the project.

Is this complimentary to existing streetscape?

Upon selection for the grant, work on all improvements should begin within sixty (60) days. If the work has to be delayed, please notify Tonya Triplett at 276.698.1898. Grant funds will be distributed via check to the applicant once the construction of the approved improvements are **complete** and the business or property owner submits proof of amount spent on the project.

#### **ADDITIONAL INFORMATION – REQUIRED**

Those selected for the grant must submit the Entrance Corridor Certificate of Appropriateness application (found at [http://abingdon-va.gov/?page\\_id=292](http://abingdon-va.gov/?page_id=292) ) photos of existing structure, along with sketches, paint colors, awning design and color, sign design or other plans for the project, to the Planning Commission for approval. To be included on the Planning Commission Agenda, please submit the items listed above two weeks prior to the Planning Commission meeting, which meets the 4<sup>th</sup> Monday of each month at 5:30 at Town Hall. For questions about Planning Commission, please contact Jason Boswell at [jboswell@abingdon-va.gov](mailto:jboswell@abingdon-va.gov) 276-492-2137.

#### **QUESTIONS**

The grant application is included below. Completed applications and/or questions regarding the Facade Improvement Grant Program should be directed to:

Community Development Coordinator  
133 W. Main Street, Abingdon, Virginia 24210  
276.698.1898  
[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)

**EDA & Community Development**

**50/50 Façade Improvement Reimbursement Program Application**

Please provide information on your proposed project. Your signature below indicates your or your firms' intent to apply for the matching grant assistance funding and that you have read and understand the program description.

Applicant (s) Name: Billy G. BARTLETT JR

Mailing Address: PO. BOX 3130 WISE VA 24293

Phone: 276-219-3468 Email: aireservwise@comcast.net

Property Owner(s): Billy AND ALLISON BARTLETT

Project Location: 560 WEST MAIN ST. ABINGDON. VA.

Describe the proposed improvements (paint, lighting, awnings, signage or other improvements. Please feel free to attach a document if you don't have enough room):

NRW PAINT, LIGHTING AND AWNINGS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the total estimated project cost? \$ 7,000

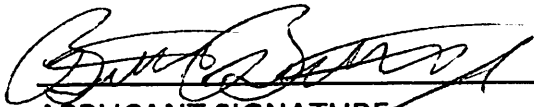
Amount of matching grant assistance requested (Up to \$2,500): \$ 2,500

Estimated timeframe for project completion: 45 DAYS

Will the project be related to any change in the current use of the property? If so, please explain. NO  
\_\_\_\_\_  
\_\_\_\_\_

Should your project exceed your estimated project cost, do you have the working capital to complete the project in its entirety? YES

The applicant, by signing below, affirms that all information provided herein is accurate and complete and understands that all work completed on the project must follow the description of approved methods and materials outlined above. Any variation without prior approval may result in loss of or reduction in grant funds that may be awarded to the project.

  
APPLICANT SIGNATURE

11/26/2018  
DATE

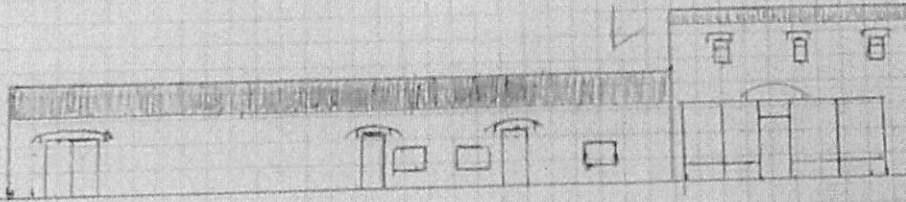
For use by grant review committee:

\_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
DATE



560 WEST MAIN ST.  
ABINGDON VA. 24210



CORRUGATED  
GALVANIZED  
STEEL ROOF  
PANEL  
AWNING  
DOOR

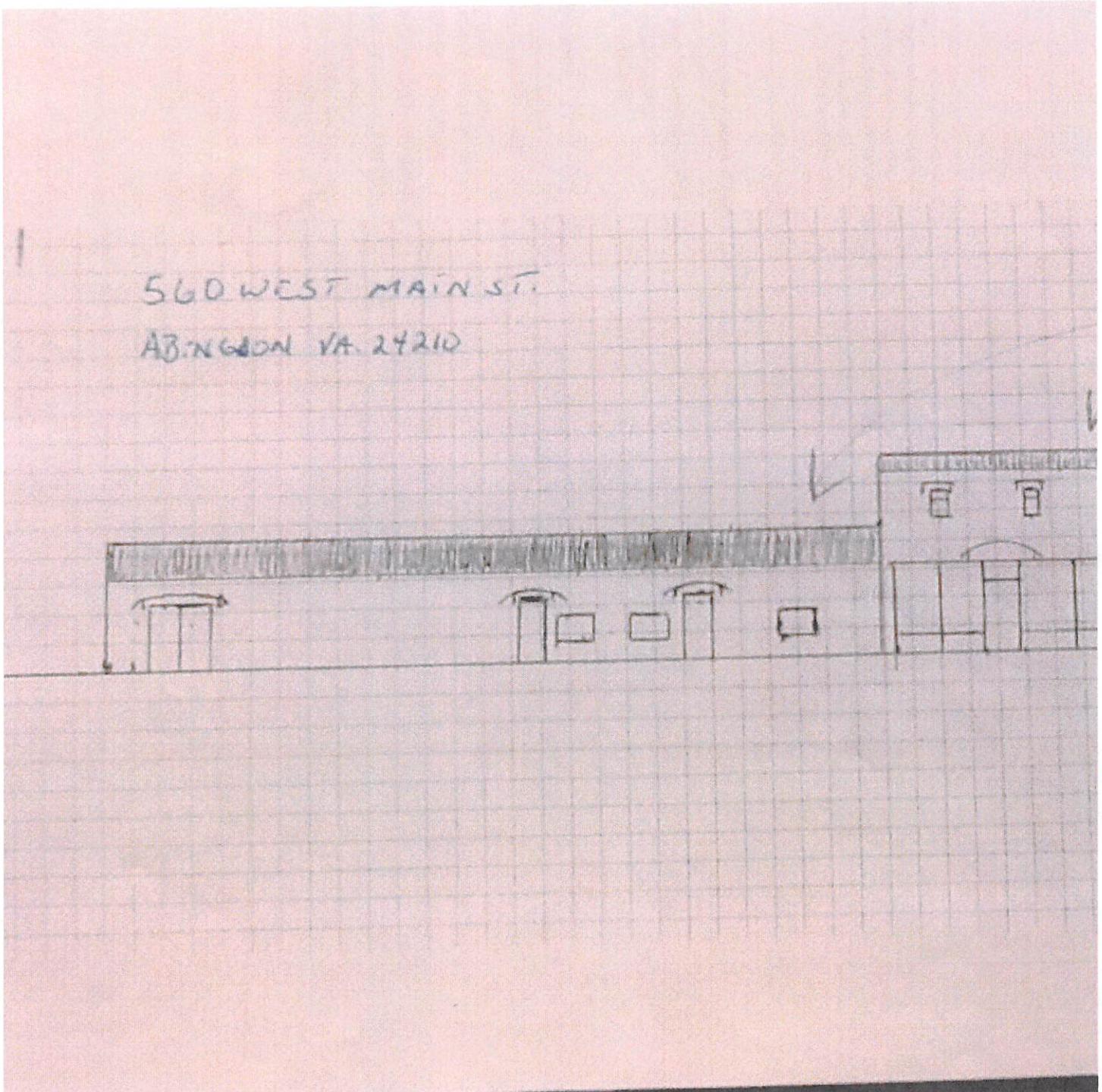
AWNINGS  
OVER DOORS  
AND SLIGHT  
FLOOR WINDOWS

## Tonya Triplett

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**From:** Billy Bartlett <acbillyb@gmail.com>  
**Sent:** Wednesday, January 02, 2019 11:51 AM  
**To:** Tonya Triplett  
**Subject:** [External]Billy Bartlett store front

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



This is what I would like to do.

Thank You  
Billy Bartlett  
276-206-2992 Office  
276-219-3468 Cell  
Town of Wise Council

Owner, Aire Serv of Wise County and Abingdon







# 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	872 East Main Street	Zoning District	
Business Name	Bella's Pizza	Tax Map No:	

Applicant/Property Owner Name (PRINT)	Jeanine Booker	Representative Agent(s) Name	Robert Godfrey
Signature		Firm	
Mailing Address	872 E. Main St	Mailing Address	193 Valley View Dr
City	Abingdon	City	Abingdon
State/Zip	Virginia 24210	State/Zip	Virginia 24210
Phone/Fax Number:	276-628-8101	Phone/Fax Number:	276-525-2731
Email:	bellaspizza1983@yahoo.com	Email:	godfreyrb@yahoo.com

(Check the Appropriate Boxes - Check all that Apply)

<input checked="" 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 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 \_\_\_\_\_ Date \_\_\_\_\_

**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:**

Removal of current awning, Cleanup of frame.  
Installation of new awning cover. Change of color.  
Re-installation of frame.

**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.

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

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

llg 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**



CTM  
bollo's  
PIZZA / SUBS



# Jerry's Signs, Inc.

[jessica.jerryssigns@gmail.com](mailto:jessica.jerryssigns@gmail.com)

15775 Porterfield Hwy  
Abingdon, VA 24210  
Phone: 276-676-2304  
Fax: 276-676-4511

Contact:  
Company:  
Address:  
Address Cont.  
Email/Fax:  
Phone:

Rob Godfrey  
Bella's Pizza  
872 E Main St.  
Abingdon, VA 24210  
[bellaspizza1983@yahoo.com](mailto:bellaspizza1983@yahoo.com)  
(276) 628-8101

SALES REP: Jessica Adkins

DESCRIPTION: Option 1 - Recover Existing Awning	QTY	ITEM	ITEM TOTAL
Remove existing awning and bring to shop for recover	1	\$ 7,072.00	\$7,072
New cover using Weblon Coastline Plus Material			
Color to be specified by Customer, PVC to match color			
Awning Valance Scalloped - optional	1	\$ 520.00	\$ 520.00
Reinstallation of awning on roofline and removal/ install			\$ -
of any lighting as needed.			\$ -
			\$ -
			\$ -
Tax on Material Only:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

Make all checks payable to Jerry's Signs, Inc.

### THANK YOU FOR YOUR BUSINESS!

Thank you for choosing our family's business as your sign provider. Here are some pointers that could assist as we work together to ensure that you have the best experience possible.

<b>SUBTOTAL</b>	\$	7,592.00
<b>VA TAXES</b>		530.00%
<b>SALES TAX</b>	\$	201.19
<b>SUBTOTAL</b>	\$	7,793.19
<b>DEPOSIT REQUIRED</b>		<b>3,896.60</b>
<b>BALANCE DUE AFTER DEPOSIT</b>	\$	3,896.60

New signs, installation and internal components are warranted by Jerry's Signs for one (1) year. Some products may carry extended warranties from chosen vendors and suppliers.

A dedicated 120 Volt circuit must be available within 2'-3' of chosen sign location prior to installation. If available a technician will make final connection to existing circuit. If no circuit present on day of arranged sign installation a line would be left for an electrician to make final connection. When excavation is part of the sign process unforeseen circumstances could call for the need of additional labor and/or equipment. In the event that challenges are encountered outside of standard installation additional costs may occur. Customer would be notified upon determination of this.

**All signs are property of Jerry's Signs until balance has been paid in full.**

50% payment is due upon sign order for build to commence and time frame to start.

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We strive to provide a product that we can be proud of in a timely manner. Time frame for sign(s) and installation to be provided by the project manager. Installation to be coordinated with customer and the project manager.

**Please sign below that you are in agreement with the terms set forth in this contract:**

SIGNATURE OF CUSTOMER

PRINT NAME

DATE

# LOVE WHERE YOU LIVE

*Abingdon, Virginia*



## 50/50 MATCHING FAÇADE IMPROVEMENT GUIDELINES & GRANT APPLICATION

Abingdon Economic Development Authority and Community Development  
133 West Main Street  
Abingdon, VA 24210  
276.698.1898  
[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)

Abingdon Economic Development Authority (EDA) and Community Development of the Town of Abingdon, as part of continued efforts to support economic development and overall improvement of Abingdon is offering a 50/50 Façade Improvement Matching Grant Program.

### **Overview**

Abingdon Economic Development Authority and Community Development of the Town of Abingdon, wish to encourage and support building and business owner investment in the upgrade of existing building fronts. The 50/50 Façade Improvement Matching Grant Program will provide grant funds to business or building owners who construct eligible improvements to the façade and/or exteriors of their property. **Total grant funding will not exceed a maximum amount of \$2,500** and the business or property owner must contribute at least the same amount they request. To be considered, the building or business owner must submit a complete application for review and approval by the Façade Improvement Matching Grant Program review committee in order to receive grant funds.

### **Eligible Properties and Applicants**

All commercially operated buildings starting at I-81 Bridge at Exit 19 (East Main Street) to Deadmore Street and Academy Drive continuing along West Main Street to Hill Street, which ends Town Limits are eligible. The grant will not include any buildings located in the Abingdon Main Street footprint. Only one grant will be awarded per building within a five-year period. Building owners **must** provide approval if the applicant is not the owner of the property where the improvements will occur.

### **Eligible Improvements**

The following are examples of improvements (but not limited to). Other similar improvements may be proposed and approved.

### **Examples:**

Signage or awning repair, replacement or improvements

Repair, replacement, or improvement of original architectural features

Repair, replacement, or improvement of shutters, doors, window frames, railings, or other exterior elements

General exterior wall façade repair and improvement

Exterior lighting replacement or improvement

Window frames repair, replacement, or improvement

### **Ineligible Projects**

The Façade Improvement Matching Grant Program will not provide funds for working capital, debt refinancing, equipment/inventory acquisitions, application fees, permit fees, legal fees, plumbing repair/improvements, HVAC repair/improvements, parking lots or interior remodeling and will not include any buildings located in the Abingdon Main Street Footprint.

### **Application and Selection Process**

Any commercial building or business owner within the designated area who wishes to apply for the 50/50 Façade Improvement Matching Grant Program must submit a completed application no later than **February 22, 2019**. Only applications that include all required information will be considered.

All applications should be submitted to Abingdon Community Development by mail or by e-mail. Tonya Triplett, [ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov) 276.698.1898 133 W Main St., Abingdon, VA 24210.

The review committee will consider the following elements when selecting grant recipients:

Overall quality of proposal.

Aesthetic improvement value of the project, including improvement to overall appearance.

Extent and scope of proposed improvements.

Total dollar amount of the project.

Is this complimentary to existing streetscape?

Upon selection for the grant, work on all improvements should begin within sixty (60) days. If the work has to be delayed, please notify Tonya Triplett at 276.698.1898. Grant funds will be distributed via check to the applicant once the construction of the approved improvements are **complete** and the business or property owner submits proof of amount spent on the project.

#### **ADDITIONAL INFORMATION – REQUIRED**

Those selected for the grant must submit the Entrance Corridor Certificate of Appropriateness application (found at [http://abingdon-va.gov/?page\\_id=292](http://abingdon-va.gov/?page_id=292) ) photos of existing structure, along with sketches, paint colors, awning design and color, sign design or other plans for the project, to the Planning Commission for approval. To be included on the Planning Commission Agenda, please submit the items listed above two weeks prior to the Planning Commission meeting, which meets the 4<sup>th</sup> Monday of each month at 5:30 at Town Hall. For questions about Planning Commission, please contact Jason Boswell at [jboswell@abingdon-va.gov](mailto:jboswell@abingdon-va.gov) 276-492-2137.

#### **QUESTIONS**

The grant application is included below. Completed applications and/or questions regarding the Facade Improvement Grant Program should be directed to:

Community Development Coordinator  
133 W. Main Street, Abingdon, Virginia 24210  
276.698.1898  
[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)

**EDA & Community Development**

**50/50 Façade Improvement Reimbursement Program Application**

Please provide information on your proposed project. Your signature below indicates your or your firms' intent to apply for the matching grant assistance funding and that you have read and understand the program description.

Applicant (s) Name: Robert Godfrey

Mailing Address: 872 E. Main St.

Phone: 276-525-2731 Email: bella'spizza1983@yahoo.com

Property Owner(s): Jeanine Booker

Project Location: 872 E. Main St.

Describe the proposed improvements (paint, lighting, awnings, signage or other improvements. Please feel free to attach a document if you don't have enough room):

Removing and re-covering the awning.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the total estimated project cost? \$8,000

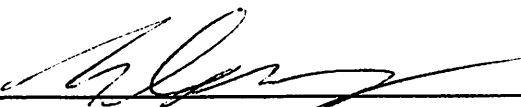
Amount of matching grant assistance requested (Up to \$2,500): \$2,500

Estimated timeframe for project completion: 2 weeks

Will the project be related to any change in the current use of the property? If so, please explain. No.  
\_\_\_\_\_  
\_\_\_\_\_

Should your project exceed your estimated project cost, do you have the working capital to complete the project in its entirety? Yes.

**The applicant, by signing below, affirms that all information provided herein is accurate and complete and understands that all work completed on the project must follow the description of approved methods and materials outlined above. Any variation without prior approval may result in loss of or reduction in grant funds that may be awarded to the project.**

  
\_\_\_\_\_  
APPLICANT SIGNATURE

2/11/19  
\_\_\_\_\_  
DATE

For use by grant review committee:

\_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
DATE

# Jerry's Signs, Inc.

[jessica.jerryssigns@gmail.com](mailto:jessica.jerryssigns@gmail.com)  
 15775 Porterfield Hwy  
 Abingdon, VA 24210  
 Phone: 276-676-2304  
 Fax: 276-676-4511

Rob Godfrey  
 Bella's Pizza

[Bellaspizza1983@yahoo.com](mailto:Bellaspizza1983@yahoo.com)  
 (276) 628-8101

Jessica Adkins

DESCRIPTION: Option 1 - Recover Existing Awning	QTY	ITEM	ITEM TOTAL
Remove existing awning and bring to shop for recover	1	\$ 7,072.00	\$7,072
New cover using Weblon Coastline Plus Material			
Color to be specified by Customer, PVC to match color			
Awning Valance Scalloped - optional	1	\$ 520.00	\$ 520.00
Reinstallation of awning on roofline and removal/ install			\$ -
of any lighting as needed.			\$ -
			\$ -
			\$ -
Tax on Material Only:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

\$ 7,592.00

530.00%

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\$ 201.19

\$ 7,793.19

3,896.60

\$ 3,896.60

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SIGNATURE OF CUSTOMER

PRINT NAME

DATE

# Jerry's Signs, Inc.

[jessica.jerryssigns@gmail.com](mailto:jessica.jerryssigns@gmail.com)

15775 Porterfield Hwy  
 Abingdon, VA 24210  
 Phone: 276-676-2304  
 Fax: 276-676-4511

Rob Godfrey  
 Bella's Pizza

[bellaspizza1983@yahoo.com](mailto:bellaspizza1983@yahoo.com)  
 (276) 628-8101

Jessica Adkins

DESCRIPTION: Option 2 - New Traditional Awning	QTY	ITEM	ITEM TOTAL
Remove existing awning	1		
Build New Traditional Shaped Awning	1	\$11,960.00	\$11,960.00
Color to be specified by Customer, PVC to match color			
Awning Valance Scalloped or straight - optional	1	\$ 520.00	\$ 520.00
Reinstallation of awning on roofline and removal/ install			\$ -
of any lighting as needed.			\$ -
			\$ -
			\$ -
Tax on Material Only:			\$ -
			\$ -
			\$ -
			\$ -
			\$ -

\$ 12,480.00

5.30%

\$ 330.72

\$ 12,810.72

6,405.36

\$ 6,405.36

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**Please sign below that you are in agreement with the terms set forth in this contract:**

SIGNATURE OF CUSTOMER

PRINT NAME

DATE



# 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	608 West Main St. Abingdon Va	Zoning District	
Business Name	White Sheets 2 LLC	Tax Map No:	

Applicant/Property Owner Name (PRINT)	James O. White	Representative Agent(s) Name	
Signature	James O White	Firm	
Mailing Address	16255 Butcher Dr.	Mailing Address	
City	Abingdon	City	
State/Zip	VA 24210	State/Zip	
Phone/Fax Number:	276-356-6630	Phone/Fax Number:	
Email:		Email:	

(Check the Appropriate Boxes - Check all that Apply)

<input checked="" 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 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 James O White Date 3-6-19

**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:**

Remove block wall at end of building Remove cloth AWNING & Replace with black metal put Vinyl soffit underneath with Lights & guttering

**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*)

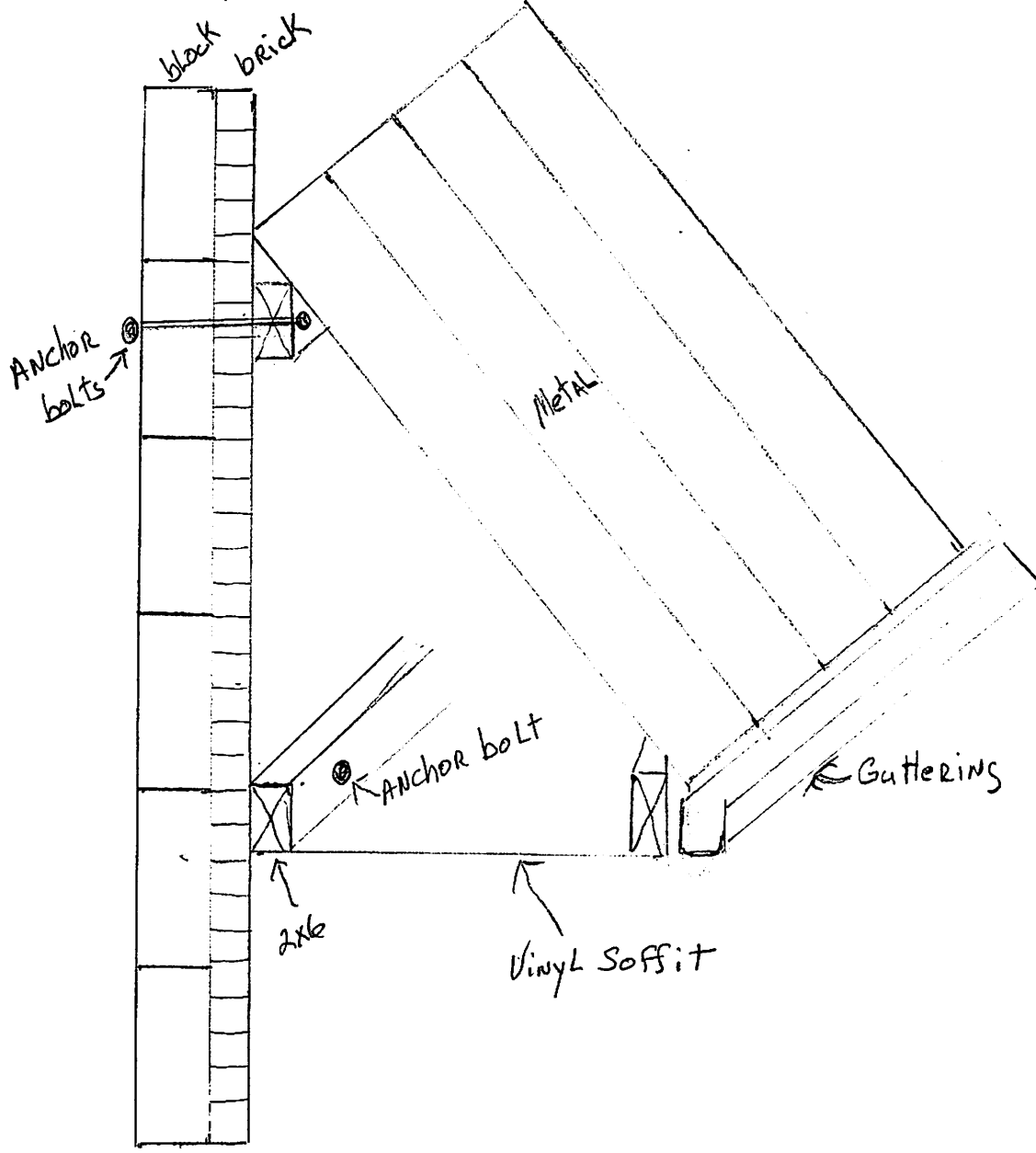
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**Code: 011/Budget line item: 100-3-13-030-0400**



Guttering 450<sup>00</sup>  
 Berry 843<sup>34</sup>  
 Lyon Metal Roofing 1621<sup>27</sup>  
 2914<sup>61</sup>

\*\*Estimate\*\*  
\*\*Estimate\*\*  
\*\*Estimate\*\*

Berry Home Centers, Inc.  
Abingdon  
1090 Ole Berry Dr..  
Abingdon VA 24210  
276-628-8136

PAGE # 1  
\*\*\*TRANSACTION NO:\*\*\* 6716161  
1

Thanks for shopping locally!

SOLD TO:  
JAMES OSCAR WHITE  
16255 BUTLER DRIVE  
---  
ABINGDON

VA 24210-8417

SHIP TO: (SAME AS SOLD TO UNLESS NOTED)  
JAMES OSCAR WHITE  
WHITE/SHEETS JOB  
---  
---

VA 24319  
TRANSACTION DATE: 03/02/19

Cust Code: WHIJA007

09:15

Expiration Date: 03/03/19  
\*\*\*\*TRANSACTION NUMBER\*\*\*\* 6716161

Sales Person: TOMMY DARNELL

ITEM #	ORDERED	QTY TO SHP	ITEM DESCRIPTION	PRICE PER UNIT	EXTENSION
616	24	24	Section: 1 LUMBER 2X6X16' #2 PREMIUM SPRUCE	9.760 EACH	234.24
VSS4W	16	16	GP-V SOFT T-4 SLD WH 424214 8/SQ	10.560 EACH	168.96
VJW12G	14	14	GP-VNYL 1/2 J-CHNL WH 238000	5.280 EACH	73.92
C7690	10	10	24" THREADED ROD	5.500 EACH	55.00
122NMWG	1	1	12-2 WIRE W/GROUND 250FT BOX	68.770 BOX	68.77
C7690	4	4	NUTS, BOLTS, SCREWS, ETC	50.000 EACH	200.00

X

SUB-TOTAL  
800.89

TAX % SALES TAX  
5.300 42.45

TOTAL  
843.34

CUSTOMER



**Material Cost Estimate**

Lyon Roofing and Supply, Inc.  
 485 Industrial Park Road  
 Piney Flats, TN 37686

**Customer**

James White  
 White Sheets  
 16255 Butler Drive  
 Abingdon, VA 24210  
[276-356-6630](tel:276-356-6630)

**Date**

01/16/2019

**Job Name**  
 ss  
 order

**Estimate Number**



\*1273648\*

**Entered By:** Tim Boling ([423-538-5169](tel:423-538-5169))

Item	Color	Quantity	Length	LF	Price/Unit	Unit	Price
<b>PANEL</b>							
24G SSEAM 1" Rib/Nailstrip (StiffRib) 16" LF	-TBD-	53.0000	4'	<a href="#">212.0000</a>	2.5000	LF	
<b>Panel Total</b>				<a href="#">212.0000</a>			530.00
<b>TRIM</b>							
Endwall/HS Wall 24G 10'3"	-TBD-	7.0000	10'3"	71.7500	18.0000	Each	126.00
Z-Bar or Z-Closure SSEAM 10'3"	-TBD-	7.0000	10'3"	71.7500	8.0000	Each	56.00
<b>ACCESSORY</b>							
1" Pancake Head Screws 250 Ct. FOR REGULAR PANEL IN WOOD	n/a	1.0000		0.0000	20.0000	Each	20.00
Rivets, 100 count	-TBD-	1.0000		0.0000	10.0000	Each	10.00
RT300 Snowguard Powdercoated	-TBD-	53.0000		0.0000	14.0000	Each	742.00

6 items on estimate

Sub-Total	<b>\$1,484.00</b>
TN Sales Tax (9.25%)	<b>\$137.27</b>
<b>Total*</b>	<b>\$1,621.27</b>

\* The total on this estimate may vary by \$0.01± from the actual invoice total due to differences in rounding between the system used to produce this estimate and our accounting system used to produce invoices.

<b>If Ordered By Noon On:</b>	<b>Pickup Will Be Available On:</b>
03/06/2019	03/08/2019
03/07/2019	03/11/2019
03/08/2019	03/12/2019
03/11/2019	03/13/2019
03/12/2019	03/14/2019
03/13/2019	03/15/2019
03/14/2019	03/18/2019

**Please call our plant at [423-538-5169](tel:423-538-5169) to verify your order is ready *BEFORE* you leave to pick it up.**

**IMPORTANT INFORMATION:** This is a **MATERIAL COST ESTIMATE ONLY** for the items and quantities shown based on the information you have provided us at the time of your visit or phone call. Some items on this estimate may not be required, or there may be additional items required for your particular installation. The actual cost may vary from this estimate based upon an on-site inspection by a qualified contractor. Your contractor will add additional charges for labor and/or any additional repair work required for your installation. **Copper Metallic** and **Camouflage** are **PREMIUM COLORS** which carry a higher price. This estimate is **NOT VALID** for **PREMIUM COLORS** unless they are specifically listed on the estimate.

# LOVE WHERE YOU LIVE

*Abingdon, Virginia*



## 50/50 MATCHING FAÇADE IMPROVEMENT GUIDELINES & GRANT APPLICATION

Abingdon Economic Development Authority and Community Development  
133 West Main Street  
Abingdon, VA 24210  
276.698.1898  
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Those selected for the grant must submit the Entrance Corridor Certificate of Appropriateness application (found at [http://abingdon-va.gov/?page\\_id=292](http://abingdon-va.gov/?page_id=292) ) photos of existing structure, along with sketches, paint colors, awning design and color, sign design or other plans for the project, to the Planning Commission for approval. To be included on the Planning Commission Agenda, please submit the items listed above two weeks prior to the Planning Commission meeting, which meets the 4<sup>th</sup> Monday of each month at 5:30 at Town Hall. For questions about Planning Commission, please contact Jason Boswell at [jboswell@abingdon-va.gov](mailto:jboswell@abingdon-va.gov) 276-492-2137.

#### **QUESTIONS**

The grant application is included below. Completed applications and/or questions regarding the Facade Improvement Grant Program should be directed to:

Community Development Coordinator  
133 W. Main Street, Abingdon, Virginia 24210  
276.698.1898  
[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)

**EDA & Community Development**

**50/50 Façade Improvement Reimbursement Program Application**

Please provide information on your proposed project. Your signature below indicates your or your firms' intent to apply for the matching grant assistance funding and that you have read and understand the program description.

Applicant (s) Name: James & White

Mailing Address: 16255 Butler Dr Abingdon VA 24210

Phone: 276 356 6630 Email: \_\_\_\_\_

Property Owner(s): James & Leilit White

Project Location: 608 West Main Street Abingdon 24210

Describe the proposed improvements (paint, lighting, awnings, signage or other improvements. Please feel free to attach a document if you don't have enough room):

Remove & Replace Awnings with metal Remove block at end of building  
add vinyl soffit with lights black metal black guttering

What is the total estimated project cost? 5732<sup>00</sup>

Amount of matching grant assistance requested (Up to \$2,500): 2500<sup>00</sup>

Estimated timeframe for project completion: 1 1/2 week job

Will the project be related to any change in the current use of the property? If so, please explain. No

Should your project exceed your estimated project cost, do you have the working capital to complete the project in its entirety? yes

The applicant, by signing below, affirms that all information provided herein is accurate and complete and understands that all work completed on the project must follow the description of approved methods and materials outlined above. Any variation without prior approval may result in loss of or reduction in grant funds that may be awarded to the project.

James D. White  
APPLICANT SIGNATURE

1-23-19  
DATE

For use by grant review committee:

\_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED

\_\_\_\_\_  
DATE





Leila Owens  
540-676-073







Lanc Den  
cycling services

PLEASE PARK  
IN BEAR