



**TOWN OF ABINGDON, VIRGINIA  
PLANNING COMMISSION MEETING  
MONDAY, JULY 22, 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**
  - June 24, 2019
- D. PUBLIC COMMENTS**
- E. CERTIFICATE OF APPROPRIATENESS**

**1. Application for Certificate of Appropriateness; GC Pizza Hut REO Holdings LLC, 116 Radio Circle Drive, Suite 200, Mt. Kisco, NY 10549: Owner. Steven K. Hutton, 245 East New Street, Suite 201, Kingsport, TN 37660; Representative. COA for site work and building of proposed Pizza Hut restaurant facility as indicated on submitted drawings. Located at the Meadows development-Lot 9**

**2. Application for Certificate of Appropriateness; Marathon Realty Corp. P.O. Box 1158, Abingdon, VA 24212: Owner. COA to subdivide property into two parcels, 1) containing 1.221± acres, 2) containing 1.461± acres. Located at the Meadows development-Lot 9. Tax Map ID (021-8-9)**

**F. DISCUSSION**

**1. Comprehensive Plan Update**

**2. Zoning Ordinance Update**

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

**H. ANNOUNCEMENTS**

**I. ADJOURNMENT**

**TOWN OF ABINGDON  
PLANNING COMMISSION  
MONDAY, JUNE 24, 2019 – 5:30 PM  
ARTHUR CAMPBELL MEETING ROOM – MUNICIPAL BUILDING**

A meeting of the Abingdon Planning Commission was held on Monday, June 24, 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, Director of Planning**

**Members Present:**

Mr. James Anderson  
Mr. Scott Wilson  
Dr. H. Ramsey White, Jr.  
Mr. Al Bradley  
Mr. James Morani  
Mr. Kenny Shuman  
Mr. Wayne Austin

**Comprising a quorum of the Commission**

**Members Absent:**

**Administrative Staff Present:**

Mr. Jason Boswell – Director of Planning  
Mrs. Janice Dornon – Administrative Assistant  
Mr. Mason Gragg – Code Compliance Officer

**C. APPROVAL OF MINUTES**

Approval of Minutes: Regular Meeting, June 24, 2019

**On motion by Mr. Morani, seconded by Mr. Bradley, the Planning Commission approved the minutes as modified for the May 20, 2019 meeting.**

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

<b>Mr. James Anderson</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Abstained</b>
<b>Dr. H. Ramsey White, Jr.</b>	<b>Aye</b>
<b>Mr. Al Bradley</b>	<b>Aye</b>
<b>Mr. James Morani</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Abstained</b>
<b>Mr. Wayne Austin</b>	<b>Aye</b>

**Minutes for May 20, 2019 were approved as presented with modifications.**

**D UPDATES FROM STAFF AND PLANNING COMMISSION MEMBERS**

**1. Discussion of proposed changes regarding Appendix B-Zoning Ordinance, Article 21.- Signs.**

Town Council previously asked the Zoning Ordinance Review Committee to update the sign ordinance. Mr. Boswell gave the board an update on the new ordinances. Mr. Boswell asked commissioners for their comments and suggestions on the ordinances.

Mr. Shuman noted that he would like to see an explanation of what the difference is between a temporary sign and a portable sign.

Mr. Shuman suggested that on the Banners placed across the roadway on Cummings Street that the letters be made large enough to read from a moving vehicle without having to slow the vehicle down. A minimum size of the lettering needs to be added to the ordinance.

Mr. Morani suggested that the staff contact a Land Use Zoning Attorney to receive help with the language for the guidelines to regulate the content of signs.

Mr. Wilson noted that under federal law that a contractor must have signage at the job site to adhere to the guidelines; the size of the sign should be addressed in the ordinances.

Mr. Austin mentioned the need to regulate parked tractor-trailers with advertising on them. An ordinance will be needed to cover what stipulations are enforceable when the tractor and/or trailers are left stationary.

**2. Discussion of proposed changes regarding Appendix B-Zoning Ordinance, Article 18.-Site Plan Review, Section 18-9.**

Mr. Bradley suggested the guidelines be drafted into two separate documents.

Mr. Boswell noted that the new ordinances should mirror the ordinances of the Historic District.

Mr. Bradley suggested that a list of Historic District paint colors be submitted into the guidelines as a reference.

Mr. Bradley suggested the number of colors used on a structure should be limited to a certain number.

Listed below are the boundaries of the entrance corridor overlay district for the town of Abingdon Virginia:

1. East Main Street, from the Historic District to the corporate limits.
2. West Main Street, from the Historic District to the corporate limits.
3. Cummings Street, from Interstate 81 to the Historic District.
4. Russell Road, (full length).
5. Jonesboro Road, from West Main to the corporate limits.
6. Porterfield Highway, from Main Street to the north corporate limits.

Listed below are the non-arterial roads that are currently listed in the entrance corridor overlay district for the town of Abingdon, Virginia:

1. Whites Mill Road, from the Historic District to corporate limits.
2. Valley Street and Waldon Road, from the Historic District to east of the corporation limits.
3. Green Springs Road, from the Historic District to Cummings Street
4. Pecan Street, from the Historic District to the railroad.
5. Hillman Highway, from Main to Old Eleven Drive
6. Baugh Lane, (full length)
7. Wyndale Road, (full length)
8. Trigg Street, from Main to railroad
9. Deadmore Street, from Main to A Street
10. Thompson Drive, (full length)
11. Court Street, from Valley Street to Interstate Route I-81

Mr. Austin noted that according to the material that was furnished by Mr. Boswell, VDOT would be reluctant to add, delete or redesign an arterial road due to the cost involved.

Mr. Boswell told the commissioners that the waiverable action section of the guidelines could be removed. This section would regulate the paint scheme in the design guidelines.

**E. ADJOURN**

**On motion of Mr. Shuman, seconded by Mr. Bradley, recommending that the meeting be adjourned with no further business to address.**

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

<b>Mr. James Anderson</b>	<b>Aye</b>
<b>Mr. Scott Wilson</b>	<b>Aye</b>
<b>Dr. H. Ramsey White, Jr.</b>	<b>Aye</b>
<b>Mr. Al Bradley</b>	<b>Aye</b>
<b>Mr. James Morani</b>	<b>Aye</b>
<b>Mr. Kenny Shuman</b>	<b>Aye</b>
<b>Mr. Wayne Austin</b>	<b>Aye</b>

**Adjourn Time: 6:20 P.M.**

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Wayne Austin, Chairman

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James Morani, Secretary

**Next regularly scheduled meeting will be July 22, 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	The Meadows Development - Lot 9	Zoning District	B2
Business Name	Pizza Hut	Tax Map No:	Parcel 9 - Meadows Subdivision

Applicant/Property Owner Name (PRINT) GC Pizza Hut REO Holdings LLC	Representative Agent(s) Name Steven Hutton
Signature 	Firm Steven K Hutton and Associates, PC
Mailing Address 116 Radio Circle Drive, Suite 200	Mailing Address 245 East New Street, Suite 201
City Mt Kisco	City Kingsport
State/Zip NY 10549	State/Zip Tennessee 37660
Phone/Fax Number: (706) 614-2172	Phone/Fax Number: (423) 378-5592
Email: Slvey@gcpizzahut.com	Email: steve@huttonarchitect.com

(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 type="checkbox"/>	Driveway/Parking Area	<input checked="" 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 7-2-2019

**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:**

Site work and building of proposed Pizza Hut restaurant facility as indicated on the submitted drawings.

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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

As indicated on the submitted documents.

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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**





PRELIMINARY  
NOT FOR  
CONSTRUCTION

**HUTTON**  
Stovon K  
& Associates, PC  
245 East Main Street • Suite 201 • Kingstown, Tennessee 37080  
Phone (615) 379-0022 • Email khutton@huttonandk.com



ELEVATIONS



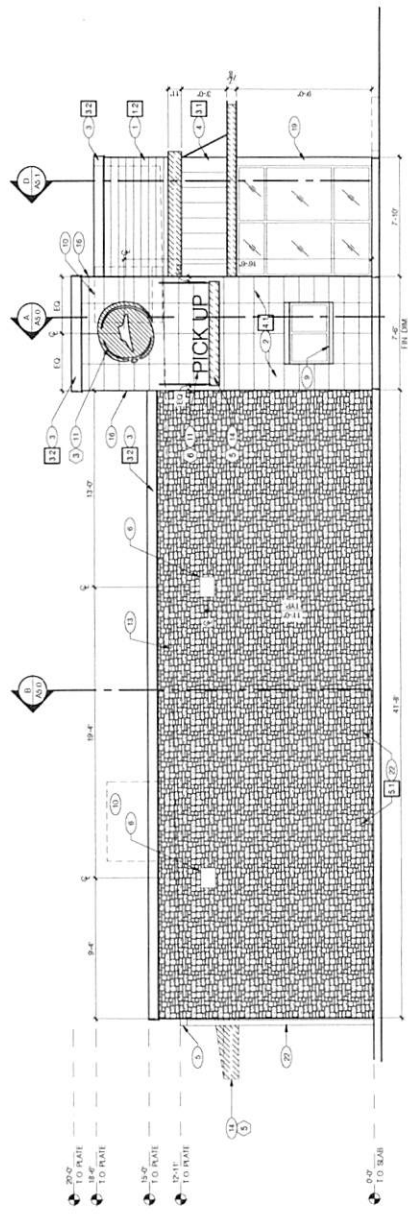
PROPOSED  
PIZZA HUT RESTAURANT  
ABINGDON, VIRGINIA

Revisions

Date: 07/09/2019

Project Number: 21920

Sheet Number: R1.1

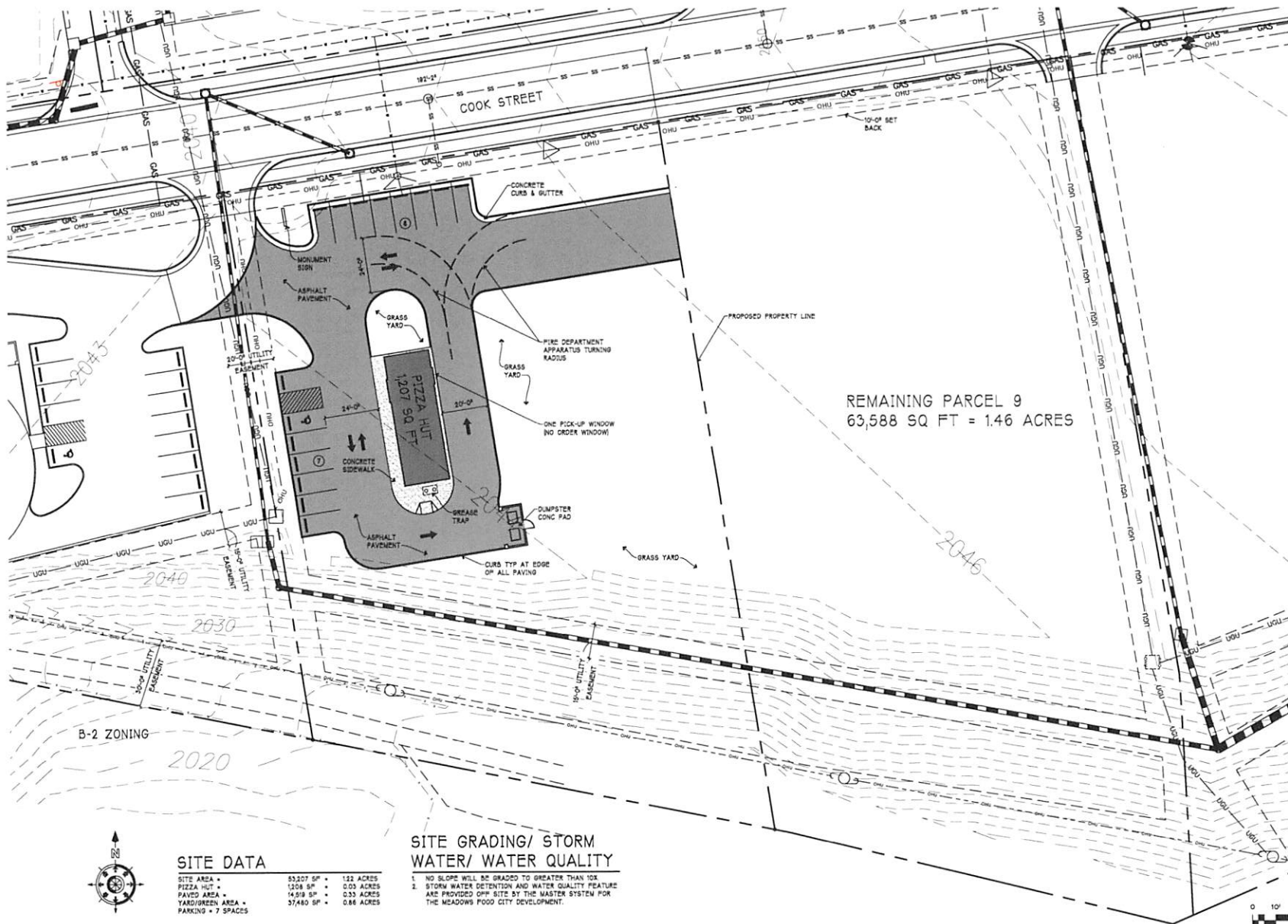


LEFT ELEVATION  
SCALE 1/4"=1'-0"



FRONT ELEVATION  
SCALE 1/4"=1'-0"

REAR ELEVATION  
SCALE 1/4"=1'-0"



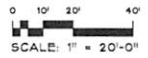
REMAINING PARCEL 9  
63,588 SQ FT = 1.46 ACRES

**SITE DATA**

SITE AREA *	53,207 SQ *	1.22 ACRES
PIZZA HUT *	1,208 SQ *	0.03 ACRES
PAVED AREA *	14,519 SQ *	0.33 ACRES
YARD/GREEN AREA *	37,480 SQ *	0.86 ACRES
PARKING * 7 SPACES		

**SITE GRADING/ STORM WATER/ WATER QUALITY**

1. NO SLOPE WILL BE GRADED TO GREATER THAN 10%.
2. STORM WATER DETENTION AND WATER QUALITY FEATURE ARE PROVIDED ONH SITE BY THE MASTER SYSTEM FOR THE MEADOWS FOOD CITY DEVELOPMENT.



ARCHITECTURAL SITE PLAN 1 - 20

PRELIMINARY  
NOT FOR  
CONSTRUCTION

Steven K.  
**HUTTON**  
& Associates, PC  
10000  
P.O. BOX 375005 • EL PASO, TEXAS 79937



ARCHITECTURAL SITE PLAN



PROPOSED  
PIZZA HUT RESTAURANT  
ABINGDON, VIRGINIA

Revisions

Date:  
07/11/2019

Project Number  
21920

Sheet Number:

**AS1.0**

## Janice Dornon

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**Full Name:** Steven Hutton  
**Last Name:** Hutton  
**First Name:** Steven  
**Company:** Steven K Hutton and Associates, PC

**Business Address:** 245 East New Street  
kingsport, TN 37660

**Business:** 423 378-5592  
**Mobile:** 423 967-9625

**E-mail:** [steve@huttonarchitect.com](mailto:steve@huttonarchitect.com)  
**E-mail Display As:** Steven Hutton ([steve@huttonarchitect.com](mailto:steve@huttonarchitect.com))

Town of Abingdon

07/03/19 09:26 MISCELLANEOUS PERMIT

THE MEADOWS LOT 9  
PIZZA HUT

Chk#: 16674

Batch Id: COUNTERA

Ref Num: 34523 Seq: 22 to 22

Cash Amount:	0.00
Check Amount:	50.00
Credit Amount:	0.00

Total:	50.00
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**TRANSMITTAL LETTER`**

**TO:** Jason Boswell  
Town of Abingdon, VA

**DATE:** 7-2-19                      **PROJECT:** Pizza Hut

**FROM:** Steven K. Hutton and Associates, P. C.  
245 East New Street, Suite 201  
Kingsport, Tennessee 37660  
Telephone: 423-378-5592  
Fax: 423-378-9110  
Email: steve@huttonarchitect.com

We transmit the following listed items. If enclosures are not as listed, please inform us immediately.

COPIES	DATE	DESCRIPTION
1		Application for Entrance Corridor
1		Check No.16674 - \$50.00
1		Sheet R1.0 – Rendering, Elevation, Sign
1		Sheet R1.1 - Elevations
1		SheetAS101 – Site Plan

**REMARKS:**

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**BY:** Steve Hutton

