

TOWN OF ABINGDON  
PLANNING COMMISSION  
REGULAR MEETING  
NOVEMBER 24, 2014 – 5:30 P.M.

The regular meeting of the Abingdon Planning Commission was held Monday, November 24, 2014 at 5:30 p.m. The meeting was held in the Municipal Building, Colonel Arthur Campbell room.

Mr. Matthew T. Bundy, Chairman, called the meeting to order. Mr. Sean Taylor called the roll.

ROLL CALL

Members Present:           Mr. Matthew T. Bundy, Chairman  
                                  Mr. Wayne Austin, Vice Chairman  
                                  Mr. Gregory W. Kelly, Secretary  
                                  Mr. Wayne Craig  
                                  Ms. Maggie Costello  
                                  Mr. Rick Humphreys  
                                  Mr. Langley Shazor

Comprising a quorum of the Commission

Administrative Staff:       Mr. Sean Taylor, Assistant Town Planner  
                                  Mrs. Deborah Icenhour, Town Attorney  
                                  Mr. John Dew, Director of Public Services and Construction  
                                  Mr. C. J. McGlothlin, Code Enforcement Officer (Absent)  
                                  Mrs. Jenny Carlisle, Administrative Assistant; Planning and Public Works

Visitors:                    Mr. Kaitang Yun

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(2)     Approval of Minutes: **Regular meeting, October 27, 2014**

Mr. Craig made a motion to approve the minutes from the Regular meeting, October 27, 2014, as presented. Second by Mr. Shazor. All in favor with Mr. Kelly abstaining due to absence. Motion carried.

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(3)     Site Plan Review: **Kaitang and Zhuyan Yun, owner; Bundy Architecture and Engineering, Inc., representative;**  
598 Cummings Street, Abingdon, Virginia 24210; Site Plan Review for new construction of restaurant to be located at **598 Cummings Street. Tax Map No. 105A (1) 2.**

Mr. Bundy began the discussion. In the time since the last Planning Commission meeting it was discovered that there may be a problem with their plans based on parcel ownership. At the last meeting, it was mentioned that adding a “wishbone” feature to the entrance to discourage left-in movements would be ideal however, it appears as if the entrance is owned by someone else, and therefore they may not be able to make changes to it. He stated that they have a shared entrance agreement but he has not yet seen the agreement. In the past, the property has been utilized as one lot; the dumpster, sign, and access are all on

the other parcel. Mr. Taylor stated that the Town GIS only shows one lot however, Mr. Bundy said that the County GIS shows the opposite. It was suggested that a title examination would resolve the confusion. After further discussion, Mr. Austin made a motion to table the item until additional information about the shared access agreement can be provided and trip generation can be found. Second by Mr. Humphreys. Mr. Austin further mentioned that he does not have a problem with the proposal as long as all the information gets cleared up.

All in favor with Mr. Bundy abstaining. Motion carried.

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(4) Discussion: Certificate of Appropriateness application process.

Mr. Taylor introduced for discussion the Certificate of Appropriateness application process. He mentioned that the Historic Preservation Review Board will start including a cover letter from the chairman with COA applications as well as a list of items that will make the application complete prior to submittal. Mr. Kelly mentioned that administratively, site plans are reviewed by Mr. Dew and Mr. Vencill before they get to the planning commission. It was also mentioned that site plans and Certificates of Appropriateness can occur at the same time if the timeline of completion coincides. Mr. Humphreys stated that adding a pre-application meeting requirement, verbiage about trespassing, and perhaps staff "field notes" would be beneficial. Mrs. Costello mentioned that at past places of employment, she has experienced a document of full staff reviews included with agenda packets so that planning commission members can make recommendations based on information received in the packet from staff. Mr. Bundy suggested including sections for each department to sign off, even if they have no comments. Mr. Shazor suggested including a check list with requirements for each application type. Mr. Taylor then showed members a new Certificate of Appropriateness form that will now get sent out to the applicant after their meeting.

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(5) SWOT analysis.

Mr. Bundy and Mr. Kelly summarized how the process for SWOT analysis was conducted in past years with an ongoing list of items to discuss. Members will begin taking note of things around town to discuss.

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(6) Member discussions.

Mr. Humphreys asked for a follow-up on the recent actions that have been taken, and asked who does the final check to see that applicants do what they're supposed to. Mr. Taylor replied that violations are going to be sent out.

Mr. Humphreys then asked if there is a desire to establish a quiet zone for trains. Whereas trains cannot blow their whistles from 11 p.m. to 6 a.m., for example. Mrs. Icenhour said she has a document regarding quiet zones and will provide it for distribution.

Mr. Craig inquired as to the status of the newly formed subcommittees. Mr. Bundy stated that they just need to schedule when they will meet. Mr. Taylor offered to coordinate the meetings. It was summarized that the

Exit 19/Boundaries subcommittee will consist of Mr. Shazor, Mr. Craig, and Mrs. Costello and the Exit 17 subcommittee will consist of Mr. Kelly, Mr. Craig, Mr. Howard, and Mr. Bundy.

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Mr. Austin made a motion to adjourn. Second by Mr. Kelly. All in favor. The meeting adjourned at 6:29 p.m.

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Matthew T. Bundy, Chairman

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Gregory W. Kelly, Secretary