



**TOWN OF ABINGDON, VIRGINIA  
TOWN COUNCIL REGULAR MEETING  
MONDAY, MARCH 7, 2022 – 6:30 pm  
TOWN HALL - COUNCIL CHAMBERS**

**DRAFT AGENDA**

*Please note there will be an opportunity during the meeting for citizens to address the Town Council when the Mayor declares public comments open. We request that anyone addressing the Council sign up, approach the podium when called, state your first and last name, and provide your complete mailing address.*

**A. WELCOME – Mayor Webb**

**B. ROLL CALL – Kim Kingsley, Clerk**

**C. PLEDGE OF ALLEGIANCE – Councilmember Amanda Pillion**

**D. PRAYER – Dr. Bill Bryan, Pastor at Abingdon Baptist Church**

**E. APPROVAL OF AGENDA – Mayor Webb**

**F. PUBLIC COMMENTS** – Please place your name on the sign-up sheet provided, and comments are limited to three (3) minutes per person.

- Town of Abingdon residents
- Other public comments (e.g. property owners, organizations)

**G. APPROVAL OF MINUTES**

- February 7, 2022
- February 21, 2022
- February 24, 2022

**H. PROCLAMATIONS**

1. Proclamation honoring and recognizing the Abingdon High School Football Team as the VHSL District 3 Champions
2. Proclamation honoring and recognizing the Abingdon High School Boys Indoor Track and Field Class 3A State Champions; and Girls Indoor Track and Field members Makaleigh Jessee, Josie Jackson, and Chloe Odum having four top-five finishes.
3. Proclamation recognizing March as MS Education and Awareness Month

**I. PUBLIC HEARING -** Please place your name on the sign-up sheet provided, and comments are limited to five (5) minutes per person.

1. Proposed Zoning Text Amendment – Appendix B – Zoning Ordinance, Article 10. B-1 Limited Business District, Section 10 – Permitted uses – By Right, Subsection 10-1 and Article 11. B-12 General Business District, Section 11 – Permitted uses – By Right, Subsection 11-1 to add Day-Care Facility.

## **J. RESOLUTIONS**

1. Resolution confirming Earl Mathers as Interim Town Manager and appointment as a signatory to bank accounts – ***Cameron Bell, Counsel***

## **K. FIRST READING OF ORDINANCES**

1. Proposed Zoning Text Amendment – Appendix B – Zoning Ordinance, Article 10. B-1 Limited Business District, Section 10 – Permitted uses – By Right, Subsection 10-1 and Article 11. B-12 General Business District, Section 11 – Permitted uses – By Right, Subsection 11-1 to add Day-Care Facility – ***Mayana Rice, Director of Community Development***

## **L. SECOND READING OF ORDINANCES**

## **M. CONSIDERATION OF BIDS**

1. Professional services to perform structural engineering and costs analysis for rehabilitation of Trestles 1 – 15 of the Virginia Creeper Trail- ***Michael Surrett, Interim Director of Public Works***

## **N. NEW BUSINESS**

1. Appointment of Chief of Police Jon Holbrook and Katie Garrett as Freedom of Information Officers – ***Tonya Triplett, Assistant Town Manager***
2. Consideration of vehicle surplus – ***Michael Surrett, Interim Director of Public Works***

## **O. OLD BUSINESS**

## **P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER**

## **Q. COUNCIL MEMBER REPORTS**

## **R. CLOSED SESSION**

## **S. APPOINTMENTS TO BOARDS AND COMMITTEES**

1. Veterans Advisory Board
  - Appointment to fill vacancy for one *ex officio* Councilmember
  - Appointment to fill three vacancies to serve from date of appointment until June 30, 2023
  - Appointment to fill two vacancies to serve from date of appointment until June 30, 2024
  - Appointment to fill two vacancies to serve from date of appointment until June 30, 2025
2. Economic Development Authority
  - Appointment to fill expired vacancy Kenneth Shuman, who is ineligible to serve an additional term
  - Reappointment of Nathan Berg, who is eligible to serve an additional term
3. Board of Building Code Appeals
  - Appointment to fill expired term of Charlie Day, who is ineligible to serve an additional term

4. Planning Commission
  - Reappointment of Kenneth Shuman, who is eligible to serve an additional term
  - Reappointment of Scott Wilson, who is eligible to serve an additional term
5. Sustain Abingdon
  - Reappointment of Deborah Robinson, who is eligible to serve an additional term
6. Tourism Advisory Committee
  - Appointment to fill vacancy of retail or downtown business owner

*If Council so desires, closed session pursuant to Code of Virginia, 1950, as amended, Section 2.2-3711(A)(1) for the purpose of considering applications for appointment for position on Veterans Advisory Board, Economic Development Authority, Board of Building Code Appeals, Planning Commission, Sustain Abingdon, and Tourism Advisory Committee.*

## **T. ADJOURNMENT**

**TOWN OF ABINGDON  
REGULAR COUNCIL MEETING  
MONDAY, FEBRUARY 7, 2022 – 6:30 pm  
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

The regular meeting of the Abingdon Town Council was held on Monday, February 7, 2022, at 6:30 pm in the Council Chamber of the Municipal Building.

**\*Due to technical difficulties, the video begins at 0:21:47 and audio at 0:31:46.**

**A. WELCOME – *Mayor Webb***

**B. ROLL CALL**

Members of Council Present:

Mike Owens  
Amanda Pillion  
Donna Quetsch, Vice Mayor  
Derek Webb, Mayor

Member(s) of Council Absent:

James Anderson

**C. PLEDGE OF ALLEGIANCE**

**D. PRAYER – *Pastor Dwayne Knight***

**E. APPROVAL OF AGENDA (VIDEO )**

**On motion of Mr. Owens, seconded by Mrs. Quetsch, amended the agenda to include the following and accepted as amended:**

- **Discussion of assignment, appointment of an interim Town manager pursuant to Virginia Code Section 2.2-3711(A)(1);**
- **Discussion of assignment, appointment of a Town manager pursuant to Virginia Code Section 2.2-3711(A)(1);**
- **Discussion of salaries of Council appointees pursuant to Virginia Code Section 2.2-3711(A)(1)**
- **Discussion or consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3);**
- **Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3); and**
- **Discussion for appointments to boards and commissions pursuant to Virginia Code Section 2.2-3711(A)(1).**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**F. PUBLIC COMMENTS (VIDEO )**

- Jack McCready
- Michael Henningsen (**VIDEO 0:21:47**)
- Wayne Craig
- Greg Case, Charles Boling, Joe Fields, Barry and Juanita Sample
- Jennifer Johnson (**AUDIO 0:31:46**)
- Steve Trotman
- Richard Morgan
- Robert Saunders on behalf of Kiwanis Club
- Tim Webb on behalf of Rotary Club
- Walter Jenny
- Emmitt Yearly
- Col. John Bradley
- Dwayne Knight

**G. APPROVAL OF MINUTES (VIDEO 56:21 – 56:52)**

- January 3, 2022 meeting
- January 31, 2022 meeting

**On motion of Mrs. Pillion, seconded by Mrs. Quetsch, approved January 3, 2022, and January 31, 2022 meeting minutes as presented.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**H. PROCLAMATIONS (VIDEO 56:53 – 59:07)**

1. Proclamation recognizing Black History Month, February 2022

Mrs. Pillion read the Proclamation into the record.

**I. PUBLIC HEARING - None**

**J. RESOLUTIONS**

1. Resolution adopting the “Commitment to Excellence” policy for boards, commission and committees. **(VIDEO 59:12 – 1:02:06)**

Mr. Morani stated this would be an opportunity to implement the policy. Mayor Webb noted the policy was developed to streamline all the boards, commissions, and committees, setting forth clear expectations of what the Council hopes to achieve to be more successful.

**On motion of Mr. Owens, seconded by Mrs. Pillion, approved the Resolution supporting the “Commitment to Excellence” policy as presented.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**K. FIRST READING OF ORDINANCES**

**L. SECOND READING OF ORDINANCES**

**M. CONSIDERATION OF BIDS**

**N. NEW BUSINESS**

**O. OLD BUSINESS**

**P. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN  
MANAGER**

1. Discussion regarding ARPA Funds – *Steve Trotman, Director of Finance*  
**(VIDEO 1:02:16 – 1:07:20)**

Mr. Trotman updated Council on the U. S. Treasury’s final guidance for lost revenue as of January 6, 2022. He explained the changes to calculation, stating the Town could now use the standard allowance for government services. Mr. Trotman said the tranche can be used for immediate needs within the project as long as the money is spent by 2026. He advised that from the \$4.0 million received on June 30, 2021, \$1.7 million expended, and receipt of the second tranche by the end of June or first of July, 2022.

**(VIDEO 1:07:21 – 1:12:38) Discussion of Items 2 and 3**

2. Discussion regarding the Virginia Creeper Trail trestle repair – *James Morani, Town Manager*

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3. Memorandum of Understanding between the Town of Damascus and the Town of Abingdon regarding Virginia Creeper Trail trestles – ***James Morani, Town Manager***

Mr. Morani advised that he and staff have been working on these two items, particularly the area maintained by Abingdon and jointly owned with Damascus.

Mr. Morani stated that in approaching the trestle repairs identified as a priority with the ARPA funds, Mr. Bell recommended that we delineate our responsibilities on these capital improvements. After discussions, it was determined to draft an agreement with the Town of Damascus to allow the Town of Abingdon to improve with coordination. Mr. Morani stated an RFP was issued for engineering services for some work strictly related to the trestle repairs identified, with No. 4 being the most pressing. Mr. Morani advised that Mr. Bell has spoken with the Town of Damascus' legal counsel, and they will be adopting the MOU at their next meeting. Mr. Morani noted there would be a more expansive MOU dealing with the maintenance of the trail at a later date.

**On motion of Mrs. Quetsch, seconded by Mr. Owens, authorized the Town Manager to endorse the Memorandum of Understanding between the Town of Damascus and the Town of Abingdon regarding the Virginia Creeper Trail trestles repairs in the area when the Town of Abingdon maintains.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

4. Wastewater Operations Report – ***Woodard & Curran (VIDEO 1:12:40 – 1:31:53)***

Mike Greenburg, Chris Pritt, and Ryan Sullivan with Woodward & Curran provided Council with an update regarding the Wolf Creek Water Reclamation Facility.

5. Town Manager Report – ***James Morani, Town Manager***

Mr. Morani invited Chief Holbrook to update on extra speed enforcement on Valley Street. **(VIDEO 1:32:10 – 1:34:04)**

Mr. Morani addressed the Council regarding his last regular meeting. **(VIDEO 1:34:06 – 1:37:39)**

## **Q. COUNCIL MEMBER REPORTS**

Vice Mayor Donna Quetsch thanked Mr. Morani for his hard work and wished him well in every future endeavor and the best for him and his family. **(VIDEO 1:37:58 – 1:42:16)**

Mrs. Pillion conveyed that it was consistently her pleasure to serve with the other members and the mutual respect during disagreements, ability to discuss issues and work through problems together as a team. Mrs. Pillion stated that Mr. Morani fostered that environment and helped us be leaders. Mrs. Pillion also addressed the request to reinstate the banner permit. **(VIDEO 1:42:20 – 1:45:15)**

Mr. Owens stated on a personal note that when he began his position two years ago, he was naïve as to how the Town worked and thanked Mr. Morani for being patient. Mr. Morani and his staff taught him so much and enriched his experience on the Town Council. **(VIDEO 1:42:17 – 1:45:56)**

Mayor Webb announced that the sports complex project was not budgeted four years ago when he ran for office and thanked Mr. Morani for leading us in the huge capital project, giving guidance and advice. Mayor Webb thanked Mr. Morani for making decisions in the Town's best interest. **(VIDEO 1:45:56 – 1:49:03)**

Mr. Morani thanked the tremendous team of Michael Surrent, Tyler Vencill, and John Dew for moving along the sports complex. **(VIDEO 1:49:03 – 1:51:14)**

## **R. CLOSED SESSION (VIDEO 1:51:51 – 2:44:51)**

**On motion of Mr. Owens, seconded by Mrs. Pillion, to convene in closed session for discussion of the following matters:**

- **Assignment, appointment of an interim Town manager pursuant to Virginia Code Section 2.2-3711(A)(1);**
- **Assignment, appointment of a Town manager pursuant to Virginia Code Section 2.2-3711(A)(1);**
- **Salaries of Council appointees pursuant to Virginia Code Section 2.2-3711(A)(1)**
- **Consideration of the acquisition of real property for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3);**
- **Consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3); and**
- **Appointments to boards and commissions pursuant to Virginia Code Section 2.2-3711(A)(1).**



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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**On motion by Mr. Owens, seconded by Mrs. Quetsch, reconvened in open session.  
(VIDEO 2:45:24 – 2:46:21)**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**Mr. Owens moved that the Town Council certify that, in closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.**

**The certification was as follows:**

<b>Mr. Owens</b>	<b>I so certify</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>I so certify</b>
<b>Mrs. Quetsch</b>	<b>I so certify</b>
<b>Mayor Webb</b>	<b>I so certify</b>

**(VIDEO 2:46:21 – 2:47:24)**

**Mayor Webb stated that he is an employee of K-VA-T and earns more than \$5,000 a year. Therefore, he abstained from any discussion or motion.**

**On motion by Mr. Owens, seconded by Mrs. Quetsch, authorized the Town Manager to enter into a lease agreement with K-VA-T Food Stores, Inc. for buildings A and C at the sports complex for concessions.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Abstain</b>

**S. APPOINTMENTS TO BOARDS AND COMMITTEES (VIDEO 2:47:25 – 2:51:03)**

**1. Abingdon Redevelopment and Housing Authority**

- Reappointment of Dorothea Frazier, who is eligible to serve an additional term

**On motion by Mrs. Quetsch, seconded by Mrs. Pillion, reappointed Dorothea Frazier to serve an additional term on the Abingdon Redevelopment and Housing Authority.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**2. Sinking Spring Cemetery Committee**

- Appointment to fill vacancy for funeral home representative

**On motion by Mrs. Quetsch, seconded by Mr. Owens, appointed Kimberly Farris-Luke as the funeral home representative for the Sinking Spring Cemetery Committee.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**3. Abingdon Arts Commission**

- Appointment to fill vacancy for one *ex officio* Councilmember

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- Appointment by Town Manager to fill vacancy for *ex officio* Town employee designee to serve as staff support and/or as secretary
- Appointment to fill three vacancies to serve from date of appointment until June 30, 2023
- Appointment to fill two vacancies to serve from date of appointment until June 30, 2024

**Mayor Webb conveyed that the appointment by Town Manager to fill vacancy for *ex officio* Town employee designee to serve as staff support and/or as secretary was tabled.**

**On motion by Mrs. Pillion, seconded by Mrs. Quetsch, appointed Greg Lilly and Summer Apostol to serve from the date of appointment until June 30, 2024; and Matthew Frederick, Dirk Moore, and Ben Jennings to serve from the date of appointment until June 30, 2023, on the Abingdon Arts Commission.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**On motion by Mrs. Quetsch, seconded by Mr. Owens, appointed Amanda Pillion as the Councilmember to serve on the Abingdon Arts Commission.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

Mayor Webb declared the meeting adjourned.

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Mayor Derek Webb

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Kimberly Kingsley, Clerk

**TOWN OF ABINGDON  
CALLED COUNCIL MEETING  
MONDAY, FEBRUARY 21, 2022 – 6:00 pm  
COUNCIL CHAMBERS – MUNICIPAL BUILDING**

The called meeting of the Abingdon Town Council was held on Monday, February 21, 2022, at 6:00 pm in the Council Chamber of the Municipal Building.

**A. WELCOME – *Mayor Webb***

**B. ROLL CALL**

Members of Council Present:

Mike Owens  
Amanda Pillion  
Donna Quetsch, Vice Mayor  
Derek Webb, Mayor  
James Anderson

Member(s) of Council Absent:

**C. APPROVAL OF AGENDA (VIDEO 39:24 – 39:42)**

**On motion of Mrs. Pillion, seconded by Mrs. Quetsch, approved the agenda as presented.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**D. CLOSED SESSION (VIDEO 39:44 – 40:29)**

**On motion of Mr. Owens, seconded by Mrs. Quetsch, to convene in closed session for discussion of assignment, appointment of an Interim Town Manager pursuant to Virginia Code Section 2.2-3711(A)(1), and discussion of assignment, appointment of a Town Manager pursuant to Virginia Code Section 2.2-3711(A)(1).**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

February 21, 2022

Called meeting minutes

**On motion by Mr. Owens, seconded by Mrs. Pillion, reconvened in open session.  
(VIDEO 2:34:46 – 2:36:26)**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**Mr. Owens moved that the Town Council certify that, in closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed under the provisions of the Virginia Freedom of Information Act cited in the motion.**

**The certification was as follows:**

<b>Mr. Owens</b>	<b>I so certify</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>I so certify</b>
<b>Mrs. Quetsch</b>	<b>I so certify</b>
<b>Mayor Webb</b>	<b>I so certify</b>

**(VIDEO 2:35:33 – 2:36:26)**

**On motion by Mr. Owens, seconded by Mrs. Quetsch, authorized the Mayor and Town Attorney to negotiate and enter into a consulting agreement for an Interim Town Manager.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

Mayor Webb declared the meeting adjourned.

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Mayor Derek Webb

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Kimberly Kingsley, Clerk

**TOWN OF ABINGDON  
MID-MONTH COUNCIL MEETING  
THURSDAY, FEBRUARY 24, 2022 – 2:00 pm  
ARTHUR CAMPBELL ROOM – MUNICIPAL BUILDING**

The mid-month meeting of the Abingdon Town Council was held on Thursday, February 24, 2022 at 2:00 pm in the Arthur Campbell Room of the Municipal Building.

**A. WELCOME – *Mayor Webb***

Mayor Webb welcomed Earl Mathers as the Interim Town Manager.

**B. ROLL CALL**

Members of Council Present:

Mike Owens  
Amanda Pillion  
Donna Quetsch, Vice Mayor  
Derek Webb, Mayor

Member(s) of Council Absent:

James Anderson

**C. PLEDGE OF ALLEGIANCE – *Vice Mayor Donna Quetsch***

**D. APPROVAL OF AGENDA (VIDEO 3:13 – 3:36)**

**On motion of Mr. Owens, seconded by Mrs. Pillion, approved the agenda as presented.**

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

<b>Mr. Owens</b>	<b>Aye</b>
<b>Mr. Anderson</b>	<b>Absent</b>
<b>Mrs. Pillion</b>	<b>Aye</b>
<b>Mrs. Quetsch</b>	<b>Aye</b>
<b>Mayor Webb</b>	<b>Aye</b>

**E. NEW BUSINESS (VIDEO 3:38 – 14:14)**

1. Discussion regarding amendment of Ordinance, 62-61 Paved sidewalks to be kept clean and unobstructed, to allow commercial business an annual sidewalk usage permit. – ***Mayana Rice, Director of Community Development***

Ms. Rice advised an increase in requests for “outdoor retail”. At this time, the Town’s Ordinance does not allow the usage of sidewalks by private businesses. A concern for unpermitted sidewalk usage comes in the form of accidents and damage to private property that is encroaching into the public sidewalk right of way. Ms. Rice requested that the Council initiate a Zoning Ordinance Amendment to allow encroachments on the sidewalks, submit to an annual permitting process. Ms. Rice further discussed the proposed ordinance change, a staff member assigned to encroachments permits, permit application, and fee schedule. Council agreed to move forward with the amendment with two readings.

**F. UNFINISHED BUSINESS**

**G. MISCELLANEOUS BUSINESS AND COMMUNICATIONS FROM TOWN MANAGER**

1. Discussion regarding Capital Improvement Plan – *James Morani, Town Manager and Stephanie Davis, Center for Public Administration and Policy, Virginia Tech* (VIDEO 14:37 – 1:09:22)

Stephanie Davis and Jonathan Peace presented a draft Capital Improvement Plan for FY2023-2027. Council participated in discussion with department heads regarding requests included in the Plan.

**H. COUNCIL MEMBER REPORTS**

**I. CLOSED SESSION**

Mayor Webb declared the meeting adjourned.

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Mayor Derek Webb

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Kimberly Kingsley, Clerk

## RESOLUTION OF TOWN COUNCIL APPOINTING INTERIM TOWN MANAGER

WHEREAS, pursuant to Section 2-126 of the Code of Ordinances of the Town of Abingdon (“Town”), the Council shall appoint a Town Manager who shall be the administrative and executive head of the municipal government; and

WHEREAS, pursuant to Town of Abingdon Code of Ordinances 2-126, the Town Manager shall among others, supervise and control all encumbrances, expenditures and disbursements of the Town and shall countersign checks with the Treasurer of the Town; and

WHEREAS, pursuant to motion of Council, the Mayor entered into an agreement with The Berkeley Group, who in turn has offered the services of Earl Mathers; and

WHEREAS, Council wishes to appoint Earl Mathers as Interim Town Manager;

NOW THEREFORE, BE IT RESOLVED Earl Mathers be appointed Interim Town Manager, along with all powers associated with that office including being made an authorized signer for the Town’s bank accounts at First Bank & Trust (“Bank”) to be supplied along with a copy of this Resolution to the Bank.

Adopted this \_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the “Town”), hereby certifies that the foregoing constitutes a true and correct copy of a resolution duly adopted at a meeting of the Council held on \_\_\_\_\_, 2022. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing resolution a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
Derek Webb, Mayor		
Donna Quetsch, Vice Mayor		
James Anderson		
Amanda Pillion		
Mike Owens		

WITNESS MY HAND and the seal of the Town of Abingdon as of \_\_\_\_\_, 2022.

(SEAL)

\_\_\_\_\_  
Kimberly Kingsley, Clerk





## **STAFF REPORT**

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**TO:** ABINGDON TOWN COUNCIL

**FROM:** MAYANA RICE, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** REQUEST FOR A ZONE TEXT AMENDMENT FOR B-1 AND B-2

**PUBLICATION  
DATE:** FEBRUARY 28, 2022

**MEETING  
DATE:** MARCH 7, 2022

**LOCATION:** COUNCIL CHAMBERS, TOWN HALL  
133 WEST MAIN STREET, ABINGDON, VA

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### **ZONE TEXT AMENDMENT REQUEST:**

United Way of Virginia made a request to the Planning and Zoning Commission on January 24, 2022 to allow for the expansion of Child Care Facilities into the B-1 and B-2 Zoning Districts. As child care has become one of the number one limiting factors in the rebuilding of the workforce during the covid pandemic there is a push for more child care facilities throughout the zoning districts. These facilities stretch beyond “home daycares” and are focused on the integration of workplaces and child care in close proximity. B-2 was initially asked by United Way to allow Child Care Facilities but during January 2022 meeting B-1 was added to the motion of the Planning Commission.

## **PROPOSED AMENDMENTS TO THE ZONING REGULATION:**

Changes to the regulations can be found in the attached document (Exhibit B) and as shown below (deletions shown as ~~strikethrough~~, additions shown as underline).

### **§ 10-1 Permitted uses by right.**

[Ord. of 4-6-2009, eff. 5-6-2009]

The following uses shall be permitted by right in the B-1 limited business district:

10-1-1. Single-family and two-family dwellings with area regulations, setback regulations, frontage regulations, yard regulations and height regulations as required in Article 6 of this ordinance.

10-1-2. Multiple-family dwellings in existing buildings or portions of existing buildings.

10-1-3. Neighborhood grocery stores.

10-1-4. Bake shops.

10-1-5. Drugstores.

10-1-6. Pick-up laundry and dry cleaning stations, laundromat.

10-1-7. Restaurant.

10-1-8. Barber and beauty shops.

10-1-9. Gift shops.

10-1-10. Clothing shops.

10-1-11. Garden shops, limited to 2,500 square feet of floor space.

10-1-12. Florist shops.

10-1-13. Shoe stores and shoe repair shops.

10-1-14. Professional, general business and public offices.

10-1-15. Home occupations, category B. [See also sections 17-16 and 26-40].

10-1-16. Public utilities.

10-1-17. Accessory uses.

10-1-18. Signs as permitted by Article 21 of this ordinance.

10-1-19. Off-street parking as required by Article 17 of this ordinance and non commercial parking lots.

10-1-20. Distributor.

10-1-21. Microbrewery.

**10-1-22. Child Care Facility**

The following uses shall be permitted by right in the B-2 general business district:

11-1-1. Single family dwelling and loft apartments in existing buildings or portions of existing buildings.

- 11-1-2. Vehicle sales and/or service garages (including autos, motorcycles, trucks, etc.) with major repair under cover.
- 11-1-3. Mobile home sales.
- 11-1-4. Farm machinery sales and service (with major repair under cover).
- 11-1-5. Service stations (with major repair under cover).
- 11-1-6. Hotels and motels.
- 11-1-7. Restaurants and taverns.
- 11-1-8. Lumber and building supply sales.
- 11-1-9. Plumbing and electrical supply sales.
- 11-1-10. Outdoor amusement facilities, miniature golf, driving ranges, etc.
- 11-1-11. Bowling alleys, video game rooms, skating rink.
- 11-1-12. Discount retail stores.
- 11-1-13. Grocery stores.
- 11-1-14. Professional, public and general offices.
- 11-1-15. Equipment rental stores.
- 11-1-16. Hardware stores.
- 11-1-17. Banks and other financial institutions.
- 11-1-18. Undertaking establishments and funeral homes.
- 11-1-19. Garden shops and nursery sales.
- 11-1-20. Car wash.
- 11-1-21. Laundry and dry cleaning establishments, including pickup stations.
- 11-1-22. Bakeries and retail stores.
- 11-1-23. Home appliance sales and service.
- 11-1-24. Vehicle parts sales.
- 11-1-25. Theatres and assembly halls.
- 11-1-26. Newspaper offices and printing presses.
- 11-1-27. Clubs and lodges.
- 11-1-28. Above ground bulk petroleum storage limited to 20,000 gallons per tank.
- 11-1-29. Shopping centers, including the following uses contained within the building complex:
  - (a) Restaurants.
  - (b) Offices.
  - (c) Personal service establishments.
  - (d) Video game rooms and similar public amusements.
  - (e) Food specialty shops.
  - (f) Retail stores and shops.
- 11-1-30. Parking lots.
- 11-1-31. Public utilities.
- 11-1-32. Accessory uses.
- 11-1-33. Signs as permitted by Article 21 of this ordinance.
- 11-1-34. Off-street parking as required by Section 17-6 of this ordinance.
- 11-1-35. Schools and churches.

11-1-36. Storage facilities developed in connection with and clearly dependent to any of the permitted uses by right in this district, and limited to 5,000 square feet or less in total floor area. Such storage facility need not be located upon the same property as the main use.

11-1-37. Distributor.

11-1-38. Microbrewery.

**11-1-39. Child Care Facility**

**FINDINGS:**

Per Code of Virginia 15.2-2283 the purpose of zoning ordinance shall promote health, safety or general welfare of the public. Therefore, requiring that a zone text amendment be reviewed for several specific items.

- Whether and the extent to which the proposed amendment is consistent with the comprehensive plan and any other applicable and adopted long range planning documents;

**Staff Findings:** The Abingdon Comprehensive Plan was updated in 2020. There are specific references to the wellbeing of children within the Town. Expanding the child care facilities within the Town is supported through the Comprehensive Plan.

- Whether the proposed amendment is in conflict with any provision of the Zoning Ordinance and any other regulations contained in the Town Code or other applicable regulations;

**Staff Findings:** The B-1 and B-2 Districts support a wide range of uses including schools. While a day care facility functions differently than a school, the impact of both are often similar. Child drop off, pick up, peak usage times, parking requirements and traffic. Therefore, staff concludes that both uses will have similar impacts and are not in conflict to the provisions of the Zoning Ordinance.

- Whether and the extent to which there are changed conditions that require an amendment;

**Staff Findings:** The interpretation of the zoning regulation is that it identifies permitted uses and those not identified are not permitted. In the case of day care facility, it is required.

- Whether and the extent to which the proposed amendment addresses a demonstrated community need;

**Staff Findings:** The original impetus for the initiative by the Planning Commission was at the request of the United Way of Virginia. As they are key leaders in the growth of child care opportunities they indicated there was a need for additional facilities and yet, the zoning ordinance did not allow. There is a community need.

- Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern;

**Staff Findings:** The B-1 and B-2 Districts support a wide range of uses. Allowing for child care facilities will not alter the orderly development patterns.

- Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, floodplains, wetlands, and the natural functioning of the environment; and

**Staff Findings:** The B-1 and B-2 Districts support a wide range of uses. There will be no adverse impacts to the natural environment with the zone text amendment. Site plan review, permitting and construction review will allow for each project to be reviewed for specific impacts.

- Whether and the extent to which the proposed amendment will have a positive effect on the balance between residential and nonresidential uses.

**Staff Findings:** The B-1 and B-2 Districts support a wide range of uses. Allowing for child care facilities in these districts will continue to support a balance between residential and nonresidential uses.

#### **PLANNING COMMISSION:**

The Planning Commission reviewed and initiated the request on January 24, 2022. They made their motion on this request on February 28, 2022. The final motion will be entered into the record on March 7, 2022 prior to the vote by the Town Council.

#### **SAMPLE MOTION OF THE TOWN COUNCIL:**

Having reviewed and considered the application materials, staff report, and public comment, in accordance with the requirements of Section 15.2-2286(A)(7) of the Code of Virginia, I move to amend the Zoning Ordinance to add Child Care Facility to General Business District (B-2) and Limited Business District (B-1) for the public necessity, convenience, general welfare, and good zoning practices;

Exhibits:

- A: Applicant's Submittal Packet
- B: Resolution

S : \Shared With Me\Planning Department\Planning Commission Meetings\1. Planning Commission\2022\2. February 2022\App ID 1596 United Way\Council Staff Report ZTA Day Care use added to B1 B2.docx

***An Ordinance of the Council for the Town of Abingdon, Virginia  
to amend the Town Ordinance Appendix B – Zoning Ordinance, Article 10. B-1 Limited  
Business District, Section 10 – Permitted uses – By Right, Subsection 10-1 and Article 11. B-  
12 General Business District, Section 11 – Permitted uses – By Right, Subsection 11-1 to add  
Day-Care Facility.***

**WHEREAS**, § 15.2-2286(A)(7) of the Code of Virginia 1950, as amended, grants the local governing body the authority to amend the regulations from time to time. Whenever the public necessity, convenience, general welfare, or good zoning practices requires, the governing body may by ordinance amend, supplement, or change the regulations, district boundaries, or classifications of property.

**WHEREAS**, § 15.2-2285 of the Code of Virginia 1950, as amended, grants the planning commission the authority, at the direction of the governing body, to prepare a proposed zoning text amendment; and

**WHEREAS**, the planning commission held a public hearing on the proposed text amendment, after notice as required by §15.2-2204, at the regularly scheduled meeting held on February 28, 2022, and upon completion of its work, the commission voted \_\_\_\_\_ to \_\_\_\_\_ recommend that the proposed text amendment be adopted by Town Council and presented the proposed amendment to the governing body together with its recommendation and appropriate explanatory materials.

**NOW, THEREFORE BE IT ORDAINED** by the council of the Town of Abingdon that: Should any section or provision of this ordinance be decided to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of any other section or provision of this ordinance or the Code of the Town of Abingdon, Virginia; and

**BE IT FURTHER ORDAINED**, that upon the recommendation of the Planning Commission, proper public notice and public hearing, and vote of the Council for the Town of Abingdon that: The Town's ordinances Appendix B – Zoning Ordinance, Article 10. B-1 Limited Business District, Section 10 – Permitted uses – By Right, Subsection 10-1 and Article 11. B-12 General Business District, Section 11 – Permitted uses – By Right, Subsection 11-1 be amended to add Day-Care Facility.

## CERTIFICATE

Pursuant to Section 2-100 of the Code of the Town of Abingdon, Virginia, I hereby certify that I have reviewed the foregoing proposed ordinance to amend, and find it to be in correct form, as set forth above, this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Cameron Bell, Counsel

This ordinance was adopted on the \_\_\_\_\_ day of \_\_\_\_\_, to take effect on \_\_\_\_\_.

\_\_\_\_\_  
Derek Webb, Mayor

The undersigned Clerk of the Town of Abingdon, Virginia (the "Town"), hereby certifies that the foregoing constitutes a true and correct copy of an ordinance duly adopted at a meeting of the Council held on \_\_\_\_\_, 2022. I hereby certify that such meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of meeting was a regularly scheduled meeting and that, during the consideration of the foregoing ordinance, a quorum was present. I further certify that the minutes of such meeting reflect the attendance of the members and the voting on the foregoing ordinance was as follows:

MEMBERS	ATTENDANCE	VOTE
Derek Webb, Mayor		
Donna Quetsch, Vice Mayor		
Amanda Pillion		
James Anderson		
Mike Owens		

WITNESS MY HAND and the seal of the Town of Abingdon as of \_\_\_\_\_, 2022.

(SEAL)

\_\_\_\_\_  
Kimberly Kingsley, Clerk

## SURPLUS VEHICLES

- 2000 Jeep Cherokee, 80450 miles, VIN 1J4FF28S1YL151332 This jeep in in need of repairs that in my opinion is greater than the value of the vehicle.
- 2013 Ford Explorer, 117933 miles, VIN 1FM5K8AR0DGA09186 This is an ex police car that the transmission is bad along with other repairs that are needed would cost more than the value.
- 1987 Ford Cargo 7000 Brush Truck, 149147 miles, VIN9BFXH70P7HDM02086, this truck has been put out of service due to age and non-available parts.
- 2007 Chevrolet Impala, 103322 miles, 2G1WB58K36941385, this car is in rough condition overall and would cost too much to repair
- 2000 Ford Crown Vic, 121,209 miles, 2FAFP71W7YX148408, the motor is bad in this car among other issues.
- Vermeer Stump Grinder, hours unknown, this piece of equipment was purchased at the Wytheville surplus. The motor is blown and parts are not available to repair it.





**PUBLIC DOCUMENT –  
SUBJECT TO FREEDOM OF INFORMATION ACT**

**APPLICATION EXPIRES DECEMBER 31, 2022**

**Board and Commission Application**

The Abingdon Town Council has adopted this application for use by individuals interested in appointment to any of the Town's advisory boards and commissions. To ensure your application will receive full consideration, please answer all questions completely. Questions? Call 276-492-2149

**Please return this application either:**

- **In person (3<sup>rd</sup> floor of the Town Hall), 133 West Main Street, Abingdon, VA;**
- **By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or**
- **kkingsley@abingdon-va.gov**

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Gary Bailey Date: 2/16/2022

Address 160 Park St SE City/State Abingdo Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No       

Telephone: 276 608 1642

Email Address: (required) baileyg418@gmail.com

Place of Employment: Abingdon Fire Dep., Retired Army & Va.

Address: Abingdon Virginia

Description of job duties: Firefighter, Military - Medical Service Officer Preventive Medicine

Educational background:  
B.S. Engineering

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No \_\_\_

If so, name and date(s) of service? No

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I would like to be considered for the Veterans Advisory Board to help the town in any capacity to honor veterans. I am a retired Army OIF veteran Honorable Discharge

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Gary Bailey 

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
<u>Veterans Advisory Board</u>	

**\*May be required to attend training and/or obtain certification during term**

**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

**Note: All applicants are subject to background verification.**



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

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name LINDA (LYNN) BENNETT Date: 1-19-2022

Address 14525 BRANCH ST. City/State ABINGDON/VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 615-210-6944

Email Address: (required) chiplady@outlook.com

Place of Employment: RETIRED - PEPSICO

Address: \_\_\_\_\_

Description of job duties: PROJECT MANAGER - DATA BASE COLLECTIONS

Educational background: BS - Aerospace

USAF - 4 yrs - USAFR - 4 yrs - USN6 - 4 yrs.

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_\_ No \_\_\_\_

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

\_\_\_\_\_  
\_\_\_\_\_

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No \_\_\_\_\_

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE \_\_\_\_\_

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

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PUBLIC DOCUMENT –  
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APPLICATION EXPIRES DECEMBER 31, 2021

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

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Kyle Craig Date: 5 JAN 2022

Address 16174 Brumley Gap Road City/State Abingdon Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 276-608-2271

Email Address: (required) kcraig003@gmail.com

Place of Employment: retired

Address: \_\_\_\_\_

Description of job duties: \_\_\_\_\_

Educational background:  
HS graduate

Are you currently serving on a board or commission of the Town of Abingdon? Yes ☐ No ☒

If so, which Board(s) or Commission(s)? none

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes ☒ No ☐

If so, name and date(s) of service? Virginia Veterans Services Foundation Feb 2020 to Present.

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
Veterans Advisory Board member. I am a 20 yr Army Veteran, Life member of VFW

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes ☐ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE [Signature]

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on: VETERANS Advisory Board ☒

Board of Building Code Appeals ** <input type="checkbox"/>	Planning Commission */** <input type="checkbox"/>
Board of Zoning Appeals <input type="checkbox"/>	Recreation Advisory Commission <input type="checkbox"/>
Economic Development Authority <input type="checkbox"/>	Sinking Spring Cemetery Committee ** <input type="checkbox"/>
Infrastructure Advisory Committee <input type="checkbox"/>	Sustain Abingdon Committee <input type="checkbox"/>
Historic Preservation Review Board */** <input type="checkbox"/>	Tourism Advisory Committee ** <input type="checkbox"/>
Housing and Redevelopment Authority <input type="checkbox"/>	Tree Commission <input type="checkbox"/>
Muster Grounds Steering Committee <input type="checkbox"/>	Virginia Highlands Small Business Incubator <input type="checkbox"/>

**\*May be required to attend training and/or obtain certification during term**

**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

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**APPLICATION EXPIRES DECEMBER 31, 2022**

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

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Evie J. Hunt Date: 2/1/22

Address 22638 Remington Drive City/State Abingdon Zip 24211

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 276 608 1883

Email Address: (required) eviejhunt@gmail.com

Place of Employment: Self employed Realtor at United Country Blue Ridge

Address: 629 W. Main St., Abingdon, VA 24210

Description of job duties: Sales, Customer Service & Interaction, Advertising

Educational background:

Some College

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?

Yes X No \_\_\_\_\_

If so, name and date(s) of service? Served on SWUAR Board for 6 years (2012 - 2017)  
Served as SWUAR President in 2016  
Served on Family Resource Committee (Pike Co, Kentucky (1998 - 2002))

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have vast investments in our community due to the current job I hold. I hear and see things through the eyes of those outside of SW Va and that has helped me understand some of Abingdon's strong points as well as our weaknesses!

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

Lucy J. Hunt

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
<u>Board of Zoning Appeals</u>	<u>Recreation Advisory Commission</u>
<u>Economic Development Authority</u>	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	<u>Tourism Advisory Committee **</u>
<u>Housing and Redevelopment Authority</u>	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
<u>Veterans Advisory Board</u>	

**\*May be required to attend training and/or obtain certification during term**

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APPLICATION EXPIRES DECEMBER 31, 2022

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

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Elizabeth Francine Ivery Date: January 21, 2022

Address 335 Rose St. N.W Abingdon City/State VA. Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☒ No ☐

Telephone: (276) 356-9447

Email Address: (required) efivery@embargmail.com

Place of Employment: Retired (from)

Address: Washington Co. Virginia Public Schools

Description of job duties: Coordinator Child Nutrition Programs

Educational background:  
Assoc. Degree Business Management VHCC  
B.S. Degree Dietetics and Food Systems Mgt.  
East Tennessee State University

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? N/A

When do(es) your present term(s) expire? (mm/yy) N/A

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes X No   

If so, name and date(s) of service? Sinking Springs Cemetery Committee  
Planning Commission

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I am interested in serving on the Veterans Advisory Board because I am and honorably discharged Veteran of the United States Army. I was a member of the Veterans Memorial Park Foundation from its inception and served for almost 15 yrs.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Elizabeth F. Sney

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

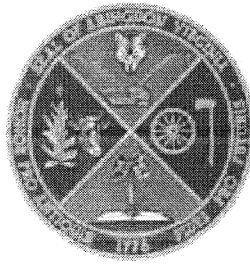
Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	<u>X</u>

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**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

**Note: All applicants are subject to background verification.**



PUBLIC DOCUMENT –  
SUBJECT TO FREEDOM OF INFORMATION ACT

APPLICATION EXPIRES DECEMBER 31, 2022

Board and Commission Application

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Please return this application either:

- In person (3<sup>rd</sup> floor of the Town Hall), 133 West Main Street, Abingdon, VA;
- By mail, Boards and Commissions, Town of Abingdon, P.O. Box 789, Abingdon, VA 24212; or
- [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name RICHARD H. KISER Date: 02 FEB. 2022

Address 18475 RIDGEWOOD, ABINGDON City/State VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes \_\_\_\_\_ No X

Telephone: 276-356-1897

Email Address: (required) ALLOYXR@BVU.NET

Place of Employment: RETIRED

Address: \_\_\_\_\_

Description of job duties: \_\_\_\_\_

Educational background: HIGH SCHOOL

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?

Yes X No \_\_\_\_\_

If so, name and date(s) of service? VIRGINIA HIGHLANDS AIRPORT COMISH. 10/1/25  
BVU BOARD OF DIRECTORS 6 YRS

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

VETERANS ADVISORY BOARD. COMMANDER VFW POST 1994 6 YRS  
U.S. MARINE CORPS COMBAT VETERAN VIETNAM

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

To the best of my ability, all information on this application is true and correct.

SIGNATURE

Richard H. Kiser

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

Members of the Planning Commission, Economic Development Authority, Board of Zoning Appeals, Housing and Redevelopment Authority, and Historic Preservation Review Board are required to complete a Statement of Economic Interest.

Please circle any other committees you are willing to serve on:

Board of Building Code Appeals **	Planning Commission */**
Board of Zoning Appeals	Recreation Advisory Commission
Economic Development Authority	Sinking Spring Cemetery Committee **
Infrastructure Advisory Committee	Sustain Abingdon Committee
Historic Preservation Review Board */**	Tourism Advisory Committee **
Housing and Redevelopment Authority	Tree Commission
Abingdon Arts Commission	Virginia Highlands Small Business Incubator
<u>(Veterans Advisory Board)</u>	

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**\*\*Appointment contingent upon residency, qualified voter, or other qualifications as set forth in Ordinance and/or bylaws**

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- **kkingsley@abingdon-va.gov**

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Albert T. Lawson, Jr Date: 07 February 2022

Address 1030 Panorama Dr. City/State Abingdon, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes X No       

Telephone: 276.274.7585

Email Address: (required) ATLJR65@GMAIL.COM

Place of Employment: HAPCO, INC.

Address: 26252 HILLMAN HWY.

Description of job duties: NETWORK ENGINEER

Educational background:  
UNITED STATES NAVY SUBMARINE FORCE, RET., DATA SYSTEM TECHNOLOGY,  
DEGREE IN COMPUTER SYSTEMS, STUDIED AT VHCC AND GEORGE WASHINGTON  
UNIVERSITY

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No \_\_\_

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
AS A RETIRED VETERAN, NATIVE TO THE TOWN AND A DERTH OF EXPERIANCE WITH THE MILITARY, LOCAL HISTORY AND DATA SYSTEMS INFORMATION, WOULD CONTRIBUTE TO THIS BODY.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE 

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

\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Mel Schwartzstein

Date: 1/6/2022

Address 185 Marcus Way #6 City/State Abingdon<sup>VA</sup> Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☒ No ☐

Telephone: 276 698-8684

Email Address: (required) blackroc6@aol.com

Place of Employment: Retired

Address: \_\_\_\_\_

Description of job duties: \_\_\_\_\_

Educational background: \_\_\_\_\_



Are you currently serving on a board or commission of the Town of Abingdon? Yes ☐ No ☒

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes ☐ No ☒

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

Wish to be on Veterans committee to express  
veterans viewpoints and help veterans issues

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes ☐ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

*Julie Sells*

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Economic Development Authority <input type="checkbox"/>	Sinking Spring Cemetery Committee ** <input type="checkbox"/>
Infrastructure Advisory Committee <input type="checkbox"/>	Sustain Abingdon Committee <input type="checkbox"/>
Historic Preservation Review Board */** <input type="checkbox"/>	Tourism Advisory Committee ** <input type="checkbox"/>
Housing and Redevelopment Authority <input type="checkbox"/>	Tree Commission <input type="checkbox"/>
Muster Grounds Steering Committee <input type="checkbox"/>	Virginia Highlands Small Business Incubator <input type="checkbox"/>

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**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Do you live inside the Town limits of Abingdon? Yes \_\_\_\_\_ No \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: *(required)* \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address: \_\_\_\_\_

Description of job duties: \_\_\_\_\_

Educational background: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_\_ No \_\_\_\_

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

\_\_\_\_\_  
\_\_\_\_\_

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No \_\_\_\_\_

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE Link Emore

**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

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Veterans Advisory Board	

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**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name DORIS CLENDENEN SHUMAN CPA

Date: 2-07-2022

Address 164 VALLEY ST NW City/State ABINGDON Zip 24210

Do you live inside the Town limits of Abingdon? Yes ☒ No ☐

Telephone: 2766988882

Email Address: (required) DORISSHUMAN@GMAIL.COM

Place of Employment: PART TIME CPA

Address: 164 VALLEY ST NW ABINGDON, VA 24210

Description of job duties: BOOKKEEPING, TAX SERVICES

Educational background:

BA EMORY & HENRY COLLEGE, MBA UNIVERSITY OF VA AT WISE, JOHN S. BATTLE HIGH, VHCC ACCOUNTING

Are you currently serving on a board or commission of the Town of Abingdon? Yes ☒ No ☐

If so, which Board(s) or Commission(s)? BUSINESS INCUBATOR

When do(es) your present term(s) expire? (mm/yy) 07/20

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes ☒ No ☐

If so, name and date(s) of service? PLANNING COMMISSION 1991 TO 2006, BOARD OF ARCH REVIEW 2004-2012

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
I FEEL MY BACKGROUND AS A CPA AND IN BUSINESS COULD BE USEFUL FOR THE ECONOMIC DEVELOPMENT BOARD.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes ☐ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

*Doris Anderson-Greene CPA*

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Economic Development Authority <input checked="" type="checkbox"/>	Sinking Spring Cemetery Committee ** <input type="checkbox"/>
Infrastructure Advisory Committee <input type="checkbox"/>	Sustain Abingdon Committee <input type="checkbox"/>
Historic Preservation Review Board */** <input checked="" type="checkbox"/>	Tourism Advisory Committee ** <input checked="" type="checkbox"/>
Housing and Redevelopment Authority <input type="checkbox"/>	Tree Commission <input type="checkbox"/>
Muster Grounds Steering Committee <input type="checkbox"/>	Virginia Highlands Small Business Incubator <input checked="" type="checkbox"/>

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**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name Evie J. Hunt Date: 2/1/22

Address 22638 Remington Drive City/State Abingdon Zip 24211

Do you live inside the Town limits of Abingdon? Yes ☐ No ☒

Telephone: 276 608 1883

Email Address: (required) eviejhunt@gmail.com

Place of Employment: Self employed Realtor at United Country Blue Ridge

Address: 629 W. Main St., Abingdon, VA 24210

Description of job duties: Sales, Customer Service & Interaction, Advertising

Educational background: Some College

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?

Yes X No \_\_\_\_\_

Served on SWUAR Board for 6 years (2012 - 2017)  
Served as SWUAR President in 2016  
If so, name and date(s) of service? Served on Family Resource Committee (Pike Co, Kentucky (1998 - 2002))

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

I have vast investments in our community due to the current job I hold. I hear and see things through the eyes of those outside of SW Va and that has helped me understand some of Abingdon's strong points as well as our weaknesses!

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

Lucy J Hunt

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\*\*\*PLEASE PRINT OR TYPE\*\*\*

Name Christine Fields Date: 02/16/2022  
Address 188 Lauren Drive, Apt 7 City/State Abingdon, VA Zip 24210  
Do you live inside the Town limits of Abingdon? Yes X No \_\_\_\_\_  
Telephone: 276-274 5663  
Email Address: (required) cfields@vhcc.edu  
Place of Employment: Virginia Highlands Community College  
Address: PO Box 828, Abingdon, VA 24212  
Description of job duties: VP of Finance & Administration *Responsibilities*  
*include overseeing Facilities, Grounds, Campus Safety, Business office,*  
Educational background: *Budget & Finance, etc.*  
Bachelor's in Public Administration, Master's in Higher Education Leadership

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No X

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes \_\_\_ No X

If so, name and date(s) of service? \_\_\_\_\_

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?  
I want to be able to give back to the community in which I live.

I would like to contribute my knowledge and skills to my community and make it a better community for all citizens.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No X

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE

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

**\*\*\*PLEASE PRINT OR TYPE\*\*\***

Name MICHAEL HENNINGSEN Date: 02/28/2022

Address 17977 OVERLOOK DRIVE City/State ABINGDON, VA Zip 24210

Do you live inside the Town limits of Abingdon? Yes \_\_\_\_\_ No X

Telephone: (276) 206-7640

Email Address: (required) HistoryAliveAbingdon@gmail.com

Place of Employment: History Alive! Tours

Address: 214 Park Street SE Abingdon, VA 24210

Description of job duties: Executive Director, Tour Guide, Living History Interpreter

Educational background:

M.Sc. Applied Behavioral Science, Johns Hopkins Univ, B.Sc. Healthcare Administration, Numerous Technical Certifications in Healthcare Technology

Are you currently serving on a board or commission of the Town of Abingdon? Yes \_\_\_\_\_ No ☒

If so, which Board(s) or Commission(s)? \_\_\_\_\_

When do(es) your present term(s) expire? (mm/yy) \_\_\_\_\_

Have you ever served on any boards or commissions in the past, either Abingdon or in other localities?  
Yes ☒ No \_\_\_\_\_

If so, name and date(s) of service? Numerous church boards and Non-profit boards

Why do you wish to serve the Town in this capacity? Do you have an area of interest or background that you believe would be a beneficial service in this capacity? If so, what is it and how would it be helpful?

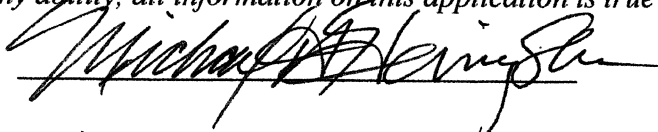
I wish to serve on the Tourism Advisory Committee because I believe the tourism and hospitality industries are among Abingdon's greatest

economic opportunities. I currently conduct guided historical tours and educational programs to attract visitors.

Are you presently more than 30 days delinquent on Town of Abingdon taxes? Yes \_\_\_\_\_ No ☒

*To the best of my ability, all information on this application is true and correct.*

SIGNATURE



**Thank you for your interest in appointment to the Town's Advisory Boards and Commissions. \*\***

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Abingdon Arts Commission	Virginia Highlands Small Business Incubator
Veterans Advisory Board	

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