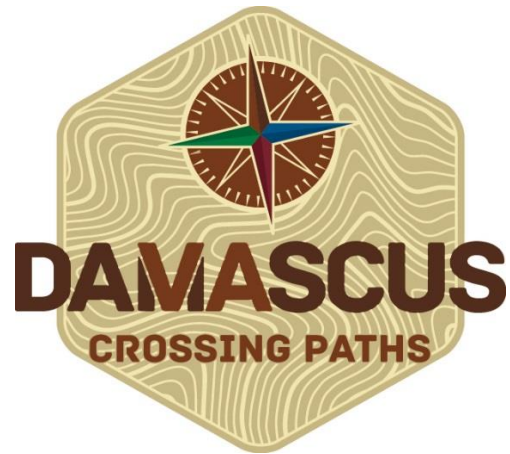


**Washington County, Virginia**

**&**

**Town of Abingdon, Damascus, and Glade Spring  
Virginia**

**Planning Information for Economic  
Development**



Welcome to Abingdon, Virginia, the County seat for Washington County, rich in performing and visual arts. Founded in 1778, Abingdon is the oldest English-speaking settlement west of the Blue Ridge Mountains. The original name of Abingdon was Wolf Hills, given by the legendary Daniel Boone. The oldest building (1779) now houses The Tavern, a fine dining restaurant. Abingdon is home to the historic Barter Theatre, the state Theatre of Virginia which started the careers of Gregory Peck, Ernest Borgnine, and many others. The Crooked Road, Virginia's Music Heritage Trail, a 300-mile driving trail that features world class music venues, also passes through Abingdon. The Virginia Creeper Trail is a 35-mile-long trail that runs from Abingdon to Damascus to Whitetop Mountain, and is used for hiking, biking, and horseback riding. In 2014 The Creeper Trail was inducted into the Rail-Trail Hall of Fame. Take a shuttle to Whitetop and enjoy the first 17 miles downhill through the Jefferson National Forest. Visit the Abingdon Muster Grounds, the historic gathering place of volunteer militia as they prepared for the march to the Battle of Kings Mountain. Stroll through the downtown district with brick sidewalks and tree-lined streets that entice visitors to explore unique shops, restaurants, and cafes. Abingdon is a place where old-fashioned southern hospitality is abundant.

Abingdon is easily accessible from three different exits on I-81 (19,17,14) or from several state routes including scenic routes 11 and 58. Abingdon is located just 15 miles from the Virginia-Tennessee border in the beautiful Blue Ridge Mountains of Virginia. It is quick, easy and totally worth the drive and is located near many other cities of interest.

**Asheville, NC** – 2 hours

**Roanoke, VA** – 2 hours

**Knoxville, TN** – 2 hours

**Winston-Salem, NC** – 2.5 hours

**Charleston, WV** – 3 hours

**Nashville, TN** – 4.5 hours

**Richmond, VA** – 4.5 hours

### **Washington County, VA**

Washington County was formed in December 1776. At that time Washington County included parts of Smyth, Russell, Lee, Scott, Tazewell, Wise, Buchanan, and Dickenson Counties, but it lost most of its territory in 1786 when Russell County was formed. The county is bordered by Smyth, Russell, Scott, and Grayson counties, and the independent City of Bristol Virginia. Four towns also make up Washington County they are Abingdon, Damascus, Glade Spring, and Saltville. The county has abundant recreational opportunities such as South Holston Lake, the Appalachian Trail, the Virginia Creeper Trail, Hidden Valley Lake and the Clinch Mountain Wildlife Management Area.

# TOWN OF ABINGDON AND WASHINGTON COUNTY BUSINESS INCENTIVES

## Enterprise Zone Incentives

- **Virginia Real Property Investment Grant:** Property owners, developers or tenants may receive a reimbursement grant of up to \$100K for direct construction costs when the total construction costs are between \$100K and \$5Million. For construction projects exceeding \$5 million, the maximum grant is \$200K. Grants are formula-based, depending on direct construction costs. Actual grant amounts may be prorated when statewide demand exceeds available funds for the program.
- **Virginia Job Creation Grant:** Businesses may receive up to \$500/year per net new permanent full-time position earning at least 175% of the federal minimum wage and up to \$800/year per net new permanent full-time employee earning at least 200% of the federal minimum wage. To qualify, each employee must be offered qualifying healthcare benefits by the employer. Retail, food & beverage and personal service positions are not eligible for this grant.

## Historic Preservation Tax Credit

- **Federal Tax Credit:** Owners (and their agents), of buildings either listed on the National Register of Historic Places or certified as a contributing structure to the Abingdon Historic District, may be eligible to receive a Federal Tax Credit of up to 20% of the cost of substantial building renovations if those renovations follow the Secretary of the Interior's Standards for Rehabilitation and if the building is used for an income-producing use for at least five years after the renovation is complete.
- **Virginia Historic Preservation Tax Credit:** This program provides tax credits for qualifying historic properties on the Virginia Landmarks Register, or properties certified by the [Virginia Department of Historic Resources](#) as contributing to an historic district or meeting the criteria for listing on the Register (National Register properties or districts are included on the Virginia Register). Rehabilitation expenses must be at least 50% of the prior assessed value of the building for local real estate tax purposes. Properties do not have to be income producing; residential rehabilitation by homeowners qualifies for the credits. A 25% Rehabilitation State Tax Credit is available.  
The property must be rehabilitated according to the Secretary of the Interior's Standards of Rehabilitation and certified by the Virginia Department of Historic Resources. A tax certificate is issued.
- **Town of Abingdon Tax Credit:** Property owners within the town pay a combination of County and Town taxes. Local Historic Tax Credits only apply to the town's portion of the tax owed. Town taxes consist of both improvement value and land value. Credits will be issued against improvement value only. Tax credits are \$2,500.00 as to town property taxes for every \$2,500.00 of exterior maintenance, restoration, preservation, and rehabilitation work performed and documented on structures located within the Old

Historic District of town. Credits will be given toward the assessed value on the structure. The tax credit shall be allowed immediately following the tax year in which the work is completed.

## Town Administration

- **Town of Abingdon (276) 628-3167**  
Tony Sullivan, Interim Town Manager [psullivan@abingdon-va.gov](mailto:psullivan@abingdon-va.gov)  
Jason Boswell, Interim Director of Planning [jboswell@abingdon-va.gov](mailto:jboswell@abingdon-va.gov)  
Kim Kingsley, Acting Clerk [kkingsley@abingdon-va.gov](mailto:kkingsley@abingdon-va.gov)  
Chuck Banner, Treasurer [cbanner@abingdon-va.gov](mailto:cbanner@abingdon-va.gov)
- **Washington County, VA (276) 525-1300**  
Jason Berry, County Administrator [jberry@washcova.com](mailto:jberry@washcova.com)  
Whitney Bonham, Assistant County Administrator [wbonham@washcova.com](mailto:wbonham@washcova.com)  
Alicia Roland, Administrative Assistant [aroland@washcova.com](mailto:aroland@washcova.com)  
Lucy Phillips, County Attorney [lphillips@washcova.com](mailto:lphillips@washcova.com) Ph. (276) 525-1370
- **Town of Damascus (276) 475-3831**  
Gavin Blevins, Town Manager [gblevins@mrpdc.org](mailto:gblevins@mrpdc.org)  
Tuesday Pope, Town Clerk [clerk@visitdamascus.org](mailto:clerk@visitdamascus.org)
- **Town of Glade Spring (276) 429-5134**  
Brian Martin, Town Manager [bmartin@mrpdc.org](mailto:bmartin@mrpdc.org)  
Stacey Eldridge Town Clerk [clerk@gladespringva.com](mailto:clerk@gladespringva.com)

## Business Development Assistance and Training

- **Virginia Highlands Small Business Incubator**  
Cathy Lowe, Executive Director  
(276) 492-2060  
[clowe@vhsbi.com](mailto:clowe@vhsbi.com)
- **People Incorporated**  
Jeremy Repass, Senior Credit Manager (276) 619-2265  
[jrepass@peopleinc.net](mailto:jrepass@peopleinc.net)
- **Virginia Community Capital**  
Sandy Ratliff, Community Impact Advisor  
(276) 477-3999  
[sratliff@vcca.org](mailto:sratliff@vcca.org)
- **Small Business Development Center**  
Cindy Fields  
[cfields2@vhcc.edu](mailto:cfields2@vhcc.edu)  
(276) 739-2515
- **Virginia Tobacco Commission**  
Sara Williams (276) 619-4325  
[sara.williams@tic.virginia.gov](mailto:sara.williams@tic.virginia.gov)
- **Washington County Chamber of Commerce**  
Neta Farmer, Executive Director  
Samantha Tetter, Administrative Assistant  
[neta@bvu.net](mailto:neta@bvu.net)  
(276) 628-8141
- **Washington County IDA**  
Whitney Bonham (276) 525-1300  
[wbonham@washcova.com](mailto:wbonham@washcova.com)
- **Abingdon Main Street**  
Carrie Baxter  
(276) 492-2237  
[mainstreet@abingdon-va.gov](mailto:mainstreet@abingdon-va.gov)

- **Abingdon Convention & Visitors Bureau**  
Jayne Duehring  
[jduehring@abingdon-va.gov](mailto:jduehring@abingdon-va.gov)  
(276) 628-2282
- **Town of Abingdon Community Development Director**  
Tonya Triplett  
[ttripplett@abingdon-va.gov](mailto:ttripplett@abingdon-va.gov)  
276-698-1898
- **Department of Housing and Community Development**

Joy Rumley  
[joy.rumley@dhcd.virginia.gov](mailto:joy.rumley@dhcd.virginia.gov)

Andrea Smith  
[Andrea.smith@dchd.virginia.gov](mailto:Andrea.smith@dchd.virginia.gov)

- **Virginia Tourism Corporation**  
Becky Nave (276) 791-9172  
[bnavel@virginia.org](mailto:bnavel@virginia.org)

- **Mount Rogers Planning District Commission**  
Aaron Sizemore, Executive Director  
(276) 783-5103  
[asizemore@mrpd.com](mailto:asizemore@mrpd.com)

## Events in Abingdon and Surrounding Areas

- **Virginia Highlands Festival**  
[www.vahighlandsfestival.org](http://www.vahighlandsfestival.org)
- **Plumb Ally Days**  
[www.abingdonkiwanis.org/plumballeyday](http://www.abingdonkiwanis.org/plumballeyday)
- **January Jams**  
[www.visitabingdonvirginia.com](http://www.visitabingdonvirginia.com)
- **Thursday Jams**  
[www.abingdonmusicexperience.com/category/thursday-jams/](http://www.abingdonmusicexperience.com/category/thursday-jams/)
- **Abingdon Rotary Frolics**  
[mgraham@ehc.edu](mailto:mgraham@ehc.edu)
- **Abingdon Christmas Parade**  
[www.abingdonkiwanis.com](http://www.abingdonkiwanis.com)
- **Abingdon Farmers Market**  
[www.abingdonfarmersmarket.com](http://www.abingdonfarmersmarket.com)
- **Washington County Fair**  
[www.washcofair.com](http://www.washcofair.com)
- **Damascus Trail Days**  
[www.traildays.us](http://www.traildays.us)
- **Washington County Rotary Wine Tasting**  
[www.facebook.com/washcorotary](http://www.facebook.com/washcorotary)
- **Mistletoe Market**  
[www.williamkingmuseum.org](http://www.williamkingmuseum.org)
- **Extreme Bullriding**  
[www.facebook.com/sebra.abingdon](http://www.facebook.com/sebra.abingdon)

[VA/](#)

[www.washcofair.com/Events.htm](http://www.washcofair.com/Events.htm)

- **Shamrock 4-Miler and Shamrock Shindig**  
[www.JMHShamrock.com](http://www.JMHShamrock.com)
- **Virginia Creeper Marathon**  
[www.runcities.org/creepermarathon](http://www.runcities.org/creepermarathon)
- **Virginia Creeper Fest**  
Contact Amanda Livingston (276) 492-2236
- **Earth Day Celebration**  
[sustainabingdon.wordpress.com](http://sustainabingdon.wordpress.com)
- **Crooked Road Youth Music Festival** [www.myswva.org](http://www.myswva.org)
- **Annual SWVA Wine Festival**  
[www.swva.org/heartwood](http://www.swva.org/heartwood)
- **Richard Leigh Songwriters Festival**  
[www.richardleighsongwritersfestival.com](http://www.richardleighsongwritersfestival.com)
- **Plumb Alley Day Kiwanas Club**
- **The Howling Festival**  
[www.wolfhillsbrewing.com](http://www.wolfhillsbrewing.com)
- **Wheels on Historic Main**  
[www.crusinclassicsclub.com](http://www.crusinclassicsclub.com)

- **Mountains of Music**  
[www.mtsofmusic.com](http://www.mtsofmusic.com)
- **Beach Music Concert**

Sara Savaavedra  
[ssaavedra@abingdon-va.gov](mailto:ssaavedra@abingdon-va.gov)

## Arts and Culture District

- **The Arts Depot**  
(276) 628-9091  
[www.abingdonartsdepot.org](http://www.abingdonartsdepot.org)
- **William King Museum of Art**  
(276) 628-5005  
[www.williamkingmuseum.org](http://www.williamkingmuseum.org)
- **Barter Theatre**  
(276) 628-3991  
[www.bartertheatre.com](http://www.bartertheatre.com)
- **The Crooked Road**  
[www.myswva.org/tcr](http://www.myswva.org/tcr)
- **Heartwood**  
[www.myswva.org/heartwood](http://www.myswva.org/heartwood)
- **Holston Mountain Artisan's**  
[www.holstonmtnarts.org](http://www.holstonmtnarts.org)

## Education

- **Virginia Highlands Community College**  
Dr. Gene Couch  
[gcouch@vhcc.edu](mailto:gcouch@vhcc.edu)  
[www.vhcc.edu](http://www.vhcc.edu)
- **Southwest Virginia Higher Education Center**  
David Matlock  
[dmatlock@swcenter.edu](mailto:dmatlock@swcenter.edu)  
[www.swcenter.edu](http://www.swcenter.edu)
- **Emory & Henry College**  
Jake Schrum  
[jschrum@ehc.edu](mailto:jschrum@ehc.edu)  
[www.ehc.edu](http://www.ehc.edu)
- **Washington County Public Schools**  
Dr. Brian Ratliff, Superintendent  
[bratliff@wcs.k12.va.us](mailto:bratliff@wcs.k12.va.us)  
[www.wcs.k12.va.us](http://www.wcs.k12.va.us)

## Workforce Training and Development

- **Virginia Highlands Community College Workforce Development & Continuing Education**  
Melinda Leland (276) 739-2400  
[mleland@vhcc.edu](mailto:mleland@vhcc.edu)
- **Virginia Highlands Small Business & Development Center**  
Cindy Fields  
[cfields2@vhcc.edu](mailto:cfields2@vhcc.edu)  
(276) 739-2515

## Washington County Board of Supervisors

**Saul Hernandez -Board Chair**

F-11 Tyler District

[shernandez@washcova.com](mailto:shernandez@washcova.com)

**Phillip McCall**

A-11 Harrison District

[pmccall@washcova.com](mailto:pmccall@washcova.com)

**Allison Mays-Board Vice Chair**

C-11 Madison District

[amays@washcova.com](mailto:amays@washcova.com)

**Randy Pennington**

B-11 Jefferson District

[rpennington@washcova.com](mailto:rpennington@washcova.com)

**Eddie Copenhaver**

D-11 Monroe District

[ecopenhaver@washcova.com](mailto:ecopenhaver@washcova.com)

**Mike Rush**

E-11 Taylor District

[mrush@washcova.com](mailto:mrush@washcova.com)

**Dewayne Ball**

G-11 Wilson District

[dball@washcova.com](mailto:dball@washcova.com)

## **Washington County Industrial Development Authority**

**Henry Snodgrass-Chairman**

A-01 Harrison Election District

[hsnodgrass@washcova.com](mailto:hsnodgrass@washcova.com)

**William Gibson**

G-01 Wilson Election District

[bgibson@washcova.com](mailto:bgibson@washcova.com)

**Charles Byrd**

D-01 Monroe Election District

[cbyrd@washcova.com](mailto:cbyrd@washcova.com)

**Dale Cook**

F-01 Tyler District

**Randy Woodward-Vice Chairman**

B-01 Jefferson Election District

[cwoodward@washcova.com](mailto:cwoodward@washcova.com)

**Larry Hines**

C-01 Madison Election District

[lhines@washcova.com](mailto:lhines@washcova.com)

**David Matlock**

E-01 Taylor Election District

[dmatlock@washcova.com](mailto:dmatlock@washcova.com)

## Washington County Planning Commission

The Washington County Planning Commission is charged with advising the Washington County Board of Supervisors on matters pertaining to the County's zoning and subdivision codes and the County's Comprehensive Plan. The Planning Commission is composed of seven Commissioners appointed by the Board of Supervisors, one Commissioner from each of the County's seven Election Districts.

**Joe H. Hutton**

A-11 Harrison

**Mickey Tyler**

C-11 Madison

[tylerm@bvu.net](mailto:tylerm@bvu.net)

**Terry Groseclose**

E-11 Taylor District

[tsgroseclose@gmail.com](mailto:tsgroseclose@gmail.com)

**Mary Ann Compton**

G-11 Wilson

[maryann14146@gmail.com](mailto:maryann14146@gmail.com)

**Commission Coordinator**

**Cathie E. Freeman**

County Zoning & Subdivision Office

1 Government Center Place, Suite A

Abingdon, VA 24210

PH: (276) 525-1390 (O)

E-MAIL: [cfreeman@washcova.com](mailto:cfreeman@washcova.com)

**Paul Widener**

B-11 Jefferson

**Bruce W. Dando**

D-11 Monroe

[brucedando@comcast.net](mailto:brucedando@comcast.net)

**Christina Rehfuss**

F-11 Tyler District

[crehfuss@gmail.com](mailto:crehfuss@gmail.com)

**Commission Meetings**

Fourth Monday each month (except December)

7:00 PM (October-March)

7:30 PM (April-September)

County Government Center, 1 Government Center Place, Abingdon VA 24210



## Abingdon Town Council

Wayne Craig-**Mayor**  
[wcraig@abingdon-va.gov](mailto:wcraig@abingdon-va.gov)

Derek Webb  
[dwebb@abingdon-va.gov](mailto:dwebb@abingdon-va.gov)

Al Bradley  
[abradley@abingdon-va.gov](mailto:abradley@abingdon-va.gov)

Cindy Patterson **Vice Mayor**  
[cpatterson@abingdon-va.gov](mailto:cpatterson@abingdon-va.gov)

Donna Questch  
[dquestch@abingdon-va.gov](mailto:dquestch@abingdon-va.gov)

## Town of Abingdon Economic Development Authority

Alex Brown  
Don Adams  
Nathan Louis Berg

Shanna Carrico  
John Mahaffey

Kenneth Shuman  
Laura L. Blevins

**Economic Development Authority** meets the second Thursday every other month at 3:00pm in the Arthur Campbell room on the first floor of Town Hall.

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

## Community Development

Contact: Tonya Triplett  
[ttriplett@abingdon-va.gov](mailto:ttriplett@abingdon-va.gov)  
276-698-1898

## Town of Abingdon Planning Commission

Al Bradley  
H. Ramsey White Jr.  
Tony Sullivan

James Anderson  
Kenny Shuman  
Scott N. Wilson

Wayne Austin

**Planning Commission** meets the fourth Monday each month, 5:30 p.m. in the Arthur Campbell room on the first floor of Town Hall.

Agenda requests are due on the 2nd Tuesday of each month before 5 p.m.

## **Tourism Advisory Committee**

Neta Farmer

Cindy Patterson

Carrie Baxter

Janet Woolwine

Joel Jerkins

David Matlock

Chase Mitchell

Martha Keys

Chris Lowe

Susan Yates

Kathy Shearer

Lisa Kestner Quigley

Katy Blankenship

Allison Mays

Kalonn Roberts

**Tourism Advisory Commission (TAC)** meets regularly on the first Tuesday of the month at 3:00 pm in the Arthur Campbell room on the first floor of Town Hall.

## **Abingdon Visitors Center**

Jayne Duehring- **Director of Tourism**

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

Monica Hall- **Group Sales Manager**

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

Amanda Livingston- **Marketing Manager**

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

Sara Saavedra- **Special Events Coordinator**

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

Visit Abingdon can help you plan your next trip, whether you are a meeting planner, a group tour operator, or simply looking for the perfect weekend getaway. Please visit our website, [www.visitabingdonvirginia.com](http://www.visitabingdonvirginia.com), or call 276-676-2282.

## **Sustain Abingdon Committee**

Lydia Graves  
Rick Statzer  
Barbara Williamson  
Tim Wade

Greg Kelly  
Sarita Moore  
Kevin Worley

Tom McMullen  
Melissa Kalb  
Sherrie Leab

**Sustain Abingdon** meets the 2nd Wednesday of every other month beginning in February. The location of the meetings is the Arthur Campbell Room in the Municipal Building, First Floor. Special Called Meetings and sub-committees occur randomly throughout the year.

### **Dates:**

Feb. 8, 2017  
Apr. 12, 2017  
June 14, 2017  
Aug. 9, 2017  
Oct. 11, 2017  
Dec. 13, 2017

**Mission:** The mission of Sustain Abingdon is to advise and encourage Town employees, residents, and visitors on environmentally sustainable solutions, principles, and practices to improve our quality of life. It is our goal to promote prosperity through developing the local economy, and help protect our environment by conserving resources and minimizing pollution.

More information about the Sustain Abingdon Committee can be found [here](#), or like us on Facebook [here](#).

Contact: Rick Statzer  
[rstatzer@abingdon-va.gov](mailto:rstatzer@abingdon-va.gov)

# **Town of Abingdon Historic Preservation Review Board**

Byrum L Geisler

Samuel Andrew Neese

Michael Weaver

Jeff Johnson

Derek Webb  
(Council Member)

**Historic Preservation Review Board** meets the first Wednesday each month, 5:15 p.m. in the Arthur Campbell room on the first floor of Town Hall.

Agenda requests due on the 3rd Monday of each month before 5 p.m.

[Historic District Design Review Guidelines](#)

[HPRB Meetings](#)

## Town of Damascus

Damascus, Virginia, is a small town in the Blue Ridge Mountains, and is the gateway to the Mount Rogers National Recreation Area.

It is traversed by the Appalachian Trail, the Virginia Creeper Trail, the Trans-America National Bicycle Trail, the Iron Mountain Trail, the Daniel Boone Heritage Trail, the Crooked Road Musical Heritage Trail, Virginia's Birding and Wildlife Trail, and lies within a short distance of hundreds of miles of other hiking, horse, and biking trails.

The town is becoming a major tourist destination for those seeking a way into the wilderness. We invite you to visit us, sit on the porch of one of our bed and breakfasts, ride a bike through our forests, walk beside a mountain stream, and make yourself at home.

Jack McCrady-**Mayor**  
[mayor@visitdamascus.org](mailto:mayor@visitdamascus.org)

Tim Williams-**Vice Mayor**  
[vicemayor@visitdamascus.org](mailto:vicemayor@visitdamascus.org)

Susan Seymore  
[councilseymore@embarqmail.com](mailto:councilseymore@embarqmail.com)

Mitchel Greer  
[councilgreer@embarqmail.com](mailto:councilgreer@embarqmail.com)

Tommy Hayes  
[tomoneway@yahoo.com](mailto:tomoneway@yahoo.com)

Melissa Taylor Barrett  
[melissatnc@yahoo.com](mailto:melissatnc@yahoo.com)

Vicky Van de Vuurst  
[councilvandevuurst@visitdamascus.org](mailto:councilvandevuurst@visitdamascus.org)

**To contact any of the Town Council please use the following mailing address:**

PO Box 576  
Damascus, VA 24236  
(276) 475-3831

[www.visitdamascus.org](http://www.visitdamascus.org)

Gavin Blevins-**Town Manager & Zoning Administrator** [gblevins@mrpdc.org](mailto:gblevins@mrpdc.org) (276) 783-5103

Tuesday Pope-**Town Clerk** [clerk@visitdamascus.org](mailto:clerk@visitdamascus.org) (276) 475-3831

Linda P. Rouse-**Town Treasurer** [damascustreasurer@embarqmail.com](mailto:damascustreasurer@embarqmail.com) (276) 475-3831

## Town of Glade Spring

The Town of Glade Spring, Virginia, expresses great beauty through its history, its neighborhoods and its caring people. As is the case with many small communities, Glade Spring welcomes you warmly. But this community will do more than make you feel at home; it will give you an opportunity to express yourself. Located along Interstate 81 at Exit 29, Glade Spring finds itself in two worlds -- a world of commerce, new faces and new opportunities and a world of traditions, families and friendships. During the last few decades, these two worlds have increasingly shaped one another in a very positive way. Glade Spring grows as a community that builds on its values in the context of new ideas and new faces.

Tony Rector-**Mayor**  
[rector4@comcast.net](mailto:rector4@comcast.net)

Angela Booth  
[angiebooth1966@gmail.com](mailto:angiebooth1966@gmail.com)

Mark Finney  
[finney4glade@gmail.com](mailto:finney4glade@gmail.com)

Dirk Moore  
[dmoore@gladespringva.com](mailto:dmoore@gladespringva.com)

Jerry Coleman-**Vice Mayor**  
[jcoleman@gladespringva.com](mailto:jcoleman@gladespringva.com)

Tonia Kestner  
[tkestner@wcpl.net](mailto:tkestner@wcpl.net)

Misty Boardwine  
[mistyboardwine@scsb.org](mailto:mistyboardwine@scsb.org)

**To contact any of the Town Council please use the following mailing address:**

PO Box 98  
Glade Spring, VA 24340  
(276) 429-5134

Shawna Cook, Town Clerk [clerk@gladespringva.com](mailto:clerk@gladespringva.com)  
Tina Bunnell, Town Treasurer [treasurer@gladespringva.com](mailto:treasurer@gladespringva.com)

Glade Spring is in the throes of a major revitalization of its core commercial district, also known as Town Square. The first phase of the two-phase project has been largely completed resulting in the elimination of blight and the renovation or restoration of most downtown structures. New businesses have been added thanks in large part to the attraction of visitors to the town by the Town Square Center for the Arts, an artisan incubator facility that includes, among other art forms, a pottery facility, and the relocation and expansion of the Glade Spring Library to the Town Square. Additional business growth is expected as phase two of the revitalization plan nears completion. This portion of the project includes the construction of an indoor-outdoor farmer's market pavilion (to be completed during the summer of 2017) and the extension of the Salt Trail, a 14-mile hiking and biking trail, into the Town Square (to be completed by summer of 2018).

## Who's My Congressman?

**Congressman Morgan Griffith**  
District Director: Michelle Jenkins  
323 West Main Street  
Abingdon, VA 24210  
[Michelle.Jenkins@mail.house.gov](mailto:Michelle.Jenkins@mail.house.gov)  
(276) 525-1405

## Who's my Senator?

**Senator Bill Carrico**  
Legislative Aide: **Dylan Bishop**  
PO Box 396  
Richmond VA 23218  
[district40@senate.virginia.gov](mailto:district40@senate.virginia.gov)  
Phone: (276) 236-0098

## Who's my Delegate?

**Delegate Israel O'Quinn**  
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## Lending Institutions in Washington County and Abingdon

- Highlands Union Bank (276) 628-9181
- New Peoples Bank (276) 628-2543
- First Bank & Trust (276) 628-3838
- BB&T (276) 623-1965
- Tru Point (276) 623-0787
- First Community Bank (276) 628-7376
- Bank of Abingdon (276) 525-1463
- Eastman Credit Union (276) 619-2600
- Carter Bank & Trust (276) 676-3280
- Virginia Community Capital (276) 477-3999
- Wells Fargo (276) 676-6125

### What business entity are you?

**C Corp:** A C corporation is a legal structure that businesses can choose to organize themselves under to limit their owners' legal and financial [liabilities](#). [C corporations](#) are an alternative to S corporations, where profits pass through to owners and are only taxed at the individual level, and [limited liability companies](#), which provide the legal protections of corporations but are taxed like [sole proprietorships](#).

**Limited Liability Corporation (LLC):** An LLC is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership.

**Sole Proprietorship:** A sole proprietorship is the most basic type of business to establish. You alone own the company and are responsible for its assets and liabilities.

**S Corp:** An S Corporation is like a C Corp but you are taxed only on the personal level.



# 20 Questions to ask yourself before Starting a Business

1. Why am I starting a business?
2. What kind of business do I want?
3. Who is my ideal customer?
4. What products or services will my business provide?
5. Am I prepared to spend the time and money needed to get my business started?
6. What differentiates my business idea and the products or services I will provide from others in the market?
7. Where will my business be located?
8. How many employees will I need?
9. What types of suppliers do I need?
10. How much money do I need to get started?
11. Will I need to get a loan?
12. How soon will it take before my products or services are available?
13. How long do I have until I start making a profit?
14. Who is my competition?
15. How will I price my product compared to my competition?
16. How will I set up the legal structure of my business?
17. What taxes do I need to pay?
18. What kind of insurance do I need?
19. How will I manage my business?
20. How will I advertise my business?

# What should go in your business plan?

**Executive Summary:** Your executive Summary is a snapshot of your business plan as a whole and touches on your company profile and goals.

**Company Description:** Your company description provides information on what you do, what differentiates your business from others and the markets your business serves.

**Market Analysis:** Before launching your business it is essential for you to research your business industry market and competitors.

**Organization and Management:** Every business is structured differently. Find out the best organization and management structure for your business success.

**Service or Product Line:** What do you sell? How does it benefit your customers? What is the lifecycle of your product?

**Marketing & Sales:** How do you plan to market your business? What is your sales strategy?

**Funding Request:** If you are seeking funding for your business, find out about the necessary information you should include in your plan.

**Financial Projections:** If you need funding, providing financial projections to back up your request is critical.

**Appendix:** An appendix is optional, but a useful place to include information such as resumes, permits, and leases.

**How to make your Business Plan Stand Out:** What makes your business unique? Determining this could help you stand out from the crowd and give you advantages over your competitors.

# 10 Steps to Starting a Business

Starting a business involves planning, making key financial decisions and completing a series of legal activities. These 10 easy steps can help you plan, prepare and manage your business. Click on the links to learn more.

## **Step 1: Write a Business Plan**

Use these tools and resources to create a business plan. This written guide will help you map out how you will start and run your business successfully.

## **Step 2: Get Business Assistance and Training**

Take advantage of free training and counseling services, from preparing a business plan and securing financing, to expanding or relocating a business.

## **Step 3: Choose a Business Location**

Get advice on how to select a customer-friendly location and comply with zoning laws.

## **Step 4: Finance Your Business**

Find government backed loans, venture capital and research grants to help you get started.

## **Step 5: Determine the Legal Structure of Your Business**

Decide which form of ownership is best for you: sole proprietorship, partnership, Limited Liability Company (LLC), corporation, S corporation, nonprofit or cooperative.

## **Step 6: Register a Business Name ("Doing Business As")**

Register your business name with your state government.

Learn which tax identification number you'll need to obtain from the IRS and your state revenue agency.

## **Step 7: Register for State and Local Taxes**

Register with your state to obtain a tax identification number, workers' compensation, unemployment and disability insurance.

## **Step 8: Obtain Business Licenses and Permits**

Get a list of federal, state and local licenses and permits required for your business.

## **Step 9: Understand Employer Responsibilities**

Learn the legal steps you need to take to hire employees.

## **Step 10: Find Local Assistance**

Contact your local SBA office to learn more about how SBA can help [www.sba.gov](http://www.sba.gov).