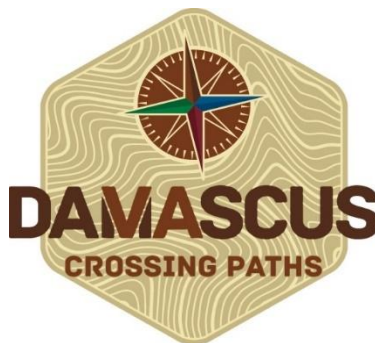


**Washington County, Virginia  
and  
Towns of Abingdon, Damascus,  
and Glade Spring, Virginia**

**Planning Information for Business Development**



## **Washington County, Virginia**

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. Three towns are located in Washington County they are Abingdon, Damascus, and Glade Spring. 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.

## **The Town of Abingdon, Virginia**

Abingdon, Virginia, is 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, Patricia Neal, and many others. It is also the site of the William King Museum of Art. 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 National 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 and 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

## **The Town of Damascus, Virginia**

Established in 1904, Damascus, Virginia, is known affectionately as the “friendliest town on the Appalachian Trail.” Visit [www.Damascus.org](http://www.Damascus.org) for more information.

## **The Town of Glade Spring, Virginia**

Incorporated in 1875, Glade Spring, Virginia, the original name of Glade Spring derives from the Indian word Passawatami, which means “this is the place.” For additional information, visit [www.gladespringva.org](http://www.gladespringva.org).

# 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 \$100,000 for direct construction costs when the total construction costs are between \$100,000 and \$5 million. For construction projects exceeding \$5 million, the maximum grant is \$200,000. 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 and 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 a 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% 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.

## **County and Town Administration**

- **Washington County** (276) 525-1300 [www.washcova.com](http://www.washcova.com)  
Jason Berry, County Administrator: [jberry@washcova.com](mailto:jberry@washcova.com)  
Alicia Roland, Director of Economic Development: [aroland@washcova.com](mailto:aroland@washcova.com)
- **Town of Abingdon** (276) 628-3167  
Mike Cochran, Town Manager: [mcochran@abingdon-va.gov](mailto:mcochran@abingdon-va.gov)  
Isaiah Thomas, Economic Development Specialist: [ithomas@abingdon-va.gov](mailto:ithomas@abingdon-va.gov)
- **Town of Damascus** (276) 475-3831 [www.damascus.org](http://www.damascus.org)  
Chris Bell, Town Manager: [townmanager@damascus.org](mailto:townmanager@damascus.org)
- **Town of Glade Spring** (276) 429-5134 [www.gladespringva.org](http://www.gladespringva.org)

## **Business Development Assistance and Training**

- **Virginia Highlands Small Business Incubator**  
Mark Graham, Executive Director & General Counsel: (276) 492-2060  
[mgraham@vhsbi.com](mailto:mgraham@vhsbi.com)
- **Virginia Highlands Small Business Development Center at VHCC**  
Cindy Fields, Director: (276) 739-2515  
[cfields2@vhcc.edu](mailto:cfields2@vhcc.edu)
- **Town of Abingdon Economic Development**  
Isaiah Thomas, Economic Development Specialist: (276) 492-2142  
[ithomas@abingdon-va.gov](mailto:ithomas@abingdon-va.gov)
- **Washington County Economic Development/IDA**  
Alicia Rowland, Director of Economic Development: (276) 525-1300  
[aroland@washcova.com](mailto:aroland@washcova.com)
- **People Incorporated**  
Justin Lewis, Trainer and Technical Assistance Specialist: (276) 619-2268  
[jtlewis@peopleinc.net](mailto:jtlewis@peopleinc.net)
- **Washington County Chamber of Commerce**  
Neta Farmer, Executive VP: (276) 628-8141; [neta@bvu.net](mailto:neta@bvu.net)  
<https://livability.com/washington-county-chamber-of-commerce/>

## Events in Abingdon and Surrounding Areas

<https://visitabingdonvirginia.com/calendar>

- Diana Blackburn, Visitor Service Manager: (276) 698-1898  
[dblackburn@abingdon-va.gov](mailto:dblackburn@abingdon-va.gov)
- Chad Thompson, Marketing & Events Manager: (276) 676-2282  
[cthompson@abingdon-va.gov](mailto:cthompson@abingdon-va.gov)

## Arts and Culture District

- **The Arts Depot**  
(276) 628-9091  
[www.abingdonartsdepot.org/](http://www.abingdonartsdepot.org/)
- **Barter Theatre**  
(276) 628-3991  
[www.barthertheatre.com](http://www.barthertheatre.com)
- **William King Museum of Art**  
(276) 628-5005  
[www.williamkingmuseum.org/](http://www.williamkingmuseum.org/)
- **The Crooked Road**  
(276) 492-2400  
[www.thecrookedroadva.com/](http://www.thecrookedroadva.com/)
- **SW Virginia Cultural Center & Marketplace** (276) 492-2400  
[www.swvaculturalcenter.com](http://www.swvaculturalcenter.com)
- **Holston Mountain Artisan's**  
(276) 628-7721  
[www.holstonmtnarts.org](http://www.holstonmtnarts.org)

## Education

- **Emory & Henry University**  
[www.emoryhenry.edu](http://www.emoryhenry.edu)
- **Southwest Virginia Higher Education Center**  
[www.swcenter.edu](http://www.swcenter.edu)
- **Virginia Highlands Community College**  
[www.vhcc.edu](http://www.vhcc.edu)
- **Washington County Public Schools**  
[www.wcs.k12.va.us](http://www.wcs.k12.va.us)

## Workforce Training and Development

- **Virginia Highlands Community College Workforce Development & Continuing Education**  
Robert Phillips  
(276) 739-2400  
[rphillips@vhcc.edu](mailto:rphillips@vhcc.edu)
- **Virginia Highlands Small Business Development Center**  
Cindy Fields, Director  
(276) 739-2474  
[cfields2@vhcc.edu](mailto:cfields2@vhcc.edu)

## Washington County Board of Supervisors

[www.washcova.com](http://www.washcova.com)

**Phillip McCall**

A - Harrison District

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

**Randy Pennington**

B - Jefferson District

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

**Charlie Hargis Jr.**

C - Madison District

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

**Wayne Stevens, Jr.**

D - Monroe District

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

**Mike Rush – Chairman**

E - Taylor District

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

**Saul Hernandez**

F- Tyler District

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

**Dwayne Ball**

G - Wilson District

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

## Washington County Industrial Development Authority

[www.washcova.com/industrial-development-authority/](http://www.washcova.com/industrial-development-authority/)

## Washington County Planning Commission

[www.washcova.com/planning-commission/](http://www.washcova.com/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.

**Commission Coordinator**

**Stephen Richardson**

County Zoning & Subdivision Office

1 Government Center Place, Suite A

Abingdon, VA 24210

(276) 525-1391

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

# Town of Abingdon Economic Development Authority

<https://abingdon-va.gov/boards-and-commissions/economic-development-authority/>

Isaiah Thomas  
(276) 492-2142  
[ithomas@abingdon-va.gov](mailto:ithomas@abingdon-va.gov)

## Who are my U.S. Senators?

**U. S. Senator Mark Warner**  
Shane Clem, District Director  
180 East Main Street, Suite 235  
Abingdon, VA 24210  
(276) 628-8158  
[shane\\_clem@warner.senate.gov](mailto:shane_clem@warner.senate.gov)

**U. S. Senator Tim Kaine**  
Laura Blevins, District Director  
121 Russell Road, Suite 2  
Abingdon, VA 24210  
(276) 525-4790  
[laura\\_blevins@kaine.senate.gov](mailto:laura_blevins@kaine.senate.gov)

## Who's My Congressman?

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

## Who is my State Senator?

**Senator Todd Pillion**  
Legislative Director: **Tyler Lester**  
851 French Moore Jr. Blvd, Office 124  
Abingdon, VA 24210  
[senatorpillion@senate.virginia.gov](mailto:senatorpillion@senate.virginia.gov)  
(276) 220-1209

## Who is my State Delegate?

**Delegate Israel O'Quinn**

Legislative Director: **Thatcher Stanley**

P.O. Box 16325

Bristol VA 24209

[DeIOQuinn@house.virginia.gov](mailto:DeIOQuinn@house.virginia.gov)

(276) 525-1311

## Lending Institutions in Washington County and Abingdon

- First Community Bank (276) 676-5067
- New Peoples Bank (276) 628-2543
- First Bank & Trust (276) 628-3838
- Truist (276) 623-1965
- TruPoint Bank (276) 623-0787
- Bank of Abingdon (276) 525-1463
- Eastman Credit Union (276) 619-2300
- Wells Fargo Bank (276) 676-6125
- National Bank (276) 628-9131
- Powell Valley National Bank (276) 525-4334

## Other Financial Resources

**Small Business Grants: Your Guide to Finding Funding –**

<https://www.moneygeek.com/business/resources/small-business-grants/>

**Financial Resources and Grants for Women-Owned Businesses –**

<https://www.moneygeek.com/business/resources/grants-for-women-owned-business/>

**Small Business Loans: How to Qualify –** <https://www.moneygeek.com/small-business-loans/requirements/>

**For general questions, go to [www.vhsbi.com](http://www.vhsbi.com)**

**Noon Knowledge** Series brought to you by the Virginia Highlands Small Business Incubator, the Town of Abingdon, and Washington County Chamber of Commerce – informative programs by experts in the fields of accounting, business organizations, legal, marketing, social media and just about every other issue you would have questions about.

See the homepage link on [www.vhsbi.com](http://www.vhsbi.com)



## 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 Corporation, 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 to 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?

## **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.

### **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 will 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 (U.S. Small Business Administration) office to learn more about how SBA can help. <https://www.sba.gov/>

## **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.

**For more information, contact:**

**Virginia Highlands Small Business Incubator**

*Start your business here!*

**851 French Moore Jr. Blvd., Abingdon, VA 24210**

**(276) 492-2060**

**[www.vhsbi.com](http://www.vhsbi.com)**