AGENDA
PLANNING COMMISSION
February 7, 2022
7:00 p.m.

I. DETERMINATION OF QUORUM AND CALL TO ORDER

II. REORGANIZATION
   A. Election of Chair
   B. Election of Vice Chair
   C. Election of Secretary/Treasurer

III. CITIZEN’S TIME

IV. MINUTES OF PREVIOUS MEETING – January 10, 2022

V. SUBDIVISION ORDINANCE
   A. Subdivision Plat Report
   B. Adjoining Owner/Lot Line Revisions
      1. Atkins/Gravely
      2. Morgan/Arnold

VI. FEBRUARY/MARCH CALENDARS

VII. COUNTY ENGINEER REPORT

VIII. APEX MINUTES – December 21, 2021

IX. COMPREHENSIVE PLAN – Agricultural Economic Findings

X. ASSISTANT COUNTY ADMINISTRATOR’S REPORT

XI. EX-OFFICIO REPORT – Jesse R. Burnett

XII. ADJOURNMENT
BYLAWS

WYTHER COUNTY PLANNING COMMISSION

ARTICLE I – TITLE AND AUTHORITY

1-1 The official title of this commission shall be the “Wythe County Planning Commission.”

1-2 The Wythe County Planning Commission was established in conformance with a motion adopted by the Wythe County Board of Supervisors on June 13, 1995. The Board of Supervisors amended and readopted these bylaws on December 9, 2003 in order to facilitate its powers and duties in accordance with the provisions of Title 15.1, Chapter 11, Articles 1 and 3, Code of Virginia, 1950, as amended.

ARTICLE II – MEMBERSHIP

2-1 The Wythe County Planning Commission shall consist of seven members. One shall be from each of the six supervisor districts and one shall be from the county-at-large. All shall be appointed by the Wythe County Board of Supervisors.

2-2 Members appointed to the Wythe County Planning Commission by the Board of Supervisors shall serve a four-year term concurrently with the Board of Supervisors member in which district they are elected to serve, or until his or her successor shall take office.

2-3 Any member of the Planning Commission may be removed by the Wythe County Board of Supervisors for inefficiency, lack of attendance, neglect of duty, or malfeasance in office.

2-4 Vacancies in the membership shall be filled by appointment of the Wythe County Board of Supervisors for the unexpired term only.

2-5 The Wythe County Board of Supervisors may provide for compensation and actual expenses.

ARTICLE III – PURPOSE

3-1 The purpose of the Commission shall be to encourage the improvement of public health, safety, convenience and welfare of the citizens of Wythe County and to plan for the future development of the county to the end that adequate highways, utilities, health, educational and recreational facilities be developed; that the needs of agriculture, industry and business be recognized in future growth; that residential areas be provided with healthy surroundings for family life; and that the growth of
Wythe County be consonant with efficient and economical use of public funds.

3-2 The Commission, at the direction of the Board of Supervisors, shall perform any other acts and functions, not inconsistent with these bylaws, or the Code of Virginia 1950, as amended, which will further the purposes of the Commission.

ARTICLE IV - DUTIES

4-1 The Commission’s primary duty is to serve in an advisory capacity to the Wythe County Board of Supervisors.

4-2 The Commission shall:

A. Exercise general supervision of, and make regulations for the administration of its affairs.

B. Prescribe rules pertaining to its investigations and hearings.

C. Supervise its fiscal affairs and responsibilities, under rules and regulations prescribed by the Wythe County Board of Supervisors.

D. Keep a complete record of its proceedings, and be responsible for the custody and preservation of its papers and documents.

E. Make recommendations and an annual report to the Wythe County Board of Supervisors concerning the operation of the Commission and the status of planning within its jurisdictions.

F. Ordinances and Plans:

1. Administer the following Wythe County Ordinances:
   All Agriculture and Forestal District Ordinances, Airport Safety Zoning Ordinance 91-1, Subdivision Ordinance 99-5, and the Manufactured Home Ordinance 2002-5.

2. Update the following Wythe County plans:
   Comprehensive Plan and Capital Improvement plan every five years.

G. Review and make recommendation to the Board of Supervisors on all solid waste facility siting applications as defined in Wythe County’s Solid Waste Facility Siting Ordinance, 90-2.
H. Prepare, publish, and distribute reports, ordinances, and other materials relating to its activities as requested by the Board of Supervisors.

I. Prepare and submit an annual budget in the manner prescribed by the Wythe County Board of Supervisors.

J. Establish advisory committees for the purpose of zoning, subdivision, comprehensive planning and the capital improvement program.

K. Members are required to participate in the Virginia Certified Planning Commissioner’s Program and other training sessions that may be made available to them. Members of the Planning Commission will have two years to complete these training. Costs of all training will be paid by the Wythe County Board of Supervisors.

ARTICLE V – OFFICERS

5-1 The officers of the Planning Commission shall consist of a Chairperson, a Vice-Chairperson and a Secretary-Treasurer. A staff person from the County Administrator’s Office shall be appointed to assist the Planning Commission with their duties and this staff member shall not be a member of the Planning Commission.

5-2 In addition to the appointed members, there shall be one non-voting ex-officio member who shall also be a member of the Wythe County Board of Supervisors and cannot be an officer of the Commission. This ex-officio member shall be appointed each January by the Board of Supervisors.

5-3 Election of officers shall be held at the second regular meeting of each calendar year. The terms of office shall be for one year, or until his or her successor shall take office.

5-4 A vacancy in an office shall be filled immediately by the Planning Commission membership.

ARTICLE VI – DUTIES OF OFFICERS

6-1 The Chairperson shall preside at all meetings of the Commission and public hearings called by the Commission. The Chairperson shall call special meetings of the Commission when required; transit reports, plans, and recommendations of the Commission to the governing body; and in general shall act as spokesperson for the Commission.

6-2 The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson. In the event of death or resignation of the Chairperson, the
Vice-Chairperson shall perform the duties of the Chairperson until such time as the Commission shall elect a new Chairperson.

The Secretary-Treasurer shall maintain records of all funds received by the Commission and shall deposit the same with the Treasurer of Wythe County. The Secretary-Treasurer shall keep record of all business transacted by the Commission; notify the members of all meetings; certify all maps, records and reports of the Commission; give notices of all public hearings and meetings; attend to all correspondence of the Commission; keep a set of minutes of all meetings and send a copy to each member of the Commission; prepare and be responsible for publishing of advertisements relating to public hearings; and carry out other duties assigned by the Commission. The Secretary-Treasurer may delegate duties to a staff employee assigned to the Planning Commission by the County Administrator.

ARTICLE VIII – MEETINGS

7-1 The second regular meeting of each calendar year shall be known as the annual meeting. At such annual meeting, the Commission shall establish the days, times, and places for regular meetings of the Commission for the ensuing twelve months. Regular meetings of the Commission shall be held at least once a month upon such day as has been established. The Commission may subsequently establish different days, times, or places for such regular meetings by passing a resolution to that effect. However, when the day established as a regular meeting day falls on a legal holiday, the meeting shall be held on the next following regular business day, without action of any kind by the Commission.

7-2 Special meetings shall be called at the request of the Chairperson, or by two members upon written request to the Secretary-Treasurer. The Secretary-Treasurer shall mail to all members, at least five days in advance of a special meeting, a written notice fixing the time, place of meeting and the purpose thereof.

7-3 Written notice of a special meeting is not required if the time of the meeting has been fixed at a regular meeting, or if all members are present at the special meeting, or file a written waiver of notice.

7-4 All regular meetings, hearings, records and accounts shall be open to the public in accordance with the Virginia Freedom of Information Act.

7-5 A majority of the membership of the Commission shall constitute a quorum. The number of votes necessary to transact business shall be a majority of the members present. Voting may be by roll call, in which case a record shall be kept as a part of the minutes.
ARTICLE VIII – ORDER OF BUSINESS

8-1 The order of business for a regular or special meeting shall be:

A. Determination of a quorum.
B. Call to order by Chairperson.
C. Reading of minutes.
D. Report of the County Staff.
E. Unfinished Business.
F. New Business.
G. Adjournment.

8-2 Motions shall be restated by the Chairperson before a vote is taken. The names of members making and seconding motions shall be recorded.

8-3 Parliamentary procedure in Commission meetings shall be governed by the adopted rules of order, namely, ROBERT’S RULES OF ORDER.

8-4 The Planning Commission shall keep a set of minutes of all meetings, and these minutes shall become public record.

8-5 The presiding officer shall sign the set of minutes for all regular, adjourned and special meetings.

ARTICLE IX – HEARINGS

9-1 In addition to those required by law, the Commission may, at its discretion, hold public hearings when it decides that a hearing will be in the public interest.

9-2 Notice of a hearing shall be as outlined in the Code of Virginia, as amended 1950.

9-3 The case before the Commission shall be summarized by the Chairperson or other member designated by the Chairperson. Interested parties shall have the privilege of the floor. Records or statements shall be recorded or sworn to, as evidence for any court of law, only after notice is given to interested parties.

9-4 A record shall be kept of those speaking before the hearing.

ARTICLE X – CORRESPONDENCE

10-1 It shall be the duty of the Secretary-Treasurer to draft and sign all correspondence necessary for the execution of the duties and functions of the Planning Commission.
10-2 It shall be the duty of the Secretary-Treasurer to communicate by telephone or telegraph when necessary to make communications that cannot be carried out as rapidly as required through direct correspondence.

10-3 All office papers and plans involving the authority of the Commission shall bear the signature of the Chairperson or Vice-Chairperson.

ARTICLE XI – AMENDMENTS

11-1 These bylaws may be amended at any regular meeting of the Wythe County Board of Supervisors provided the amendment was submitted in writing at the previous regular meeting and a recommendation was submitted by the Planning Commission. An amendment shall be made by a majority vote of the Board of Supervisors.

ARTICLE XII – EFFECTIVE DATE

12-1 These bylaws shall become effective immediately upon their adoption on December 9, 2003. Any previously adopted bylaws are hereby rescinded.

12-2 Nothing in these bylaws shall be construed as invalidating any official business of the Commission transacted prior to their adoption.

I certify that this is a true and correct copy taken from the December 9, 2003 minutes of the Wythe County Board of Supervisors meeting.

R. Cellel Dalton, Clerk
January 10, 2022

The Wythe County Planning Commission held its regular monthly meeting on Monday, January 10, 2022, in the Board Room of the County Administration Building, 340 South Sixth Street, Wytheville, Virginia beginning at 7:00 p.m.

MEMBERS PRESENT
Robert H. Walk, Chair        Heidi D. Lyall
David P. Midkiff            Garry Rusty Beamer
Christopher C. King          Douglas E. Wilson

MEMBERS ABSENT
Robert A. Epperson

OTHERS PRESENT
Matt Hankins, Assistant County Administrator    Evelyn Sloan
K. Michelle Cassell, Assistant Department Head
Johnny Kincer, County Engineer
Ryan Lawson, Ex-Officio

DETERMINATION OF QUORUM AND CALL TO ORDER
Chair Walk determined that a quorum was present and called the meeting to order.

CITIZENS TIME
Chair Walk asked if anyone wished to address the Commission during citizen’s time.

Hearing no comments, Chair Walk proceeded with the agenda.

APPROVAL OF MINUTES
A motion was made by Mr. Midkiff to approve the November 2, 2021 minutes as presented. The motion was seconded by Mr. King and passed.

SUBDIVISION ORDINANCE
1. **Subdivision Plat Report** – The Commission reviewed a report including plats completed from October 27 through December 28, 2021.
2. **Minor Subdivisions** – The Commission reviewed a subdivision plat showing minor subdivisions approved by Ms. Cassell for the following:
   - Randall Musser
   - Ruthanne Plant
   - Virginia Shupe
   - Cari Craighead
   - Jason & Judy Short
3. **Lot Line Revision/Family Subdivision** – The Commission reviewed a subdivision plat showing a lot line revision/family subdivision approved by Ms. Cassell for Dianne Cregger.

4. **Lot Line Revision** – The Commission reviewed a subdivision plat showing a lot line revision approved by Ms. Cassell for Geneva Steffey.

**PLANNING COMMISSION MONTHLY CALENDARS**
The Commission reviewed and accepted the monthly calendars for January and February 2022.

**BLUESTAR NBR LLC**
Mr. Kincer reported that an erosion and sediment control plan has been received for Bluestar NBR LLC and DEQ is reviewing the plan. He explained that the critical path is water, sewer and rail by late August early September.

**ENGINEER REPORT**
The Commission reviewed the County Engineering report dated November 21, 2021. Mr. Kincer reported on Lead Mines Rescue Squad Project; Wythe County Office Building Project; Town of Rural Retreat – Farmers Market Project and Sewer Line; Klockner Pentaplast; Smoking Guns project; Wytheville Solar – Lovers Lane; Savion Solar – Foster Falls; New River Marine; Dixon Campground; Cell Tower; Abilene Trucking; Speedway Truckstop; Coffee Shop in Fort Chiswell; Speedwell Landfill; VDOT Projects; APEX; Austinville WWTP and Conveyance System; JPSA; and DEQ.

Mr. Kincer showed the Commission a video of the production at the solar farm on Lover’s Lane. Mr. Kincer stated that it should be complete by December.

Mr. Kincer reported that the proposed glove factory on Lot 24 in Progress Park is keeping everyone busy. He stated that the plans for the soil erosion and sediment control have been submitted.

**COMPREHENSIVE PLAN**
Mrs. Evelyn Sloan of Hill Studio appeared before the Commission to discuss the continuing update of the Comprehensive Plan. Mrs. Sloan reported that the tech/design workshop has been completed and they are currently in the process of writing the draft plan. She stated that they are proposing to present a draft to the Commission by mid-February. Mrs. Sloan explained that they are planning to reorganize the plan to include an executive summary which will provide an overview and recommendations along with the county vision and goals and policies.
Mrs. Sloan reviewed the results of the design workshop conducted on November 19th with the Commission. She stated that technical staff, landscape architects, design and housing planners, GIS specialists were in attendance.

Mr. Wilson asked how Hill Studio is created a draft without input.

Mrs. Sloan stated that they have received input from the Commission, staff and the community.

Mr. Wilson asked when Hill Studio received input from the Commission. He stated that the only information they were presented was in November which was historical data of income of sales and employment.

Mrs. Sloan stated once Hill Studio shares draft with the Commission perhaps he will have a different perspective; however, she understands Mr. Wilson’s point that the Commission doesn’t feel like they have had enough input.

Mr. Wilson stated that he feels the Commission has had absolutely no input.

Mrs. Sloan continued reporting that based on their input and the workshop efforts that they need to focus on Parks and Recreation, Economic Development and Housing and Quality of Life.

Mrs. Sloan stated that they determined a need for greater access to Reed Creek for boaters; need for increased camping opportunities near Rural Retreat Lake; need for great access to Crystal Springs Recreation Area with increased amenities; need for inclusive playground, wellness greenway trail, and dog park around Wytheville (consider improvements/expansion of Ager Park); need for improved wayfinding/connections between recreation areas across the county; and need for increased guides and outfitter services.

Mrs. Sloan reviewed the current housing information with the Commission in addition to the housing needs for the County.

Mrs. Sloan reviewed the economic development that Wythe County needs which includes:
- Expanded high-speed broadband to all parts of the county
- More retail, restaurant, and entertainment options
- Make tourism a greater focus
- Greater educational opportunities in trades/skilled jobs
- Better utilized the interstate corridors to attract large corporations
- Increased spending on infrastructure improvements and community services
- Position the APEX Center as the center of a travel resort environment
- Recommend desirable uses that maximize the value of lands offered for sale by the County
- Provides the tourism infrastructure to accommodate a more vital Apex Center
- Provide visitors a safe and desirable destination experience even if they are just passing through.

Mr. King expressed his concerns about Agriculture being included in the plan.

Mrs. Sloan stated that there will be an entire section of the plan focused on Agriculture.

Mrs. Sloan stated that in September she submitted to the Commission a vision statement, goals, outlines and a very detailed summary of comments they received from the survey, multiple stakeholder groups, and staff that has guided them to the direction they are headed. She suggested that the Commission go back and review that information.

Mr. Wilson expressed his concerns about the implementation of tax abatements because the county does not have zoning. He further stated that members of the Board of Supervisors have questioned him why the Commission is not including Agriculture in the plan. Mr. Wilson advised the members that Hill Studio isn’t including Agriculture in the plan not the Commission. Mr. Wilson further highly expressed his concern about the amount of research Hill Studio has done regarding agriculture in the county to include agricultural employment.

Mrs. Sloan assured Mr. Wilson that agriculture is a significant piece of the plan.

Chair Walk requested that the Hill Group present the information regarding agriculture to the Commission that is going to be included in the plan for review before reviewing the draft plan.

Mr. Wilson inquired about what the Hill Group has researched regarding alternative energy controlling these uses.

Mrs. Sloan stated that solar power is a real challenge for communities especially in terms of land uses because of the long-term impacts and the management. She stated that most comprehensive plans don’t mention solar power. She explained that the Commission needs to establish a very strong vision of what they would like to see in the future regarding solar farms that will be included in the plan and strong, clear goals.

Mr. Wilson stated that because Wythe County does not have zoning, it has to be included in the comprehensive plan.

Mrs. Sloan’s suggestion is that the county adopt a formal policy that sets forth the required procedures for considering solar farms within the county.
Mrs. Sloan asked the Commission to give her an opportunity to present the plan for the Commission’s review.

**EX-OFFICIO REPORT**
Mrs. Lawson reported that the Board of Supervisors reported not to fund the APEX for the next quarter.

**APEX**
The Commission reviewed the Appalachian Regional Exposition Center Authority meeting minutes from November 18, 2021.

**ASSISTANT COUNTY ADMINISTRATOR’S REPORT**
Mr. Hankins reported that the state funded the fiber to the home broadband project. He stated that within the next 24 months all unserved and underserved areas will have broadband.

**CANNERY**
Mr. Wilson inquired if there was any COVID funding for the establishment of a new cannery.

Mr. Hankins stated if there was additional funding the Board of Supervisors would need to make the determination how it would be allocated.

**ADJOURNMENT**
With no other business to come before the Commission, a motion was made by Mr. Wilson to adjourn the meeting. The motion was seconded by Mrs. Lyall and passed.

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Robert H. Walk, Chair
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Total Number of Parcels: 0

Selection Criteria: DateCompleted(12/29/2021 to 2/02/2022), Sorted By Landowner Name
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 2/3/2022
Re: Adjoining Owner/Lot Line Revision – Atkins/Gravely

Daniel & Diana Atkins; Daniel Atkins; and Mark & Jessica Atkins recently subdivided their 27.652 acres and conveyed 0.240 acres to their adjoining owners, Darrell & Tina Gravely. Simultaneously Mr. and Mrs. Gravely, through a lot line revision, combined their existing 19.659 acres with the 0.240 acres they received to create a new combined lot of 19.899 acres.

Revised Lot 1 of 19.899 acres will continue to be utilized for residential/forestall purposes and is served by private sewer and private water. Revised Lot 2 will continue to be utilized for residential/forestall purposes.

Both properties have adequate state road frontage to meet the ordinance requirements.

Staff will answer any questions that the Commission may have regarding this division.
Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 2/3/2022
Re: Adjoining Owner/Lot Line Revision – Morgan/Arnold

J.W. & Jeri Morgan and Ronald & Jill Arnold recently subdivided their property located along Sheffey School Road, SR 813, to convey property to one another through an adjoining owner division. In addition, these landowners through a lot line revision combined the property they received with their existing property.

Mr. and Mrs. Morgan have a revised Lot of 8.262 acres (Revised Lot 2) and Mr. and Mrs. Arnold have a revised Lot of 1.336 acres (Revised Lot 1)

The existing home on Revised Lot 1 is served by private sewer and public water and any future development on Revised Lot 2 will be served by the same. Revised Lot 1 will continue to be utilized for residential purposes and Revised Lot 2 will continue to be utilized for residential/agricultural purposes.

Both properties have adequate state road frontage to meet the ordinance requirements.

Staff will answer any questions that the Commission may have regarding this division.
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February 2022
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Lead Mines Rescue Squad:
2. Cody Jackson and Billy Bowers made significant changes to the layout. Preliminary sketch will be drafted and delivered to Cody and Billy to sign off on before an engineering firm is hired to finish the new design.
3. Additional cost for changes to the floor plan is $65,100.
4. PO issued after discussion of re-bidding.
5. Footing to be dug the week after Thanksgiving.
6. Cut sheets being reviewed.
8. Footing Poured. Slab will be poured after Christmas.
9. Building has been delivered.
10. Pad has been poured.

Wythe County Office Building Project:
1. Finishes selected. Server Room Added. Preliminary plans received.
2. Lori and Billy are reviewing finishes and final design of Treasurer area.
3. Plan will be ready for review next week as per Doug Williams.
5. Specifications and Plans will be ready for Bid in January.
6. Specification have been delivered. Review is ongoing.
7. Plans and specs will have to be corrected before an advertisement goes out.

Klockner Pentaplast:
1. Grading complete. Footings are being poured. Soil stockpile is not being stabilized. Town of Rural Retreat may use some of the stockpile for their Farmers Market Project.
2. Stockpile has been stabilized but more grading is ongoing on the stockpile as per inspection 9-21-21

Town of Rural Retreat – Farmers Market Project:
1. E&S permit was issued.

Town of Rural Retreat – Sewer Line:
1. Plans being reviewed.
2. E&S Permit NO application fill out.

Smoking Guns:
1. Plans Approved for E&S.
2. Peed & Bortz working on DEQ approval.
3. DEQ Approved Plans for Stormwater.
4. Kyle will need to review and approve his building plans now.
5. No building plans issued for this project.
6. Grading/Filling has begun.
7. Graded area is larger than the permitted plans. GIS confirms.
8. New Plans have been submitted. Review is ongoing.

Wytheville Solar – Lovers Lane:
1. Plans Approved for E&S
2. Contractor is “potholing” to attempt to categorize rock.
3. Laydown area being review by the Town of Wytheville.
4. DEQ SWM Permit Issued. Wythe County E&S Permit Issued.
5. Construction grading is underway.
6. A few E&S issues mainly because of the plans.
7. Contractor Continued to work without having all E&S controls in place. STOP WORK issued 11-15-21.
8. DEQ inspected along with the County. Comments are coming.
9. Town of Wytheville issued STOP WORK for their portion of the project.
10. Inspected with DEQ.

Savion Solar – Foster Falls:
1. No plans have been submitted. Meeting requested. NO movement on this project.
2. Matt Hankins has produced a Siting Agreement to present to Savion.

Chuck Neal -New River Marine:
1. Approved E&S Plans to get this moving. Waiting on DEQ.
2. Inspection shows much improvement with stabilization vegetation.
3. No movement on project. An inspection shows that the site is stabilized but DEQ is still owed plans.
4. DEQ visited the site again.

Speedway Truck Stop at Exit 84:
1. Preliminary Engineering underway. Don and I reviewed the first set of plans and believe it can be
accomplished in a much more cost-effective way. Meetings are ongoing.
2. No movement to on this project.
3. Project has been cancelled.

Abilene Trucking:
1. 2nd set of plans have been reviewed and comments submitted.
2. A lot of comments by DEQ. They want to truncate plans for 30 stalls or find local firm to complete DEQ
requirements.
3. I recommended they utilize the existing SWM structure.
4. DEQ reviewing the site. Peed & Bortz asking for Flooding information. I have not received updated plans.

Coffee Shop in Fort Chiswell:
1. Preliminary plans submitted.
2. Conversations with Andrew Johnson ongoing.
3. No Movement on this project.
4. Subdivision Map reviewed by Michelle. Lot appears to be legal.

Blue Star NBR
2. 2nd Submission is being reviewed now.
3. Plans Approved for Erosion and Sediment Control. Waiting on DEQ.

Dixon Camp Ground
1. Site reviewed. Owners did not comply with RV ordinance, E&S ordinance, and building code.
2. Letters issued by Engineering Department, Planning Department, and Building Official.
3. Second notice letter sent from Engineering Department.
4. Email from Mr. Dixon states that an Engineer has been hired.

Cell Tower
1. New Cell Tower proposed on Old Stage Road near the railroad crossing.

Speedwell Landfill:
1. Gun Range for Sherrif’s office – Engineering Dept to design the preliminary engineering site plan with
Erosion and Sediment Controls and additionally to present to DEQ for review to make sure we do not
violate existing permits with DEQ.
VDOT:
1. STARS Study for I-81 exits 77 and 80 – No movement- New meeting to be scheduled in October.
   b. Survey was issued. No word on the results.

2. Revenue Sharing Projects- Pre-Applications Submitted. Full applications being worked on.
   New Revenue Sharing Projects:
   1. Griffith Knob Lane – Working with Kirk Chamberlain and VDOT.
   2. Ghent Lane – No Right of Way found for existing road yet.

   Approved 2021:
   a. Muskrat – VDOT approved, but part of the road is too steep for VDOT standards.
   c. Meetings Planned for February 2022.

   Approved 2019:
   a. Bentwood Drive 0.80 miles, Cost Est. $149,815
   b. Orion Drive 0.14 Miles, Cost Est $34,952 At 10-19-21 B&G Meeting, the county will add $7500 because of the importance of the road to the water department. Calculations revised. Tax District Created.
   c. Penwood Lane 300 Feet $35,000
   d. Staff Street – Lead Mines Estates is moving forward with construction on their own. Letter to VDOT. Done. Tax district created.

   NOT Approved or Cancelled:
   a. Calico rejected – Entrance Site Distance.
   b. Peacehaven – VDOT-does not meet VDOT standards at this time (Note on Plat)
   c. Dyer – Residents not willing to invest.
   d. Newground – VDOT cannot approve, too steep. Only one house could be served.
   e. Beetle Spinner - Residents not willing to invest.
   f. Pine Brook and Timberland - VDOT approved - Cancelled


APEX:
1. Ready Mix Road Deed of Release recorded; working with Pam at VDOT to finish the revenue sharing project for Ready Mix Road.
2. R/W plat produced. Comments from Planning Department being addressed.
3. Subdivision created to show the conservation easement, and keep the stormwater ponds on the site with the building and the barn. Comments from the Planning Department being addressed.

Austinville WWTP and Conveyance System:
2. Working on Certified Payrolls.
3. EC Pace is on schedule.
4. Citizens have issues with site being untidy.
5. Rain from Tropical Storm Fred stopped work for the whole week starting Monday August 16, 2021.
6. Conveyance system upgrades nearing completion.
7. WWTP work just getting underway.
8. Specifications were not followed. Calling for cameras to be run in the piping as specified. Low points in the pipe bursting lines. Sewage backing up.
10. Overrun on pavement not justified by Engineering (Project Manager)

JPSA
2. Tim called. They are ready to go out for Bids and Martha will be advertising.

DEQ:
1. Finished the Certification for Erosion and Sediment Control Inspector
2. Testing scheduled for Sept. 28th
3. Passed the test.
4. Have to start preparing for Program Administrator Testing next.
The Appalachian Regional Exposition Authority held a joint meeting with the Wythe County Board of Supervisors on Thursday, December 16th, 2021 at 6:02 p.m.

**Members Present**
Betsy Gillman, Vice Chairman
Jamie Wyatt
Barry Ayers
Bob Litton
Shannon Ball
Tam Topham – arriving at 6:30 p.m.

**WORK SESSION**
The APEX Authority Board discussed with The Board of Supervisors about their scheduled events, operations, and financials. The APEX also discussed with The Board of Supervisors new ways of bringing more revenue to the APEX Center, through new services that may be offered. The APEX Board also told The Board of Supervisors that they are working on a business/vision plan and would like to present a draft to the Board after the new year. Also, the Board of Supervisors asked for financial reports be submitted on a regular basis. Vice Chairman Gillman stated that the financials would be ready on the 21st of the next month and would that be acceptable. The Board of Supervisors stated yes.

The APEX Board recessed until Tuesday December 21, 2021, at 6:00 p.m. for their regular meeting.

The Appalachian Regional Exposition Authority reconvened regular meeting, with a quorum on Tuesday, December 21, 2021, at 6:00 p.m., at the APEX Center, 200 Apex Drive, Wytheville, VA.

**MEMBERS PRESENT**
Betsy Gillman – Vice Chairman
Jamie Wyatt
Barry Ayers
Tam Topham
Shannon Ball
Bob Litton
**STAFF**
Jenna Lewis – Administrative Assistant

**INVOICES**
A motion by Mr. Litton made to approve the presented invoices, seconded by Mr. Wyatt. All ayes, motion passed.

**APPROVAL OF MINUTES**
A motion was made to accept the minutes from the December 6, 2021, with a few changes, by Mr. Ayers with a second by Mr. Wyatt.

**OLD BUSINESS**
Ms. Lewis will write a letter of appreciation to Mr. McRoberts, outgoing Board of Supervisor, for all his support and help to the APEX Center.
APEX WIFI shows that there is no outside connection. Vice Chair Gillman will call Shentel and Todd Catron at the County to see if it someone could check it out.
Several of the APEX Board members and friends have cleaned the tarp for the dirt floor. Discussion was on where and how to hang for best protection and easy to use when needed.
Mr. Topham made a motion to receive three bids for building a rack for the tarp to go into the barn and bolt it in. Needs to be off ground. 4’ and ten’ high. Another suggestion was to look at using trailer with two beams. Mr. Litton seconded motion.
All ayes, motion passed.
The handicap lift needs to be removed from the arena, as it is not being used.

**NEW BUSINESS**
Mr. Topham noticed a pile of burned pallets and nails that need to remove.
Dodson Exterminators have been called to take care of the unwanted creatures.
Concession Stand contracts need to be reviewed and new contracts made up.
Mr. Topham suggested calling Justin Stone to come to our meeting to talk about a part-time position.
Mr. Topham asked about getting 10 to 12 AEP poles donated to the APEX to use as holders for our livestock panels. He suggested checking with WCC’s Power Line Class about their old AEP poles that they have discarded. Vice Chair Gillman will check with Mr. Hughes about this project.
APEX Authority needs to send financials to the Board of Supervisors as soon as received.

Mr. Wyatt made a motion to accept the clear bag policy with a second from Mr. Litton to start January 1, 2022. All ayes, motion passed.

A suggestion has been made to put new signs on the Tractor Trailer and what we could use to catch Interstate traffic’s attention. Mr. Topham stated that this would be a way to give promoters an opportunity to use the trailer signage for their events.

Mr. Topham is going to check into a used sign for the APEX Center.

Mr. Ayers made a motion to adjourn the meeting and Mr. Litton seconded.

________________________________________________________
Betsy Gillman, Vice Chair

_____________________________________________
Jenna Lewis, Secretary/Treasurer
Dear Matt and Michelle

Aaron is now ready to present the Agricultural economics findings for the Comprehensive Plan.

We will not be available the evening of February 7, but would offer as an alternative a zoom presentation, at a convenient time for Planning Commission, so we can address this issue and discuss its implications on the comprehensive Plan.

Aaron is available to make this presentation February 10 or 15, at a mutually convenient time. Please let us know the optimum time.

thanks and best regards,

David P. Hill, ASLA
Hill Studio
120 West Campbell Avenue
Roanoke, VA 24011
Tel: 540-342-5263
Cell: 540-397-2199
www.hillstudio.com