1. DETERMINATION OF QUORUM AND CALL TO ORDER  Mr. Walk

2. PLEDGE OF ALLEGIANCE

3. CITIZENS TIME

4. MINUTES OF PREVIOUS MEETING - June 7, 2022

5. ASSISTANT COUNTY ADMINISTRATOR’S REPORT  Mr. Hankins
   i. Planning Department Staffing Plan
   ii. Comprehensive Plan
      a. Set date for review work session II
      b. Schedule next work with Hill (August 1?)
   iii. Calendar
   iv. Staff recognition

6. SUBDIVISION ORDINANCE  Mr. Hankins
   i. Subdivision Plat Report
   ii. Minor Subdivisions
      1. Clewlow

7. COUNTY ENGINEER REPORT  Mr. Kincer

8. EX-OFFICIO REPORT  Mr. Burnett

9. RECESS
   a. Recess to work session, date determined by Commission
June 6, 2022

The Wythe County Planning Commission held its regular monthly meeting on Monday, June 6, 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
Garry Rusty Beamer
Douglas E. Wilson
Heidi D. Lyall
Christopher C. King
David P. Midkiff

MEMBERS ABSENT
Robert A. Epperson

OTHERS PRESENT
K. Michelle Cassell, Assistant Department Head
Johnny Kincer, County Engineer

DETERMINATION OF QUORUM AND CALL TO ORDER
Chair Walk determined that a quorum was present and called the meeting to order. The Commission said the pledge of allegiance.

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. King to approve the May 2, 2022 minutes as presented. The motion was seconded by Mr. Wilson and passed.

SUBDIVISION ORDINANCE


2. Minor Subdivisions – The Commission reviewed subdivision plats showing minor subdivisions approved by Ms. Cassell for the following:
   - Howard and Francis Porter
   - Arthur Jackson Lawrence, Jr.

3. Lot Line Revisions – The Commission reviewed subdivision plats showing lot line revisions approved by Ms. Cassell for the following:
- Christopher and Penny Palmer
- J.D. Boone Estate

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

**ENGINEER REPORT**
The Commission reviewed the County Engineering report dated June 1, 2022. Mr. Kincer reported on Lead Mines Rescue Squad Project; Wythe County Office Building Project; Franklin Street Building; Town of Rural Retreat – Farmers Market Project, Sewer Line and Sidewalk; Klockner Pentaplast; Smoking Guns project; Wytheville Solar – Lovers Lane; Savion Solar – Foster Falls; New River Marine; Dixon Campground; Abilene Trucking; Lots Gap Water Tank, Inflow/Infiltration for FC Reed Creek Sewer Lines; Barrett Mill Road Water Line; FC Sewer Extension Down Highway 52; JC Weaver – Parking Lot Excavated Across From Haunted Mansion; Coffee Shop in Fort Chiswell; Blue Star NBR; Musser Lumber; VDOT Projects; APEX; Austinville WWTP and Conveyance System; JPSA; and DEQ.

**SOLAR**
Mr. Kincer reported receiving plans for the 800-acre solar site in the Foster Falls area from Savion. He stated that the building permit fee structure has been revised for solar projects. Mr. Kincer reported that the building permit fee for the first solar project was six figures. He advised that Mr. Hankins is working on a site agreement that has proffers.

Mr. Kincer stated that it takes a considerable amount of time to inspect a solar farm project.

**COMPREHENSIVE PLAN**

1. **Amendment to Existing Comprehensive Plan** – The Commission reviewed a memorandum to the Board of Supervisors from Mr. Kincer dated June 3, 2022 regarding the VDOT Project I-81 Exit 77, Resolution of Support and Comprehensive Plan. In addition the Commission reviewed the proposed drawing of the Exit 77 recommended alternative and resolution of support.

Mr. Kincer explained that the Planning Commission must conduct a public hearing to consider amending the transportation section of the existing Comprehensive Plan.

After discussion, the Commission unanimously concurred to conduct a public hearing at 7:05 on July 5th to consider amending the transportation section of the existing Comprehensive Plan.
2. Proposed Comprehensive Plan – The Commission reviewed the first draft of the proposed Comprehensive Plan provided by Hill Studio.

The Commission concurred to conduct a work session on June 22nd beginning at 6:00 p.m.

APEX
The Commission reviewed the Appalachian Regional Exposition Center Authority meeting minutes from April 5, 2022.

RECESS
With no other business to come before the Commission, a motion was made by Mr. King to recess the meeting until June 22nd at 6:00 pm. The motion was seconded by Mr. Midkiff and passed.

________________________
Robert H. Walk, Chair
Wythe County Job Description: Planner I

**General Description:** This is a professional position. The incumbent performs complex tasks related to the review and processing of Planning applications and serves as the primary customer service contact for questions regarding property information and uses, variances, subdivisions, and site plans. Types of applications include construction plans, commercial site plans, subdivision plats, landscaping and lighting plans. Duties involve regular contact with the public, engineers, surveyors and developers, as well as technical support to the Planning Commission and Board of Supervisors.

**Organization:** The Planner position is an entry level technical community development position. Incumbents report to the Assistant County Administrator and supervises no staff. Planners may receive workflow direction and input from the County Administrator, Assistant County Administrator, County Engineer or Utilities Director.

**Essential Functions:**
- Serves as primary contact for questions regarding property information, land use, special exceptions, variances, subdivisions, and site plans. First point of contact with citizens, developers, and licensed professionals seeking guidance, permits and land use approvals from the Planning Department.
- Reviews planning and development applications, plats, surveys, instruments and documents for approval/revision.
- Assists applicants, engineers, surveyors and developers with development questions.
- Serves as staff liaison for the Planning Commission. Leads meetings of Planning Commission as directed.
- Prepares reports and supporting graphic display materials for the Planning Commission.
- Maintain meeting schedules, status of cases, and other critical reports/forms.
- Enters case information into computerized tracking software.
- Works with surveyors, engineers, architects and other licensed professionals to conform proposed developments to County Ordinances.
- Develops and enforces such ordinances as the Board of Supervisors may adopt regarding land use, planning and community development.
- Performs initial processing and review of applications for accuracy and completeness, prepares correspondence to applicants on acceptance or refusal of applications.
- Presents new applications to relevant staff for review of completeness.
- Performs special projects/analyses as assigned.
- Manages department website, updates content periodically, posts case information to the website calendar for Planning Commission and Board of Supervisors meetings.
- Leads site plan and subdivision inquiries and processing of applications, providing direct customer service to property owners, developers, attorneys and agents.
- Ensure timely processing of applications and coordinates comments of reviewing agencies.
• Files and records documents such as plats with the Circuit Court Clerk’s office.
• Assists with implementation, review, update of Comprehensive Plan, as needed.
• Reviews stormwater management and Erosion & Sediment Control (E&S) plans and permits in coordination with the County Engineer.
• Serves as an E&S inspector, conducts Erosion & Sediment Control site inspections in compliance with Commonwealth regulations, writing reports, requiring contractor action and issuing stop work orders as needed.
• Serves as a planning and project interface with the Mount Rogers Regional Planning Commission staff.
• Coordinates data with Geographic Information Systems, Commission of the Revenue, assessors, Clerk of the Circuit Court and other County departments as required.
• Records final approved plats with the Clerk of the Circuit Court.
• Performs related work as assigned.

Working Conditions:
A. Hazards: None Known
B. Environment: Office with some field work for site inspections, E&S inspections, condition verifications and development reviews.
   · Field - Requires some travel to work sites.
C. Physical Effort: Some walking, standing, climbing and carrying, with generally light physical exertion.
D. Exempt from overtime.

Knowledge, Skills and Abilities: Requires a general knowledge of the principles and practices of urban and regional planning. Knowledge desired of recent developments in the field of County Planning. Knowledge of comprehensive planning, zoning, land development and engineering practices preferred. Must be able to analyze and compile technical and statistical data. Must be able to read and interpret maps, plats, deeds and other land use instruments. Survey experience or exposure desired but not required. Ability to communicate effectively both orally and in writing is required.

Education, Experience and Training: Bachelor’s degree in Planning or a related field and three years of professional experience required. Experience reviewing zoning applications, subdivision construction plans and plats, site plans, and public customer service experience preferred.

Special Conditions:
· Valid Commonwealth of Virginia Driver’s License
· Criminal Records Check
· Work beyond normal work schedule
· Twelve-month probationary period
POSITION ANNOUNCEMENT
Wythe County Planner

Wythe County is growing, and needs a planner to lead our team’s land use & development. The recent announcement of Blue Star NBR’s $714 million investment to create 2,464 jobs means local government, developers, landowners, industries and commercial interests are looking for innovative and creative ways to meet expected housing demand, future industrial growth and long-term healthy development of the County. Wythe County desires a responsive, creative individual to help us approach these challenges.

Recent investments by Klockner Pentaplast, Musser Lumber, Traeger, STS Group and others put the County in a growth trajectory, building a regional employment magnet at the crossroads of Interstates 77 and 81. This position is a reconfiguration of the Planning Department after a retirement, so the candidate selected will have the opportunity to forge new paths in local planning.

The position works at the direction of the Planning Commission and the Assistant County Administrator. This full-time professional position is exempt from overtime, with pay dependent on experience. The County offers paid annual and sick leave, health insurance, Virginia Retirement System and optional benefits.


Wythe County is an equal opportunity employer.
<table>
<thead>
<tr>
<th>Landowner</th>
<th>Subdivision Name</th>
<th>Surveyor</th>
<th>Parcels</th>
<th>Submitted</th>
<th>Completed</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td>McClain, Melissa</td>
<td>n/a</td>
<td>Hurt &amp; Proffitt Inc.</td>
<td>5/17/22</td>
<td>6/06/22</td>
<td>Speedwell</td>
<td></td>
</tr>
<tr>
<td>Via's, Charles</td>
<td>n/a</td>
<td>Blue Ridge Surveying &amp; Mapping</td>
<td>1</td>
<td>5/20/22</td>
<td>5/31/22</td>
<td>Fort Chiswell</td>
</tr>
<tr>
<td>Clewlow, Teresa &amp; Roy</td>
<td>n/a</td>
<td>Hurt &amp; Proffitt Inc.</td>
<td>2</td>
<td>6/13/22</td>
<td>6/22/22</td>
<td>Lead Mines</td>
</tr>
</tbody>
</table>

**Total Number of Parcels:** 3

Selection Criteria: DateCompleted(5/31/2022 to 6/30/2022), Sorted By Date Completed
Lead Mines Rescue Squad:
1. Pad has been poured.
2. Building addition is complete. Inside work; framing, electrical, HVAC started.
3. Fire wall being discussed.
4. Working with contractor for options.
6. Still have plumbing issues but sheet rock is being hung.

Franklin Street Building
1. Developing drawings, scope, estimate, advertisement and bid documents for roofing retrofit.
2. Drawings approved by Stephen. Bid documents, Contract, and Advertisement with plans to be advertised soon.
3. Bid are in. Colt Simmons is the apparent low bidder with $98,025 Bid.

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
3. Finishing up the building. Grading and Stabilization needed.

Town of Rural Retreat – Farmers Market Project:
1. E&S permit was issued.
2. Work has begun.
3. Materials being delivered.
4. Erosion issues noted and inspection report sent to Town of RR.
5. Hay bales have been installed.

Town of Rural Retreat – Sewer Line:
1. Plans being reviewed.
2. E&S Permit NO application fill out.
3. Permit application completed.
4. Work has begun near RRHS football field.

Town of Rural Retreat - Sidewalk
1. Plans being reviewed for Sidewalk improvements on Main Street and Baumgardner.
2. Sidewalk work has begun.
3. Still trying to get the town to get a permit.
4. Contractor continues to work.
5. Work continues.

Smoking Guns:
1. New Plans have been submitted. Review is ongoing.
2. Revised Plans approved.
3. Another revision requested but no plan have been submitted.
4. Revision approved. Plat received. Working with AARON.
5. Plat reviewed at the site. Arron agrees that the Overhead utility line is the approximate property line.
Wytheville Solar – Lovers Lane:
1. Inspected with DEQ. Enforcement and fines levied.
2. Solar panel being installed.
3. Inspection reports sent to Mr. Crowgey.
5. Site is functioning. Grass is being planted to stabilize the site for Erosion Control

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.
3. Plan are being compiled.

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.
5. I received plans on April 4th. Comments on plans sent out April 19th.
6. Working with Peed & Bortz and Abilene Engineers and Contractors.
7. Plans approved by DEQ and WC.
8. Permits being assembled by Rhonda. Work to start soon
9. Pre Construction meeting scheduled July 5th.

Coffee Shop in Fort Chiswell:
1. New lot at Exit 77 is being reviewed by the company now.
2. Pre design meeting with Kyle Taylor, Myself and Engineers.

Blue Star NBR
1. Railroad project has been bid and awarded.
2. Working on Exemptions for Stormwater and E&S permits from DEQ.
3. Clearing of brush required for existing sewer line.
4. Area cleared to help position new pump station revised location.
5. Pump Station moved out of wetlands.
6. Peed & Bortz working on DEQ comments.
7. Working with M&H and T-Diamond Bar to retrofit the existing ponds with dewatering devices as per DEQ.
8. Working with M&H and T-Diamond Bar to get the paperwork and the erosion control up to specification.
9. Working with Peed & Bortz to get Erosion and Sediment Control plans approved for Rail, Pump station and Force Main.
10. Site work continues. Rail, Force Main and Pump station to start soon.
11. Steel being set for sand blasting area and painting area.
12. Heavy steel being set for 1st Production building.
13. FM, PS, Rail all have approved DEQ Plans. NTP issued. Work to begin soon.

Lots Gap Water Tank:
1. Working with Thrasher Engineers and coordinating with the Town of Wytheville.
2. Walked proposed alignment with Engineers. Proposed alternated alignment. Thrasher comparing alignments and getting a contractor to estimate cost differences.
3. Plans to be finished by August 2022

Inflow/Infiltration for FC Reed Creek Sewer lines.
1. Working with Thrasher Engineers.
2. Plans almost complete. Project will be bid soon.
3. Plans sent to DEQ.

FC Waste Water Treatment Plant Expansion:
1. Working with Thrasher Engineers.
2. Plans to be finished August 2022
Barrett Mill Road Water Line
1. Development Project.
2. Rural Development to fund the part of the project. Closing soon on loans.

FC Sewer extension down Hwy 52
1. Project being developed

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. 
5. No plans received. 
6. Letter drafted to send to Dixon regarding fines. 
7. Lawyers reviewing letter.

JC Weaver- Parking lot excavated across from Haunted Mantion
1. No plans received. 
2. Letter drafted to send to Dixon regarding fines. 
3. Lawyers reviewing letter.

Musser Lumber
1. Phase 2 Expansion plans received. Review on going. 
2. Phase 3 log yard is being designed. Working with Mick Musser. 
3. Another building going up. 
4. No plans on Log yard yet. Existing site plan revised again. 
5. Next phase approved. New Permits will be issued as soon as the owner applies.

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. 
   c. Work session with Wythe County on Feb, 10th. 
   d. Smart scale pre application submitted. Need Resolution of support from the County and the project needs to be a part of the Comprehensive Plan. Deadline is August 2022. 
   e. County to meeting one more time with VDOT before drafting a Resolution of Support and inserting the project into the Comprehensive Plan 
   f. Smart Scale Application updated with Comp Plan and Resolution of Support. 
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. 

   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.
4. Termination of SWM Permit application submitted waiting for DEQ.

Austinville WWTP and Conveyance System:
1. Schedule 1 for DEQ/VRA disbursement submitted.
3. Project PER has been revised. DEQ will help fund main trunk line and South Side of Staff Street.
4. Camera to be ran through main trunk Line and project to be designed soon by Matter and Craig.
5. Revised PER dues next week.
6. Line item transfer of fund required and letter of Self Certification required to DEQ

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.
5. Passed the Combined Administrator Test (The County is legal now as far as DEQ requirements).

Applied to renew Certified Energy Manager with existing Continuing Education documentation.