AGENDA
Monday, August 1, 2022
7 p.m.

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

II. INVOCATION & PLEDGE OF ALLEGIANCE

III. CITIZEN’S TIME

IV. MINUTES OF PREVIOUS MEETINGS - July 5, 2022 (continued July 13, 2022)

V. SUBDIVISION ORDINANCE REPORT Mr. Hankins
   A. Subdivisions
   B. Minor Subdivisions
      1. Recorded July: None
      2. Pending: Watts, Huddle Road; John D. Boone Estate, Speedwell
   C. Lot Line Revisions
      1. Recorded July: None
      2. Pending: Dillon Estate, Hill Circle
   D. Adjoining Owner
      1. Recorded July: Winans/Hite, McGavock Lane
      2. Pending: Kidd/Collins; Worrell Estates
   E. Family Subdivision
      1. Recorded July: Barbara Davidson Estate
      2. Pending: None.
   F. RIGHTS-OF-WAY ABANDONMENT
      1. Recorded: None
      2. Preliminary: Max Meadows, Austinville (no applications yet)

VI. AUGUST CALENDAR

VII. COUNTY ENGINEER REPORT Mr. Kincer

VIII. COMPREHENSIVE PLAN Mr. Hankins

   1. Schedule final preliminary work session

IX. ASSISTANT COUNTY ADMINISTRATOR’S REPORT Mr. Hankins

X. EX-OFFICIO REPORT Mr. Burnett

XI. ADJOURNMENT/RECESS
The Wythe County Planning Commission met in recessed meeting Wednesday, June 22, 2022 at 6 p.m. at the County Administration Building, 340 South Sixth Street, Wytheville. The purpose of the meeting was to review, discuss, edit and improve the draft Comprehensive Plan presented to the Commission by contractor Hill Studio.

The Commission gave direction to staff, covering pages 1-76 of the draft. Staff is to provide responses to Hill Studio for revision, and comments will be documented in a separate document.

One significant discussion was about solar farms, solar siting and alternative energy facilities. Some Commissioners expressed support for developing land use protections to protect prime agricultural land use and manage alternative energy facilities, medical marijuana dispensaries, sexually oriented businesses and corridor development, among others.

Having reviewed more than half of the draft plan and provided direction to staff, the Commission, on motion of Ms. Lyall and second of Mr. Epperson, adjourned to its next regular meeting date, July 5, 2022.
The Wythe County Planning Commission held its regular monthly business meeting Tuesday, July 5, 2022, in the Wythe County Administration Building Auditorium at 340 South Sixth Street, Wytheville, Virginia. Chairman Robert Walk called the Commission to order at 7:08 p.m., with all members present except Heidi Lyall (vacation). Board of Supervisors Ex-Officio Member Jesse Burnett was present. Staff present included Assistant County Administrator Matthew Hankins and County Engineer Johnny Kincer.

The Commission opened the meeting with the Pledge of Allegiance to the United States Flag.

Mr. Walk opened a scheduled public hearing for public input changes to the current Comprehensive Plan regarding proposed VDOT improvements to Exits 77 and 80. Mr. Hankins indicated that VDOT determined all required elements for funding applications are covered in current Comprehensive Plan and no changes are necessary.

With no one to speak on the matter, Mr. Walk closed the hearing and the Commission took no further action.

No one attended to speak during citizen’s time.

Mr. Midkiff moved the Commission approve the minutes of the June meeting as presented. Motion was seconded by Mr. Wilson and approved by unanimous voice vote.

Mr. Hankins presented the Assistant County Administrator’s report, starting with the status of the County effort to replace retired assistant department head Michelle Cassell. Mr. Hankins reviewed the job description and changes to the position duties and requested Commissioner input by email regarding the position. Mr. Hankins asked that the Chair or another commissioner serve on the interview panel. Staff and Commissioners discussed potential recognitions and times for Ms. Cassell.

Mr. Hankins reviewed the June 22 work session, and asked the board to set its next work session. The Commissioners discussed a date and selected July 13 at 6 p.m. Mr. Hankins will compile comments and submit to Hill Studio for review and revision to the draft Comprehensive Plan.

Mr. Hankins provided responses to Commissioner questions on fiber-to-the-home broadband expansion, the new County budget, the new middle school project at George Wythe High School, Bristol Casino gaming tax proceeds and County efforts to promote local and regional tourism.

The Board reviewed the subdivision report and asked for format revisions for the next meeting.

Mr. Kincer gave his Engineer’s Report, and Mr. Burnett gave a Board of Supervisors report. With no further business to transact, the Commission recessed its meeting to a July 13, 2022 work session at 6 p.m.
The Board resumed its recessed meeting at 6 p.m. July 13, with all members present except Mr. Wilson (illness). Commissioners resumed their review of the Comprehensive Plan Draft where they left off on June 22.

Planning Commission discussed a draft resolution authorizing Mr. Hankins and Mr. Kincer to approve and sign subdivision plats on the Commission’s behalf. On motion by Mr. Midkiff and second by Mr. King, the motion passed on unanimous voice vote.

Commissioners worked on the plan draft from pages 77 through 98, providing input to staff to direct Hill Studio for revision and expansion of the draft Comprehensive Plan.

With no further business to transact, the Planning Commission adjourned at 8:42 p.m. until its next regular meeting at 7 p.m. Monday, August 1, 2022.
RESOLUTION

WHEREAS, the Planning Commission of Wythe County, Virginia, is the agency designated by the Wythe County Board of Supervisors to oversee the subdivision, platting and revision of real property, as set forth in County Ordinances; and

WHEREAS, Matthew Hankins serves as the assistant Wythe County Administrator and as a staff member supporting the Planning Commission, with over ten years of experience as a planner, municipal planning & zoning administrator, plan reviewer, subdivision agent and erosion & sediment control inspector; and

WHEREAS, Johnny Kincer serves as the Wythe County Engineer, is a certified and licensed engineer with experience in surveying, drafting, design, engineering, plan review and erosion & sediment control and stormwater management administration; and

WHEREAS, Wythe County is currently without full-time planning staff and the Planning Commission is in need of administrative support to facilitate plan review, tracking, approval and recordation in accordance with the Subdivision Ordinance of Wythe County;

NOW, THEREFORE, BE IT RESOLVED by the Planning Commission of Wythe County, Virginia, assembled in recessed meeting this 13th day of July, 2022, does hereby appoint Assistant County Administrator Matthew Hankins and County Engineer Johnny Kincer to act, jointly or separately, on its behalf in the ordinary approval and recordation of all subdivisions, lot line revisions and real property changes for which a vote of the Planning Commission is not required, and to sign all plats and real property alterations in place of the Chair if so required for expediency.

Robert Walk, Chair
Wythe County Planning Commission

July 13, 2022
Date

Attest:

David Midkiff, Vice-Chair
Wythe County Planning Commission
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**August 2022 Meeting Calendar**
Engineering Department Status Report
Date: July 21, 2022

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.
7. Drop Ceiling being installed. HVAC being installed.
8. Wrong heaters installed. Working with contractor.
9. Staff wants one thermostat instead of 3 for heaters. Need to ask Cody how he wants the thermostats.

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. Bids are in. Colt Simmons is the apparent low bidder with $98,025 Bid.
4. B&G committee will recommend to the BOS to reject all bids. Rebid with the now much lower materials costs.

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.
4. Final Grading underway.

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
6. DEQ fined Caden Energeix $68,000

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.
10. Site is under Construction. Parker Design Group handling SWPPP. Wythe County will handle the E&S inspections.

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.
14. FM and PS are under construction. Rail to start I a few weeks.
15. Thomas Roach to be Resident Inspector for both Projects. I will manage SWPPP for both projects.

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.
4. County awarded 75% principal forgiveness for the project by DEQ ($906,000)

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.
3. Peed & Bortz starting design

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.
   g. Smart Scale application updated with MR PDC Comp. Econ Dev. Strategy

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. I am still inspecting for E&S every 2 weeks.

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
  7. DEQ schedule one to be submitted for finalizing the project.
  8. Final Docs sent to DEQ for approval.
  9. CCTV finish. Application to be submitted to DEQ by July 29 for Amendment #1.

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.