AGENDA
Tuesday, September 6, 2022, 7 p.m.

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

II. INVOCATION & PLEDGE OF ALLEGIANCE

III. CITIZENS TIME

IV. MINUTES OF PREVIOUS MEETINGS - August 1, 2022 (continued August 24, 2022)

V. CLOSED SESSION
   a. In accordance with Code of Virginia § 2.2-3711, the Planning Commission will hold a  
      closed session to consider a prospective candidate for employment (county planner).

VI. SUBDIVISION ORDINANCE REPORT  
   Mr. Hankins
   a. Minor Subdivisions
      i. Recorded: Watts, Huddle Road; G&G Properties, Peppers Ferry
      ii. Pending: John D. Boone Estate, Speedwell; Spraker Estate, Speedwell
   b. Lot Line Revisions
      i. Recorded: Dillon Estate, Hill Circle
      ii. Pending:
   c. Adjoining Owner
      i. Recorded: Worrell Estates, Ft. Chiswell Road
      ii. Pending: Kidd/Collins; Meuten-Wandering Star; Barber/Allen-Bottomley
   d. Family Subdivision
      i. None recorded this month or pending.
   e. RIGHTS-OF-WAY ABANDONMENT
      i. Recorded: None
      ii. Preliminary: Max Meadows, Austinville (no applications yet)

VII. AUGUST CALENDAR

VIII. COUNTY ENGINEER REPORT  
      Mr. Kincer

IX. COMPREHENSIVE PLAN  
    Mr. Hankins
    i. Schedule work with Hill Studio

X. ASSISTANT COUNTY ADMINISTRATOR’S REPORT  
    Mr. Hankins
    a. Revenue Sharing Roads Update

XI. EX-OFFICIO REPORT  
    Mr. Burnett

XII. COMMISSIONER CONCERNS

XIII. ADJOURNMENT/RECESS
Wythe County’s Planning Commission met Tuesday, August 1, 2022 at 7 p.m. in the Board Meeting Room, Wythe County Administration Building, 340 South Sixth Street, Wytheville.

Members of the Commission present included except Vice Chair David Midkiff (vacation), along with ex officio Board of Supervisors Representative Jesse Burnett and staff members Matthew Hankins and Johnny Kincer.

Chair Robert Walk called the meeting to order at 7:02 p.m., and started the meeting with the Pledge of Allegiance.

Mr. King moved for approval of the minutes as presented, with a second by Mr. Beamer. The minutes were approved by unanimous voice vote.

Mr. Hankins presented the Subdivision Report. No minor subdivisions were recorded in July, but two are pending.

No lot line revisions were recorded in July, with one pending in Jacksonville Heights. One adjoining owner division was approved in the Fort Chiswell District on McGavock Road, with the new lot line following topographic features and fencing.

Mr. Hankins reported one Family Subdivision for the Barbara Davidson Estate in the Fort Chiswell District west of Draper Pentecostal Church. The 30 acres had a few issues with access, including an unpaved driveway through the front parcel to reach another family parcel at the back of the property. It does meet the ordinance but access is of concern.

Mr. Hankins expects two right-of-way abandonment requests this fall.

The Commission reviewed the monthly calendar. The Board of Supervisors will host a presentation by Point Broadband on August 23 at the Board meeting.

Mr. Wilson asked for a status update on a recent Wytheville housing project. Mr. Hankins will investigate and report back.

The Planning Commission encouraged Mr. Kincer to use drones for footage to use in his engineering report and in related work.

The Planning Commission set a Comprehensive Plan work session for Wednesday, August 24, 2022 at 6 p.m.

Mr. Burnett presented a brief board update. The Commissioners asked for an update on the Apex Center. Mr. Burnett indicated the Board of Supervisors has terminated the lease with the Apex Authority and created an operations line item in the budget. The St. Jude benefit rodeo is still planned.

Mr. Burnett asked the commissioners to consider strong language in the Comprehensive Plan to effectively address alternative energy production.

Mr. Hankins presented a brief report indicating that four applications have been received for planner. Mr. Walk will sit in on interviews.

With no further business to conduct, the Planning Commission recessed at 8:20 p.m., to resume the meeting at 6 p.m. August 24.

Mr. Walk called the recessed meeting to order at 6:03 p.m. August 24. All members were present for the recessed meeting, except Mr. Epperson (family matter). Mr. Burnett attended, as did Mr. Hankins. Mr. Eric Crowgey attended at the invitation of Mr. Wilson.

Mr. Crowgey urged the Commission to include language in the new Comprehensive Plan to deal with solar and alternative energy development, including:
Require the projects to save topsoil and maintain fertile soils for grass to grow and to control dust.

Require pre-development testing of topsoil.

Require fencing on property lines so adverse possession doesn’t become a future issue with buffers.

After Mr. Crowgey’s presentation, the Commissioners continued discussion of the draft comprehensive plan. Corrections, additions and changes will be directed to the contractor for inclusion. The work session concluded the initial review of the draft. The Commission will set a time in October to work with the contractor on next steps.

With no further business to transact, the Commission adjourned at 8:03 p.m. to its next regular meeting date, Tuesday, September 6, 2022, the day after Labor Day.
To: Planning Commission
From: Matthew C. Hankins, Assistant County Administrator
Date: 9/2/2022
Re: Subdivision – Watts

Desiree Stroupe Watts recently subdivided her property totaling 69.093 acres located along SR 619, Huddle Road, in the Speedwell Magisterial District to create two revised parcels. This property lies across Huddle from Locust Hill.

New Parcel A is 19.083 acres, surrounds the residential lot and includes the WDS Huddle Cemetery (1947) on its northeastern corner. New Parcel B is 50.01 acres and includes a barn. Neither lot has public water or sewer, and the new subdivision continues agricultural use. Both properties have adequate state road frontage to meet the ordinance requirements.

The Subdivision met the Ordinance requirements and was admitted to record August 12, 2022. Staff will answer any questions that the Commission may have regarding this division.
Subdivision Report

To: Planning Commission
From: Matthew C. Hankins, Assistant County Administrator
Date: 9/2/2022
Re: Minor Subdivision – G&G Properties

G&G Properties Group LLC requested a minor subdivision of a 292.647 acre agricultural parcel adjoining Peppers Ferry Road in the Fort Chiswell Magisterial District. Ms. Cassell reviewed this in June and gave authorization to submit. The final plat was received by the County August 29.

This minor subdivision creates two parcels, New Parcel A (102.257 acres), leaving residue Tract 3 of 187.39 acres. Both parcels will continue with agricultural use and private water and sewer. Both properties have adequate state road frontage to meet the ordinance requirements.

The proposed subdivision meets the requirements of the ordinance and was admitted to record September 1. Staff will answer any questions that the Commission may have regarding this division.
Subdivision Report

To: Planning Commission
From: Matthew C. Hankins, Assistant County Administrator
Date: 9/2/2022
Re: Lot Line Revision – Dillon Estate, Hill Circle

The heirs of Mary Miller Dillon recently revised the lot lines on their properties on State Route 791, Hill Circle, in the Fort Chiswell Magisterial District.

Two homes sit on the former lots 29, 30, 31 and 32. The estate redrew the lines and combined the acreage into two parcels, the revised lot 29 holding 1.02 acres and the revised lot 32 holding 1.372 acres. Lots 30 and 31 are dissolved in this transaction. All uses are residential. Public water and sewer are both available, but both properties use private water and septic. Both properties have adequate state road frontage to meet the ordinance requirements.

The lot line revision met the specifications of the ordinance, more properly reflect the conditions on the ground, and was admitted to record Aug. 1. Staff will answer any questions that the Commission may have regarding this revision.
Subdivision Report

To: Planning Commission
From: Matthew C. Hankins, Assistant County Administrator
Date: 9/2/2022
Re: Adjoining Owner Lot Line Revision – Valley Property & Reynolds

Valley Property Inc. and Robert Lance Reynolds, adjoining property owners near Fort Chiswell Road in the Fort Chiswell Magisterial District, re-subdivided property for transfer. This re-subdivision of a 2013 recorded plat reduces the number of lots, ensures adequate road frontage for all parcels, and meets the requirements of the ordinance. Lot 3 is eliminated, creating a larger lot 4 of 3.060 acres, and increases lot 2 to 1.545 acres. It increases the size and access of Lot 6 by adding .845 acres, increasing Lot 6 acreage to 50.349 acres.

All parcels can be served by public water and private sewer, and have adequate road frontage. The plat meets the specifications of the ordinance and was admitted to record August 26.

Staff will answer any questions that the Commission may have regarding this revision.
Engineering Department Status Report  
**Date: September 2, 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. Bunk House and common area are done. Washer/Dryer, Toilet, Shower in back room being installed.
8. Concrete is estimated to be 20 inches thick.

**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.
4. Redesigned and Rebid with slightly different scope and material specifications. Bids Due Sept 14th.

**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. Kyle is still inspecting and Erosion items are still pending.

**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 Energix. Kanawah Contractors back on site seeding and repairing washouts.

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.
4. Savion sold project to ConEdison. Plans (62 Sheets) submitted and being reviewed. Waiting on Calculations. DEQ has already approved.

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.
3. No Movement to my knowledge.

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 underway. Pump Station concrete sump set with 300 ton crane. FM almost complete.
15. DEQ inspection went well. Have to repair a few areas from heavy rain but Letter of Coverage, Registration Statement and Permit were onsite (all checkmarks on DEQ level 1 inspection, first page).

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.
5. Right of Way being cleared.
6. Plans reviewed August 11th at the FC WWTP.

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. DEQ has reviewed plans and comments are being addressed.

FC Waste Water Treatment Plant Expansion:
1. Working with Thrasher Engineers.
2. Plans to be finished August 2022.
3. Plans Reviewed by Staff August 11th

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. Lawyer 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. Lawyer 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.
6. Another Expansion underway on property to the South. Construction added to existing plans and permit for now. New Plans promised in 2 weeks.

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.
  5. DEQ inspection. Paperwork has to be updated. Permit has to be updated. Topsoil delivered to site to repair washouts from motorcycle race, bio basin and hillside near the truck stop.

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 last inspection. Paperwork and accounting have to be updated.

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. CEU approved, CEM until 2024.

UVA Continuing Education Class for Roundabouts taken and passed. 8 CEU’s received.

Interviewed 7 candidates for Building Inspector. We have 4 very good interviews. 3 interviews were excellent. We will have to choose 1 of the 3.
1. Action Items
   a. Grant and AEP.
      i. Authorize staff to enter into agreement accepting $100,000 grant from the Virginia Outdoors Foundation for establishment of two put-in/take-out points on Reed Creek.
      ii. Authorize staff to enter into a $0 lease with Appalachian Power for use of property on Millers Creek off Lampkin Road in Max Meadows.
      iii. Authorize staff to negotiate lease agreement language with the Joint Public Service Authority for use of property adjoining the transfer station.
      iv. VTC Subrecipient Agreement with Wytheville CVB.

2. Updates
   a. Property Maintenance Complaint. We initiated action regarding the derelict trailers on the lot by Full Gospel Mission Baptist Church on Austinville Road. While I was consulting with the County Attorney about heirs and title, the church and heirs agreed to a purchase price and are pursuing a transfer. The Church intends to pay the back taxes, purchase the property, tear down the trailers and clean and clear the lot. Staff would like to publicly thank both the heirs and the church for this speedy resolution. Staff still believes the Budget Committee should consider a budget for addressing blighted properties when the opportunity arises.
   b. Orion Drive. Staff will meet with property owners on Orion and Wildwood Monday night to determine whether they want to implement a revenue sharing road district.
   c. Public Safety Radios. ProComm is having trouble licensing required radio frequencies in the needed spectrum through the Federal Communications Commission. We will meet with stakeholders in early September to determine a path forward.

3. Planning
   b. Solar. Staff has met with several solar applicants and with the County Attorney regarding solar projects. A framework is in place to negotiate individual siting agreements.
   c. Candidates. Staff and the Planning Commission Chair have interviewed candidates for Planner. I expect to make a job offer this week.

4. Dispatch
   a. Director. The ECC Board interviewed candidates and has made a selection. The job offer has been accepted. I will notify those who were interviewed for the job and let you know of the hire later this week.
   b. Shift supervisors. I will work with the new director to hire shift supervisors.
c. Personnel. Staff is currently training three trainees. We have two new promising candidates.

d. State mandates. Staff is working to complete agreements on Emergency Medical Dispatch software and Emergency Notification Software. We will ask for a budget amendment and appropriation of grant funds in September. We must front-fund the expense and be reimbursed by VDEM.

e. New protocol. I’ve directed Dispatch to begin using Virginia 511’s Interstate traffic cameras to help provide scene size-ups before first responders arrive. They’re currently implementing this new protocol.

5. Recreation. Parks & Recreation has hired a new athletic programs coordinator to replace Jacob Underwood, who left for a varsity basketball coaching job. Carter Davis has already started work, as our youth football season is underway.

6. Regional Improvement Commission: Meets in Bristol on Thursday. We expect some updates on revenue to date and will be discussing some legislative fixes needed for distribution of the funds to localities.

7. Miscellaneous.
   a. The draft personnel policy is under review with outside counsel.
   b. I expect to meet with Max Meadows Volunteer Fire Department Thursday to finalize language on their memorandum of agreement.
   c. We’ll have a tabletop exercise in September for shelter usage planning and implementation.

Virginia 511 Camera showing a vehicle crash on I-81 near Rural Retreat last week.