AGENDA
Monday, December 5, 2022, 6 p.m.

I. DETERMINATION OF QUORUM AND CALL TO ORDER  Mr. Walk
II. INVOCATION & PLEDGE OF ALLEGIANCE
III. CITIZENS TIME
IV. MINUTES OF PRIOR MEETING – November 7, 2022
V. OLD BUSINESS
   a. Miller Variance Request - No Update
   b. Comprehensive Plan - Sent in separate email
   c. Adopted Calendar for 2023
VI. SUBDIVISION ORDINANCE REPORT  Mrs. Shelton
   a. Major Subdivisions: None
   b. Minor Subdivisions: None Recorded. Pending: Davis, Fort Chiswell; Huddle, Blacklick.
   d. Lot Line Revisions: Recorded: Campbell, Lead Mines. None pending
   e. Adjoining Owner: None Recorded. Pending: Barber/Allen-Bottomley, Fort Chiswell.
   g. Family Subdivision: None recorded. Pending: Epperson, Fort Chiswell.
VII. COMING EVENTS
   a. Board of Supervisors  12/13 and 12/27, 6 p.m.
   b. Budget Committee  12/7, 4 p.m.
   c. Economic Development Committee  12/7, 3 p.m.
   d. Buildings & Grounds Committee  12/20, 8 a.m.
   e. Water Committee  12/20, noon
   f. Holiday: Christmas  12/23 & 12/26 (all day)
   g. January Holidays: New Year’s 1/2 & Martin Luther King Jr 1/16
VIII. COUNTY ENGINEER REPORT  Mr. Kincer
IX. EX-OFFICIO REPORT  Mr. Burnett
X. COMMISSIONER CONCERNS
XI. ADJOURNMENT/RECESS
The Wythe County Planning Commission held its regular monthly meeting on Monday, November 7, 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       Robert A. Epperson
Christopher C. King       Garry Rusty Beamer

MEMBERS ABSENT
Douglas E. Wilson

OTHERS PRESENT
Jesse Burnett, Ex-Officio           Johnny Kincer, County Engineer
Matt Hankins, Assistant County Administrator        Lisa Shelton, County Planner

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. Midkiff to approve the October 3, 2022 minutes as presented. The motion was seconded by Mr. Epperson and passed.

MEETING TIME CHANGE CONSIDERATION
The Board discussed starting the meetings at 6:00 p.m. instead of 7:00 p.m. After several suggestions, the Board decided to do a trial of starting the meeting at 6:00 p.m. starting in December 2022 and then reconsider it in March of 2023.

2023 CALENDAR
The Board discussed the Calendar for 2023 and a motion was made by Mrs. Lyall to change the July 3rd date to July 10th and approve the calendar to be published. The motion was seconded by Mr. Epperson and passed.

MILLER VARIANCE REQUEST UPDATE
Mr. Hankins spoke to the Board about Mrs. Miller’s variance request. Mrs. Miller indicated that she would not have the paperwork from DEQ in time for this meeting. Mr. Hankins also spoke with Mr. Bear about this variance and Mr. Bear suggested that if the
commission wanted to grant the variance, they could have Ms. Miller combine the postage stamp lot with the back lot and grant it that way. Mr. Hankins also spoke to the attorney about if we could wait outside of the 60 days from the variance request and he said yes that we could since we are waiting on information that is out of everyone’s control. The commission decided not to act on this tonight and wait one more month before acting on this.

COMPREHENSIVE PLAN UPDATE
Mr. Hankins updated the commission about a meeting that he and Mrs. Shelton had with Evie Stone and David Hill about the mapping. Evie has sent an update on the plan that Mr. Hankins and Mrs. Shelton will sit down and go over to make sure the changes have been made that the commission has requested. Once it has been reviewed it will be sent out to the commission if everything looks suitable.

APEX CENTER UPDATE
The Board discussed with Mr. Hankins and Mr. Burnett about the new Apex Drive Holdings, LLC lease that was announced today.

APPOINTMENT RESOLUTION
At this time, the Board reviewed a resolution to appoint County Planner Lisa Shelton, 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. Mrs. Lyall made the motion to approve the resolution. The motion was seconded by Mr. King and passed.

SUBDIVISION ORDINANCE
1. Minor Subdivision – The Commission reviewed a subdivision plat showing a minor subdivision approved by Mr. Hankins for West Wind Farm, Fort Chiswell.

2. Adjoining Owner Subdivisions – The Commission reviewed subdivision plats showing adjoining owner subdivisions approved by Mr. Hankins for the following:

   - Daniel Jordan and Robert & Jeanne Lance
   - Susan Moore and Jackie & Samuel Umberger.

COMING EVENTS
The Board reviewed upcoming Holidays and meeting for the month of October.

ENGINEER REPORT & EX-OFFICIO REPORT
Mr. Kincer gave his Engineer’s Report, and Mr. Burnett did not have anything at this time.
ADJOURNMENT
With no further business to transact, the Planning Commission adjourned at 8:28 p.m. until its next regular meeting at 6:00 p.m., Monday, December 5, 2022.

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Robert H. Walk, Chair
2023
WYTHE COUNTY
PLANNING COMMISSION
MEETING CALENDAR

JANUARY
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FEBRUARY
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MARCH
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APRIL
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JUNE
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AUGUST
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SEPTEMBER
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OCTOBER
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NOVEMBER
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DECEMBER
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Planning Commission Meeting
Holiday
Holiday – Half day, close at Noon
Subdivision Report

To: Planning Commission
From: Lisa Shelton, County Planner
Date: 11/15/2022
Re: Lot Line Revision - Campbell

Through a lot line revision, Ronnie Duane Campbell, recently resub divided his property of one lot totaling 3.621 acres located along Dunford Road, in the Lead Mines Magisterial District to create one lot of 1.734 acres and the 1.1463 remaining acres will become part of the property Mr. Campbell owns in behind his house.

Revised Lot containing 1.734 acres is intended for residential use and is served by private water and private sewer. Both properties have adequate road frontage.

The subdivision was recorded November 10.

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

To: Planning Commission
From: Lisa Shelton, County Planner
Date: 11/22/2022
Re: Adjoining Owner/Lot Line Revision – Coleman/Akers

Ronnie & Karen Coleman recently subdivided their 8.81-acre lot and conveyed 0.220 acres to their adjoining owners, Howard & Lois Akers. Simultaneously Mr. and Mrs. Coleman, through a lot line revision, vacated property lines showing four parcels and creating two parcels located on Sheffey School Road and Nixon Road, in the Fort Chiswell Magisterial District.

New Parcel A is now 1.205 acres and will continue to be utilized for residential purposes and served by public water and private sewer. It is accessed by Nixon Road.

New Parcel B is now 16.905 acres and will be utilized for forestal purposes. It is accessed by Nixon Road.

Revised Lot C is now 10.276 acres and the existing dwelling will continue to be utilized for residential purposes and served by public water and private sewer. It is accessed by Sheffey School Road.

The subdivision was recorded November 22.

Staff will answer any questions that the Commission may have regarding this division.
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.
10. HVAC issues.
11. Getting close to completion.
12. Punch delivered to contractor. Contractor will notify us when they have completed.

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. Redesigned and Rebid with slightly different scope and material specifications. Bids Due Sept 14th.
5. Bid came in Mark Umberger is apparent low bidder.
6. Building is dried in.
7. Scope and specification being put together for Phase II-Demolition.
8. Demo Advertised.
10. Bids received for Demo. Apparent Low Bidder is Mark Umberger.

Wythe County Office Building
1. Question on Manhole soil stabilization. Engineer (Hurt and Proffitt) recommends lots of VDOT #57 Stone.
2. I recommend Flowable Fill. Billy Bowers looking into Geogrid Solution.

MM Fire, Ivanhoe Fire, Apple House, Speedwell, LMRS
1. Paving plans being developed for B&G dept. for all 5 sites.
2. Paving plan approved.
3. Paving and Sealing advertised.

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.
5. Pump Station for Fire Suppression system inspected last week.

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.
6. More site work is done. Site has been stabilized.

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.
7. Project site has improved (pictures in presentation).

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.
5. Calculation received. Review on-going.

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.
11. DEQ sent warning letter. Engineering Dept. met with XLT contracting, Inspection, and subcontractors.
12. Upper area is complete.
13. Lower area has been graded.
14. Lower and upper access road has been concreted with Roller Compacted Concrete.

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.
4. Subdivision Questions on Lot. Project is moving again.

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).
17. Engineering Department getting SWM docs together to be posted at the site.
18. FM is finished.
19. Pump station needs a lot of work yet.
20. Railroad extension to start soon. It will start on Blue Star site and Wythe County Side at the same time.
21. Pump Station is nearing completion. Pumps and hardware have arrived.
22. Rail extension has begun.

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.
9. Plans delivered to DEQ. First round of comments received.

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.
5. DEQ approved the plans.
7. Project to be awarded soon.

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
4. Wythe County Engineering Department sent email to DEQ. DEQ agrees that no SWM is required.
5. Plans are complete. Final Review 11-17-22 at FC WWTP.

Barrett Mill Road Water Line
1. Development Project.
2. Rural Development to fund the part of the project. Closing soon on loans.
3. Scott Bortz of Peed & Bortz sending letter to Hilt regarding permits.
4. PO issued to Peed & Bortz.
5. Design has begun.
6. Estimates are complete.

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 Mansion
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.
8. Stormwater devices not installed.

Circle K in Fort Chiswell to Expand.
1. Timmons Engineers are working on Plans for E&S.

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 meet 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. Railroad signal with arms at Progress Park Gator Lane.
   a. Working with VDOT to start the project.
3. Revenue Sharing Projects- Pre-Applications Submitted. Full applications being worked on.
   New Revenue Sharing Projects:
   a. Griffith Knob Lane – Working with Kirk Chamberlain and VDOT.
   b. 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.
6. Trying to finalize Maintenance Agreement.
7. B&G working on getting grass growing in a few spots around the site 11-2-22.
8. Maintenance Agreement to be signed by County and DEQ and put on Record.

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 run through main trunk Line and project to be designed soon by Mattern 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.
8. Phase 2 project has been tentatively approved by DEQ.
9. Still working on close out documents.
10. Close out documents approved.
11. Addendum 1 and 2 to design a replacement project for the remaining system.
12. DEQ sent in documents for reimbursement of the county.

DEQ:
1. Finished the Certification for Erosion and Sediment Control Inspector
2. Testing on Sept. 28, 2021
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.
Kyle will have to choose 1 of the 3.
New Building Inspector Chosen.
Wes Taylor Starts October 24th.