Virginia: **At the regular meeting of the Chilhowie Planning Commission held Tuesday, January 9, 2024 at 5:30 p.m.**

Present: **Donna Blevins, Jim Bonham, Flave Davis, and Jim Paine**

Absent: **David Blevins**

Also Present: John E.B. Clark, Jr., Town Manager/Zoning Administrator; David Haynes, Building Inspector and Felicia Eller, CMC, Secretary.

Approval of October 17, 2023 Meeting Minutes:

Motion by Jim Paine, second by Donna Blevins Planning Commission approves the October 17, 2023 meeting minutes. The motion was approved with following recorded vote:

David Blevins	Absent	Donna Blevins	Aye
Jim Bonham	Aye	Flave Davis	Aye
Jim Paine	Aye		

Election of Chair and Vice Chair:

Motion by Jim Paine, second by Flave Davis the Planning Commission appoints Mr. Jim Bonham to serve as Chair. The motion was approved with following recorded vote:

David Blevins	Absent	Donna Blevins	Aye
Jim Bonham	Aye	Flave Davis	Aye
Jim Paine	Aye		

Motion by Jim Paine, second by Donna Blevins the Planning Commission appoints David Blevins to serve as Vice Chair. The motion was approved with following recorded vote:

David Blevins	Absent	Donna Blevins	Aye
Jim Bonham	Aye	Flave Davis	Aye
Jim Paine	Aye		

Review of Communications:

Ms. Stephanie Smith, 413 Chilhowie Street, inquired about a Home Occupation to sell baked goods out of her home. Mr. Clark granted Ms. Smith the Home Occupation for the baking business based on the parameters of Section 4.15 of the Town of Chilhowie Zoning Ordinance. Since the opening of Sweet Lipsey's on 413 Chilhowie Street, there have been no complaints.

Mr. Eric Luna Bonilla, 1220 West Lee Highway, applied for a Zoning Permit for an out building for storage to be placed on his property. The Zoning Permit was reviewed, no issues were found.

Motion by Donna Blevins, second by Jim Paine the Planning Commission accepts the communications as presented. The motion was approved with following recorded vote:

David Blevins	Absent	Donna Blevins	Aye
Jim Bonham	Aye	Flave Davis	Aye
Jim Paine	Aye		

Kick Off for Revision of Comprehensive Plan:

The Planning Commission met with Mr. Jordan Powers, Mount Rogers Planning District Commission, to begin the process of rewriting the Comprehensive Plan. A Comprehensive Plan is a plan that guides Local Governments towards decisions on policies that will provide efficient public service and create a better economic, physical, and social environment for its citizens. Mr. Powers recommends to start with a SWOT Analysis. A SWOT Analysis shows strengths, weakness, opportunities, and threats for each objective addressed in the Comprehensive Plan. Mr. Powers will email sections that have been completed of the Comprehensive Plan to the Planning Commission so they will be able to review and edit prior to the scheduled meetings. Mr. Powers requested the Planning Commission to review the current Comprehensive Plan to think about changes they would like to include in the revised Comprehensive Plan.

Mr. Flave Davis suggested to work with the Economic Development Authority to spread the word about the rewrite of the Comprehensive Plan once the Comprehensive Plan is complete.

The Planning Commission agrees to meet on February 6, 2024 at 5:30 p.m. to review completed work for the Comprehensive Plan rewrite.

Land Use Education Program:

The Virginia Commonwealth University offers a certified Planning Commission course. The Land Use Education Program course is offered online and in person for anyone Planning Commissioners that is interested in becoming a Certified Planning Commissioner. Any Planning Commissioner who would like to attend will notify Mrs. Eller by the February 6, 2024 meeting.

Any Commission Business:

Mr. John Clark, Town Manager, discussed a request for approval for a home occupation from a citizen. The citizen proposes to makes soaps to sell online or at events. The citizen will not sell any product out of their home.

Having no further business, upon motion by Donna Blevins, second by Jim Paine unanimously passed, the Commission adjourned the meeting at 6:15 p.m.

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Felicia Eller, CMC, Secretary