Virginia: **At the regular meeting of the Chilhowie Planning Commission held Tuesday, January 7, 2025 at 5:30 p.m.**

Present: **David Blevins, Donna Blevins, Jim Bonham, and Flave Davis.**

Absent: **None.**

Also Present: Brian Martin, Town Manager/Zoning Administrator; Mrs. Felicia Eller, CMC, Clerk-Treasurer; and David Haynes, Building Inspector.

Approval of October 8, 2024, November 12, 2024, and December 10, 2024 Planning Commission Meeting:

Motion by Donna Blevins, second by Flave Davis Planning Commission approves the October 8, 2024, November 12, 2024, and December 10, 2024, meeting minutes with an amendment to October 8, 2024, meeting minutes to include Mr. Paul Farris' address. The motion was approved with the following recorded vote:

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

Review of Communications:

Mr. and Mrs. Tommie and Stacey Hopkins, 210 Eller Avenue, previously applied for a Zoning Permit for the construction of a small house. The Zoning Permit was reviewed. The proposed house would be constructed over top the Town's main sewer line. The Town worked with the Contractors and property owner to reduce the size of the home by one foot on each side. The house is currently under roof.

Mrs. Tonya Bauer, 216 Church Avenue, applied for a Zoning Permit to approve the new division line of her property. Mrs. Bauer was concerned the Antique at Winterhurst would expand their parking area or driveway affecting her yard. Mrs. Bauer purchased additional land from the Antique at Winterhurst. The Zoning Permit was approved with no issues found.

Mr. Harrett B. Humes/UB Greensfelder LLP, 940 East Lee Highway, requested a Zoning Verification Letter update from March 10, 2021. Mr. Martin reviewed the original Request for Zoning Verification Letter from March 10, 2021, and verified that none of the zoning had changed.

Mrs. Stephanie Smith, 413 Chilhowie Street, applied for a Zoning request to open a short-term rental. Mrs. Smith owns an apartment that has been a long-term rental and would like to change to short-term rental. The property is in the Town's Residential District making the short-term rental permitted under the Permitted Use in Section 3.2-1.

Motion by David Blevins, second by Donna Blevins Planning Commission accepts the Zoning Communications as presented. The motion was approved with the following recorded vote:

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

Discussion of Joint Public Hearing with Town Council – 2025 Comprehensive Plan:

The Planning Commission worked diligently with Mr. Jordan Powers, Mount Rogers Planning District Commission, over the past several months to rewrite the Comprehensive Plan. The Planning Commission will hold a Joint Public Hearing with Town Council on Thursday, January 9, 2025, at 7 p.m. to adopt the 2025 Comprehensive Plan. A discussion ensued concerning the process of Public Hearing.

Any Other Commission Business:

The Planning Commission currently has an open vacancy due to Mr. Paine resignation. Chair and Vice Chair appointments will be made at the April 2025 quarterly meeting to allow the Planning Commission enough time to find a candidate to fill the vacancy.

The property owner at 886 Meadowbrook Drive contacted Mr. Martin to request assistance to remove five trees adjoining their property. The trees are on a lot that has no identification of ownership. Mr. Davis suggested reaching out to Mr. Street, Smyth County GIS, and seeing if he could assist with identifying ownership of that piece of property. The Town would like to assist the property owner in removing the trees but will need to determine who owns the property.

The Waddle Farm is split between Smyth and Washington County. Mr. Waddle is trying to place the land into a Conservation Easement. Washington County approved Mr. Waddle's request to place the land into a Conservation Easement, Smyth County has not approved the request at this time. The Smyth County Comprehensive Plan previously rezoned the property for residential use.

Having no further business, upon motion by David Blevins, second by Flave Davis unanimously passed, the Commission adjourned the meeting at 6:09 p.m.

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Felicia Eller, CMC, Secretary