Virginia: **At the regular meeting of the Chilhowie Planning Commission held Tuesday, October 17, 2023 at 5:30 p.m.**

Present: **David Blevins, Donna Blevins, Jim Bonham, Jim Paine and Lynn Pease.**

Absent: **None.**

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

Approval of July 11, 2023 Meeting Minutes:

Motion by Donna Blevins, second by Jim Paine Planning Commission approves the July 11, 2023 meeting minutes. The motion was approved with following recorded vote:

David Blevins	Aye	Donna Blevins	Aye
Jim Bonham	Aye	Jim Paine	Aye
Lynn Pease	Aye		

Review of Communications:

Mr. Jason O'Neil Amaro, 1171 West Lee Highway, obtained a Zoning Permit for a metal building, in the General Business Zone. Mr. Amaro approached Mr. David Haynes, Building Inspector, to discuss building permits. A Building Permit has not been issued at this time. The project is currently at a standstill.

Dant Clayton Incorporation obtained a Zoning Permit on behalf of the Smyth County School Board for new bleachers and press box for Chilhowie High School baseball field. The new bleachers and press box have been installed and are located out of the flood plain.

Revision of Comprehensive Plan:

Mr. Jim Bonham, Chairman, Mr. John Clark, and Mrs. Felicia Eller met with Mr. Aaron Sizemore, Mount Rogers Planning District Commission, to discuss the rewrite of the Comprehensive Plan. The 2023-2024 Budget includes $17,500 for the rewrite of the Comprehensive Plan. The contract amount will not exceed $15,000.00. The total contract cost will be divided between two payments, $7,500 will be due when the contract is signed and the remaining balance will be due at the adoption of the completed Comprehensive Plan. The rewrite of the Comprehensive Plan will begin January 2024. The Planning Commission will begin to meet monthly with Mount Rogers Planning District Commission staff to discuss progress.

Motion by Jim Paine, second by David Blevins The Planning Commission accepts the Mount Rogers Planning District Commission and moves forward.

David Blevins	Aye	Donna Blevins	Aye
Jim Bonham	Aye	Jim Paine	Aye
Lynn Pease	Aye		

Resignation of Mr. Lynn Pease:

Planning Commission member Mr. Lynn Pease submitted a letter of resignation to John Clark, Town Manager, due to personal reasons. Mr. Lynn Pease stated this was a tough decision, but he couldn't guarantee that he'd be able to attend meetings going forward. The Planning Commission thanked Mr. Lynn Pease for his many years of service and dedication to the Planning Commission, he will be missed. A discussion ensued concerning appointment to fill the vacant seat on the Planning Commission.

Any Other Commission Business:

No other business was discussed.

Having no further business, upon motion by Lynn Pease, second by Donna Blevins unanimously passed, the Commission adjourned the meeting at 6:14 p.m.

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Felicia Eller, CMC, Secretary