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

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

Absent: **None.**

Also Present: Brian Martin, Town Manager/Zoning Administrator; Mrs. Heather Carter, Accounting Clerk, and Messrs. Paul Cassell, Town Attorney.

Approval of July 8, 2025, Planning Commission Meeting:

Motion by David Blevins, second by Flave Davis Planning Commission approves the July 8, 2025, meeting minutes. The motion was approved with the following recorded vote:

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

Special Presentation – Mr. Bill Rush, Berry Enterprise, Potential Housing Project:

Mr. Bill Rush, Berry Enterprise, provided an update on Boxwood Property and Development, LLC. He reported that the house and site designs are complete; however, the infrastructure utility designs are still in progress. Mr. Rush met with all relevant parties regarding the necessary utilities. An easement owned by the Homeowner Association runs through the property and will accommodate electricity, gas, water, sewer, and telecommunications.

While the full site development design has not yet been finalized, Mr. Clegg Williams, Smyth County, indicated a willingness to issue a grading permit. This will allow grading to begin while the remaining approvals proceed through the system. Mr. Rush emphasized that initiating work promptly is critical due to time constraints.

Site grading and infrastructure installation are scheduled to take place between November 2025 and January 2026. Slab preparation is set to begin in February 2026, with concrete pours starting on March 1 and concluding by April 15, 2026.

Berry Entprises's Truss Facility will begin manufacturing wall panels and trusses in January 2026, with materials ready for delivery and installation in February. House framing will begin approximately seven days after the slabs are poured, with the goal of having all homes framed by May 1, 2026.

Exterior work, including shingles and siding, will commence as soon as framing allows. By mid-summer 2026, interior finishing is expected to be underway. Driveways will be graveled during construction and will be paved upon the full completion of each home.

The housing project, as proposed, does not comply with the Town's current Zoning Ordinance. However, the development may proceed through approval of a Planned Residential Development by the Town Council. The Planned Residential Development outlines specific requirements and standards for such developments. Boxwood Property and Development LLC have confirmed that the proposed project meets all applicable Planned Residential Development requirements.

Motion by Donna Blevins, second by Shannon Donnelly Planning Commission, recommends to Council to approve the Master Site Plan and a minimum of five years of validity. The motion was approved with the following recorded vote:

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

Review of Communications:

Mr. Brent Foster, 119 E Lee Highway, applied for a Zoning Permit to install a new digital sign at Greevers Drug Store. The sign will display community events and funny sayings. The Zoning Permit was approved with no issues found.

Mrs. Betty Sue Teaters, 207 Popular Avenue, applied for a Zoning Permit to install a 4-foot property line chain link fence. The Zoning Permit was approved with no issues found.

Mr. Arlen Sturgill, 125 Popular Avenue, applied for a Zoning Permit to install a detached garage. The Zoning Permit was approved with no issues found.

Mrs. Kendra Hayden, Director of Community and Economic Development, inquired about water and sewer availability for speculative industrial and/or commercial development at Pathway Park. The Town reviewed the system and determined the subject site is located within the Town's utility service area. Parkway Park is currently served by an 8-inch water line and 10-inch sanitary sewer line.

Additionally, the Southwest Virginia Criminal Justice Training Academy, currently located in Bristol, Virginia, is seeking a new location. There is a coordinated effort between Smyth County and the Town of Chilhowie to attract the Academy to the Parkway Park area.

Motion by Flave Davis, 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
Shannon Donnelly	Aye		

Discussion of Burnt-Out Structures:

The Town has made significant progress over the past thirteen months in addressing blighted properties within the Town limits. A private owner successfully addressed the condition of the Crestwood property, and the home at 140 Overlook was sold and subsequently remodeled by a

Contractor. The Town has demolished the properties located at 307 West Avenue, 1404 East Lee Highway, and 319 Vance Drive. In coordination with Mr. Paul Cassell, Town Attorney, liens have been placed on each of the demolished properties. The property at 205 Greever Avenue was recently sold in a private transaction, and the new owner has committed to cleaning the property. The next properties slated for demolition are located on Old Stage Road and on Sanders Avenue.

Mr. Martin encouraged everyone to report any blighted properties in need of attention so that the Town can take appropriate action.

Motion by Flave Davis, second by Donna Blevins Planning Commission approves communication on Burned Out Structures presented by Town Manager and requests to leave on the Agenda moving forward. The motion was approved with the following recorded vote:

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

Any Other Commission Business:

Mr. Martin, Town Manager, reported the Town is nearing 80% of the capacity of its current water sources. To support future growth, it will be necessary to increase the available water supply. To address this, the Town has initiated efforts to reactivate the original spring located on Grosses Creek. The Town is currently working with the Virginia Department of Health to bring the spring back online, with a projected timeline of two to three years.

Mr. Martin reported the Town is hosting a Halloween event, Farmers Market Bash, on October 30, 2025, from 6 p.m. to 8 p.m. The Farmers Market Bash will feature tables set up around the pavilion, allowing children to walk through and enjoy various activities. The event will include crafts, games with prizes, and costume contests. Invitations have been personally delivered to each local business to encourage their participation.

Having no further business, upon motion by Flave Davis, second by David Blevins unanimously passed, the Commission adjourned the meeting at 6:34 p.m.

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Heather Carter, Secretary