Virginia: **At the regular meeting of the Chilhowie Planning Commission held Tuesday, April 8, 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. Felicia Eller, CMC, Clerk-Treasurer; and David Haynes, Building Inspector.**

Approval of January 7, 2025 and January 9,2025 Planning Commission Meeting:

Motion by Donna Blevins, second by Flave Davis Planning Commission approves the January 7,2025 and January 9, 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, appeared before the Planning Commission to present a Housing Project. Mr. Tom Bishop owns two acers of land in the Town limits and wants to partner with Mount Rogers Planning District Commission and the Smyth Strong Programs to build 18 Patio Houses. The site will be leveled to all four roads surrounding the lot and contain curb, guttering, and a sidewalk. The houses will be built on a 60x55 concreate pad twenty feet from the street. The houses will have two bedrooms and two bathrooms with approximately 1,200 square feet. The houses will contain a one-car garage with enough parking space in the driveway for two additional cars. The houses will be under the Homeowner Association, which is highly restricted, but affordable. The price of each house is currently unknown.

Review of Communications:

Mr. and Mrs. Dean and Donna Fullen purchased a burnt-out structure at 232 Overlook Drive. Under the Virginia Property Maintenance Code, a Notice of Unsafe Structure for the property at 232 Overlook Drive was posted. The Notice of Unsafe Structure and the Right of Appeal was also certified mailed to the property owners. The owner of 232 Overlook Drive sold the property to Mr. and Mrs. Dean and Donna Fullen. Mr. and Mrs. Dean and Donna Fullen have demolished the burned-out structure and have built a new house on the site. The Zoning Permit was approved with no issues found.

Mrs. Heather Davie, 115 Whitetop Road, applied for a Zoning Permit for a new awning and sign for HD Skincare Solutions. The Zoning Permit was approved with no issues found.

Smyth County Chamber of Commerce applied for a Zoning Permit for a new electric sign. The Smyth County Chamber of Commerce is removing the old wooden sign and placing a new electric sign outside the H.L. Bonham House. The Zoning Permit was approved with no issues found.

Motion by Donna Blevins, second by Flave Davis 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:

Under the Virginia Property Maintenance Code, a Notice of Unsafe Structure for the property at 1404 West Lee Highway was posted and the Notice of Unsafe Structure and the Right of Appeal was Certified Mailed to the property owners. The owner of 1404 West Lee Highway provided a working phone number and a current address. The property owners stated they have been working with a local Contractor. Mr. Martin contacted the local Contractor and the Contractor in fact verified they are working with the property owners to clean the yard up, but they do not have the ability to remove the structure. The Town worked diligently with the property owner to clean up the property. The house at 1404 West Lee Highway was recently demolished by the Town. The Town is working with Mr. Paul Cassell, Town Attorney, to place a lein on the property.

A notice of Unsafe Structure and the Right of Appeal was mailed to 1487 Old Stage Road in February 2025, but the letter was returned. Another notice of Unsafe Structure and the Right of Appeal was mailed to a new address on March 31, 2025. The Unsafe Structure Notice gives the property owner thirty days to begin cleaning the property up before the Town takes action.

Notification of Upcoming Board of Zoning Appeals Public Hearing and Meeting:

The houses at 132 and 124 Pendleton Avenue are owned by the same owner, but the owner would like to sell 132 Pendleton Avenue and keep 124 Pendleton Avenue. The Town of Chilhowie's Zoning Ordinance requires each lot to have an eighty-foot frontage. If the lots at 132 and 124 Pendleton Avenue were to be subdivided, each lot would need an 18-foot variance. The Board of Zoning Appeals will meet on Tuesday, April 22, 2025, at 7:00 p.m. with the Public Hearing being held at 7:30 p.m.

Having no further business, upon motion by Flave Davis, second by Donna Blevins unanimously passed, the Commission adjourned the meeting at 6:39 p.m.

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Felicia Eller, CMC, Secretary