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

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

Absent: **Donna Blevins and Jim Paine**

Also Present: John E.B. Clark, Jr., Town Manager/Zoning Administrator; David Haynes, Building Inspector; and Heather Carter.

Approval of January 9, 2024, February 8, 2024, March 12, 2024, regular meeting minutes and March 14, 2024 and March 28, 2024 Joint Public Hearing with Town Council meeting minutes:

Motion by David Blevins, second by Flave Davis Planning Commission approves the January 9, 2024, February 8, 2024, March 12, 2024 regular meeting minutes and March 14, 2024 and March 28, 2024 Joint Public Hearing with Town Council meeting minutes. The motion was approved with following recorded vote:

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

Review of Communications:

Ms. Lacie Roberts, 759 Skyview Drive, inquired about a Home Occupation License to produce and sell soap. Ms. Roberts will sell soaps online and at festivals, not from her residence. Mr. Clark granted a Home Occupation License for the soap business on the parameters §4.15 of the Zoning Ordinance.

Mr. Landence Turner, 520 Lee Highway, inquired about a Zoning Compliance Certification. The Zoning Compliance Certification was issued. The Zoning Compliance Certification verifies Mr. Turner complies with all zoning requirements from the Town and is properly zoned for the sale and display of automobiles.

Mr. Ralph and Mrs. Vicky Cheeks, 244 Walton Avenue, Mr. Clark discussed with Mr. and Mrs. Cheeks the present location of the outbuilding which is in violation of Zoning Ordinance. An accessory building which is limited to side and back yards only and must be a minimum of 25 feet for both main and accessory structures from the nearest street right-of-way. Mr. Clark provided Mr. Cheeks with a Zoning Permit to relocate the accessory building.

Ms. Angel Ownbey, 911 Midnight Drive, inquired about a Home Occupation License for an online Boutique, Country Haven Boutique, LLC. Mr. Clark granted a Home Occupation License on the parameter of §4.15 of the Town of Chilhowie's Zoning Ordinance.

Mr. Robert Taylor, 1426 East Lee Highway, was granted a Special Use Permit in 2022. Mr. Clark and Mr. Haynes met with Mr. Taylor and the surveyor noted the requirement is one foot at or above the 100-year Flood Plain elevation, but that is incorrect. The Flood Plain Ordinance states

§D-DD1 Elevation of habitual habitable structures or commercial building should be certified by registered engineering architect or land surveyor and shall be at or above 100-year-old Flood Plain level. Mr. Taylor has raised the flooring of his structure to meet the 100-year-old Flood Plain level.

Mr. Ralph Cheeks, 244 Walton Avenue, Mr. Clark met with Mr. Cheeks once he returned from Florida and signed his permit to move his accessory building. The new location of the accessory building will meet the Town of Chilhowie' Zoning Ordinance.

Chilhowie Community Apple Festival Committee, LLC, Sulphur Springs Road, inquired about a Zoning Permit to build a building at Tax Parcel 53-A-54A. The Planning Commission and Council held a Joint Public hearing to add "Storage-Meeting Room" as Conditional Use Permit in the R-2 General Residential District a Subsection F under §3.2-2 in the Zoning Ordinance. Council approved a special conditional use to the Chilhowie Community Apple Festival, LLC for their building at Tax Parcel 54-A-54A on Sulphur Springs Road with two conditions; non-evasive lighting to be installed and to provide landscaping.

Motion by Flave Davis, second by David Blevins Planning Commission approves the communications as presented by the Zoning Administrator. The motion was approved with following recorded vote:

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

Review of Comprehensive Plan:

Mr. Jordan Powers, Mount Rogers Planning District Commission, reviewed Chapter 4 of the Comprehensive Plan, Housing. Mr. Powers pulled data from the 2020 Census and the Smyth County Regional Housing Study as resources to update Chapter 4. Table 4-2, Condition Comparison of Year-Round Dwelling Units, was discussed and noted that Chilhowie's overcrowded units have drastically improved over the past five years. Mr. Bonham recommended to add foot notes to each table so people will know the percentage is for the total units. Mr. Powers discussed programs that Mount Rogers Planning District Commission offers to the public to help residents with things such as establishing indoor plumbing. The Planning Commission recommends for the assisted programs offered by Mount Rogers Planning District Commission be added into the Housing Chapter. The recommendations at the end of each chapter have been removed until Planning Commission develops the goals, and Mr. Powers will add the goals at the end of each chapter. Mr. Powers reported there are three chapters remaining to rewrite.

Any Other Commission Business:

The Land Use Education Program has opened virtual Fall sessions for September 12, 2024 through September 13, 2024 and November 11, 2024 through November 12, 2024. Mrs. Felicia Eller sent an email from the Virginia Commonwealth University with a link to register for anyone that is interested.

Having no further business, upon motion by David Blevins, second by Flave Davis unanimously passed, the Commission adjourned the meeting at 6:35 p.m.

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Felicia Eller, CMC, Secretary