



Planning Commission
340 South Sixth Street - Administration Building
Wytheville, Virginia 24382-2598
Telephone (276) 223-4508 or 223-4500
FAX (276) 223-4515

Eric W. Crowgey, Chair
Robert H. Walk, Vice Chair
Stephen D. Bear, County Administrator
K. Michelle Cassell, Assistant Department Head

MEMORANDUM

Douglas E. Wilson
Timothy W. Carter
David P. Midkiff
Jeffery S. Lienhart
Ronald C. Boone

TO: Wythe County Planning Commission Members

FROM: K. Michelle Cassell, Assistant Department Head

DATE: August 31, 2017

SUBJECT: September Meeting

The Wythe County Planning Commission will conduct its regular monthly meeting on **Tuesday, September 5, 2017 at 7:00 p.m.** The meeting will be held in the Board Room of the County Administration Building, 340 South 6th Street, Wytheville, VA.

Enclosed is an agenda package for your review and if you have any questions, please do not hesitate to call me at 223-4508.

Enclosures



ORDER OF BUSINESS
WYTHE COUNTY PLANNING COMMISSION
SEPTEMBER 5, 2017
7:00 P.M.

- I. Determination of Quorum and Call to Order
- II. August 7, 2017 Minutes (Page 1)
- III. Subdivision Ordinance
 - A. Subdivision Plat Report (Page 2)
 - B. Minor Subdivision - Felts (Page 3)
 - C. Lot Line Revision - Frye (Page 4)
 - D. Adjoining Owner/Lot Line Revisions
 1. Doss/Dunford (Page 5)
 2. Underwood/Dunford (Page 6)
- IV. Citizens Time
- V. New Business
 - A. September/October Calendars (Page 7)
 - B. Informational Package (Numbered Separately)
- VI. Adjourn

For most recent Department Head Reports visit:
<http://www.wytheco.org/index.php/departments/board-of-supervisors/board-packages.html>

August 7, 2017

The Wythe County Planning Commission held its regular monthly meeting on Monday, August 7, 2017, in the Board Room of the County Administration Building, 340 South Sixth Street, Wytheville, Virginia beginning at 7:00 p.m.

PRESENT

Eric W. Crowgey, Chair
Douglas E. Wilson
David P. Midkiff
Jeffery S. Lienhart

Robert H. Walk
Timothy W. Carter
Ronald C. Boone

ABSENT

None

OTHERS PRESENT

Stephen D. Bear, County Administrator
K. Michelle Cassell, Assistant Department Head
Bill Vaughan, County Engineer

Mr. and Mrs. Fritz Streff
Gary Houseman

DETERMINATION OF QUORUM AND CALL TO ORDER

Chair Crowgey determined that a quorum was present and called the meeting to order.

APPROVAL OF MINUTES

A motion was made by Mr. Lienhart to approve the July 10, 2017 minutes as presented. The motion was seconded by Mr. Walk and passed.

SUBDIVISION ORDINANCE

1. Subdivision Plat Report – The Commission reviewed a report including plats completed from June 23, 2017 through August 1, 2017.
2. Family Subdivision – The Commission reviewed a plat showing a family subdivision approved by Ms. Cassell for Wayne and Lois King.
3. Minor/Adjoining Owner Subdivision – The Commission reviewed a plat showing a minor/adjoining Owner subdivision approved by Ms. Cassell for Donna J. Akers.
4. Lot Line Revisions – The Commission reviewed plats showing lot line revisions approved by Ms. Cassell for the following:
 - Martha Ann Vernon Charlton
 - Roger and Linda Wyatt

Unapproved Minutes
August 7, 2017

Completed divisions by staff will be included on the agenda each month to keep the Commission up to date on the divisions that are being done in the County.

CITIZENS TIME

Chair Crowgey asked if anyone wished to address the Commission during citizen's time.

Mr. Fritz Streff, Chair of the Pulaski County Planning Commission, appeared before the Commission stating that he is enrolled in the Virginia Certified Planning Commissioner's Program and is required to attend a Planning Commission meeting at another locality.

Mr. Streff stated that he is employed at New River Community College and he is interested in formal training. He thanked the Commission for allowing him to attend the meeting

Hearing no further comments, Chair Crowgey proceeded with the agenda.

PLANNING COMMISSION MONTHLY CALENDARS

The Commission reviewed and accepted the monthly calendars for August and September 2017. Chair Crowgey noted that the September Planning Commission meeting will be conducted on Tuesday, September 5th due to the Labor Day Holiday.

INFORMATIONAL PACKAGE

1. County Engineer Report – The Commission reviewed the Engineering Department report dated July 15, 2017. The report indicated:

That the following projects are under construction:

- Castleton Road (aka Barren Springs Div II and III)
- Foster Falls Extension
- Kitchen, Nixon and Wilkins Road

The following project is in the Pre-Construction phase:

- Speedwell Phase III

The following are projects in the planning stages:

- Olive Branch Atkins Mill Ricky Road Waterline Project
- Raper Ridge Water Tank Project
- Lot 20 Sewer Line

The Commission reviewed a synopsis of water projects from 2009 – 2017, and a synopsis of wastewater projects.

EXPO CENTER

Mr. Vaughan reported that grading at the Expo site is 95% complete. He stated that a partial topo of the building site area has been requested. He stated that the County should have building plans by the end of September.

RURAL RETREAT LAKE

Dr. Houseman reported that 63 acres is being omitted from the lease that the County has with the Department of Game and Inland Fisheries for the Rural Retreat Lake. He explained that a portion of it is going back to its natural state but the county is keeping the pool, campground, the pool, etc.

RETAIL COACH

Mr. Bear reported that the Board of Supervisors, Town of Wytheville and the Town of Rural Retreat has contracted with a national marketing firm entitled, Retail Coach to identify marketing areas and gaps. He explained that they will use demographic information to develop a marketing plan that will be shared at marketing shows. Mr. Bear stated that this information will be shared as it becomes available.

Mr. Lienhart inquired if the lack of zoning in Wythe County is a plus or a minus.

Mr. Bear stated that the majority of the area along the interstate corridor is commercial property and does not see a lack of zoning as a disadvantage.

ADJOURN

With no further business to come before the Planning Commission a motion was made by Mr. Wilson to adjourn. The motion was seconded by Mr. Carter and passed unanimously.

Eric W. Crowgey, Chair

Landowner	Subdivision Name	Surveyor	Parcels	Submitted	Completed	District
Doss, Donnie & Dunford, Donald	n/a	Thomas E. Maxwell		6/21/17	8/16/17	Lead Mines
Adjoining Owner/Lot Line Revision 6/21/17 - 1st review - needs revisions 6/30/17 - 2nd review - needs revisions 7/11/17 - 3rd review - ok for originals 8/15/17 - originals received 8/16/17 - complete pb 12 pg 951						
Dunford, Herbert & Underwood,	n/a	Hurt & Proffitt Inc.		8/10/17	8/17/17	Lead Mines
Adjoining Owner/Lot Line Revision 08/10/17 - 1st review - needs revisions 08/10/17 - 2nd review - ok for originals 8/15/17 - recieved originals 08/17/17 - complete pb 12 pg 953						
2 Felts Homeplace, LLC	n/a	Hurt & Proffitt Inc.	1	8/07/17	8/17/17	Lead Mines
Minor Subdivision 8/7/17 - 1st review - needs revisions 8/10/17 - 2nd review - ok for originals 8/17/17 - originals received/complete pb 12 pg 950						
Frye, James & Timothy	n/a	Pillar, Inc.		8/15/17	8/17/17	Speedwell
Lot Line Revision 8/15/17 - 1st/2nd review - ok for originals 8/15/17 - originals received 8/17/17 - complete pb 12 pg 952						

Total Number of Parcels: 1



Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 8/29/2017
Re: Minor Subdivision - Felts

The heirs of the Felts Homeplace, LLC recently subdivided their property of 17.335 acres located along US Route 94, Ivanhoe Road, in the Lead Mines Magisterial District.

This minor subdivision created a 3.11 acre parcel (New Parcel A) and a 14.224 acre parcel (New Parcel B).

The existing home on New Parcel A is served by public water and private sewer and will be utilized for residential purposes. New Parcel B is proposed for agricultural purposes and any future development will be served by public water and private sewer.

Both tracts have adequate state road frontage to meet the ordinance requirements.

Staff will answer any questions that the Commission may have regarding this division.



Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 8/29/2017
Re: Lot Line Revision – Frye

Through a lot line revision, James and Timothy Frye recently resubdivided their property totaling 26.723 acres located along an unspecified width right-of-way off of SR 690, Cripple Creek Road, in the Speedwell Magisterial District. The Commission granted a variance to Section 5.3.1(8) of the Subdivision Ordinance at their June, 1, 2015 meeting in order to allow this lot line revision.

This resubdivision created two revised parcels. Revised tax map no. 69-9 is 0.915 acres with an existing home. This home is served by private water and private sewer. Revised tax map no. 69-8 is 25.808 acres and any future development will be served by private water and private sewer. Both parcels will continue to be utilized for agricultural/residential purposes.

Staff will answer any questions that the Commission may have regarding this division.



Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 8/29/2017
Re: Adjoining Owner/Lot Line Revision – Doss-Dunford

Donald and Elizabeth Doss recently subdivided their property totaling 2.575 acres and conveyed 0.118 acre to their adjoining owners, Richard and Jean Dunford. Simultaneously Mr. and Mrs. Dunford, through a lot line revision, combined their existing property with the 0.118 acre.

In addition, Mr. and Mrs. Dunford subdivided their property and conveyed 0.118 acres to Mr. and Mrs. Doss that simultaneous vacated several lot lines and combined the 0.118 with several other parcels.

Both properties are served by private sewer and public water. They will continue to be utilized for residential purposes and have adequate state road frontage on SR 644, Powder Mill Road.

Staff will answer any questions that the Commission may have regarding this division.



Subdivision Report

To: Planning Commission
From: Michelle Cassell, Assistant Department Head
Date: 8/29/2017
Re: Adjoining Owner/Lot Line Revision – Underwood/Dunford

Chad & Marsha Underwood recently subdivided their 6.221 acres and conveyed 1.139 acre to their adjoining owners, Herbert and Wendy Dunford. Simultaneously Mr. and Mrs. Dunford, through a lot line revision, combined their existing 5.50 acres with the 1.139 acre to create a new combined lot of 6.639 acres.

Both the Underwood and Dunford properties have adequate state frontage on SR 631, Walton Furnace Road, to meet the ordinance requirements. Both properties will continue to be utilized for residential purposes.

The existing homes on both lots are served by public water and private sewer.

Staff will answer any questions that the Commission may have regarding this division.

September 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 County Offices Closed	5 PC Mtg 7 pm B&G 8 am	6 Staff Mtg 8 am	7 Econ Dev 8 am	8	9
10	11	12 BoS Mtg 7 pm	13	14	15	16
17	18 F&R 8 am	19 Water 9:30 am	20 JPSA 7 pm	21 NRRWA 9:30 am	22	23
24	25	26 BoS Mtg 9 am	27	28	29	30

-L-

October 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 PC Mtg 7 pm	3 B&G 8 am	4 Staff Mtg 8 am	5 Econ Develop 8 am	6	7
8	9 County Offices Closed	10 BoS Mtg 9 am	11	12	13	14
15	16 F&R 8 am	17 Water 9:30 am	18 JPSA 7 pm	19 NRRWA 9:30 am	20	21
22	23	24 BoS Mtg 9 am	25	26	27	28
29	30	31				

-7A-



INFORMATIONAL PACKAGE AGENDA
SEPTEMBER 5, 2017

1. Engineering Report

I-1



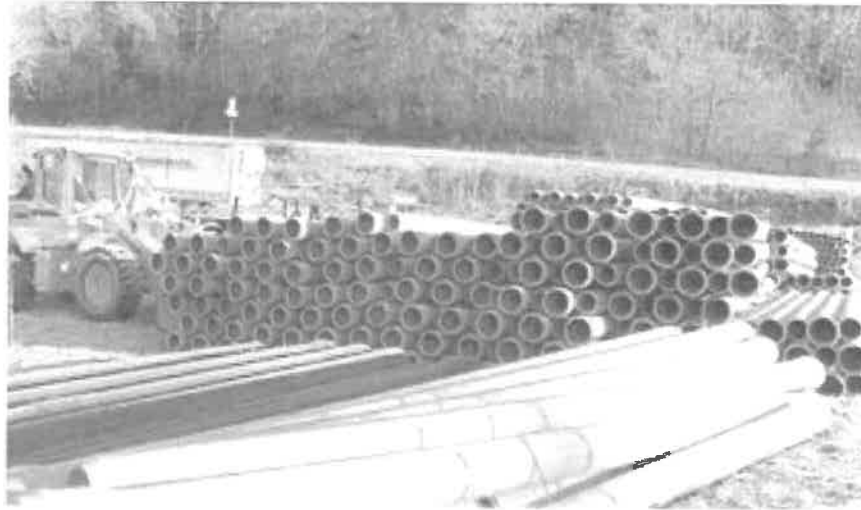
Engineering Department

PROJECT STATUS REPORT (Water and Wastewater)

As of August 15, 2017

WATER PROJECTS

I-2



Water Projects Synopsis

2009 - 2016

E-5

Project	Project Cost	Line Contract Cost	%	Notes
Wytheville-Rural Retreat		\$4,270,387.30	100	
Water Storage Tank	\$5,465,300.00	\$455,784.81	100	
Old School Road Extension		\$619,091.00	100	
Old School Road Loop	\$1,076,700.90	\$272,704.38	100	Budgeted cost: \$1,082,100
Route 619	\$895,933.80	\$756,921.67	100	
Slabtown/Rt 619	\$171,223.55	\$138,678.00	100	Budgeted cost: \$1,084,200.
Speedwell Div 1A		\$1,073,051.50	100	
Speedwell Div 1B		\$795,516.50	100	
Speedwell Div 1C		\$2,008,320.50	100	
Water Storage Tank	\$4,824,300.00	\$394,741.43	100	Final draw request in process. All funds used.
Jackson School/Rt 52	\$276,016.00	\$239,165.50	95	Waterline in service; paving repairs remain to complete physical work.
Barren Springs Phase I	\$927,000.00	\$880,191.00	99	Wythe Co. funded
Barren Springs Div IIA		\$603,267.55	100	Closeout docs fwd'd to RD
Barren Springs Div IIB		\$1,032,675.00	100	Closeout docs fwd'd to RD
Barren Springs Div IIC		\$941,810.00	100	Foster Falls substantial cmptn
Water Storage Tank	\$3,754,000.00	\$426,492.01	100	Closeout docs fwd'd to RD
Kitchen-Nixon-Wilkins Road	\$684,000.00	\$369,195.75	97	Final connections, etc.
Speedwell Phase II Div IA		\$666,582.69	100	
Speedwell Phase II Div IB	\$2,918,200.00	\$872,749.50	100	
Speedwell Phase III		Award Phase		Contract 1: Notice of Award Contract 2: Need additional contingency funds.

UNDER CONSTRUCTION

Construction substantially complete; Final budget reconciliation, etc., remaining.

- Barren Springs Division II: Foster Falls Extension.
- Kitchen, Wilkins, Nixon.

1-1

PRE-CONSTRUCTION



I-S

Pre-CONSTRUCTION

Speedwell Phase III

Contract 1: Little Henry, Pound VA

- Notice of Award forwarded to contractor.

Contract 2: King General Contractors, Bristol VA

- Base bid award only
- Final funding (contingency) items working
 - * USDA RD requires 5%.
 - * Funding request forwarded to Water Committee (\$32,500).
 - * USDA funds are grant; failure to fund contingency will result in loss of \$380,000 in grant funding.

H-6

Pre-CONSTRUCTION

Speedwell Phase III

Speedwell III Expected Drawdown

Description	Budget	Change Orders	Current Contract Budget	Spent to Date	Remaining Balance
Construction (in priority)					
Division II 2a	\$239,222.50	\$0.00	\$239,222.50	\$239,222.50	\$0.00
Division II 2b	\$216,290.00	\$0.00	\$216,290.00	\$216,290.00	\$0.00
Division II 2c	\$111,140.00	\$0.00	\$111,140.00	\$111,140.00	\$0.00
Division II 2d	\$378,080.44	\$0.00	\$378,080.44	\$378,080.44	\$0.00
Division II 2e	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division II 2f	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division II 2g	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Division II 2h	\$5,000.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00
Total	\$949,732.94				\$0.00
Land and Easements	-\$400.00			\$0.00	-\$400.00
Local Fees	\$3,142.50			\$0.00	\$3,142.50
Board Council	\$200.00			\$0.00	\$200.00
Environmental Review	\$2,500.00				\$2,500.00
Pre. Engineering Ret	\$12,000.00				\$12,000.00
Basic Engineering	\$57,600.00			\$57,600.00	\$0.00
Additional Engineering	-\$1,230.00				-\$1,230.00
Inspection	\$49,593.00			\$22,000.00	\$27,593.00
Interest	\$27,125.73			\$0.00	\$27,125.73
Contingency	-\$116,321.63			\$196.60	-\$116,328.23
Total	\$984,133.54			\$1,029,529.54	-\$45,396.00

RD Grant balance

L-1

Budget

Phase II spent \$1,873,866.46
 County Contribution (Ph II) \$60,200.00
 Subtotal: \$1,934,066.46
 Total Budget: \$2,918,200.00
 RD Phase III Available: \$984,133.54

(Grant)

RD grant balance: (\$45,396).
 County Contribution: \$62,500.
 Balance: \$14,804.
 Required contingency: \$47,236.
 Add'l appropriation: \$32,432. ◀

WASTEWATER PROJECTS



A-I

Wastewater Projects Synopsis

Remaining Work

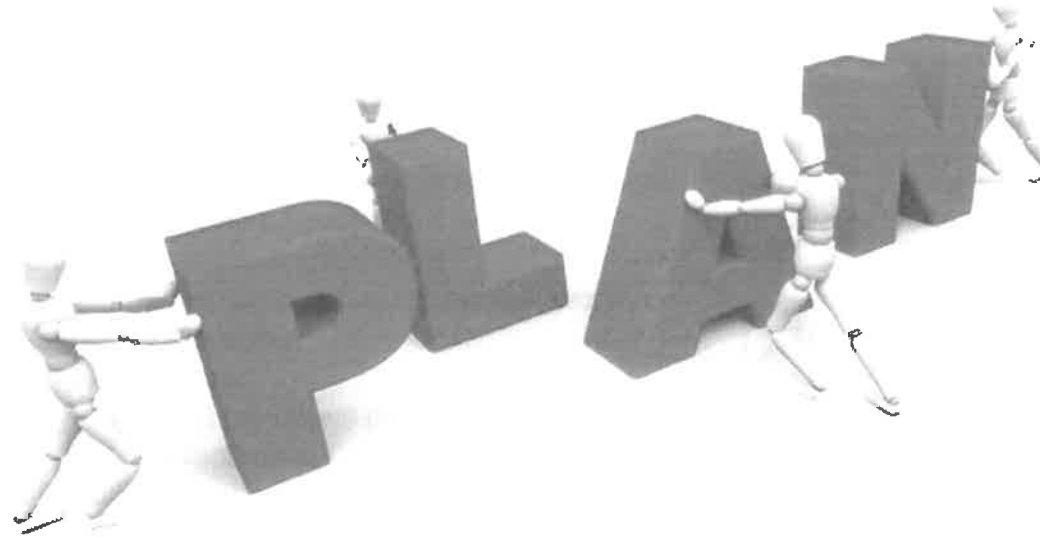
- Contract 1 (WWTP), 91%.
 - Completion of outfall line.
 - Set generator, tie-in.
 - Site grading (complete by September).
 - Yard hydrants.
 - Fence installation.
 - Controls (SCADA, electrical, panels, etc.)
 - Contract 2 (Collection system), 60%.
 - a. Lift station work (Boggs).
 - i. Complete primary facility construction.
 - ii. Site work.
 - Grading.
 - Fencing.
 - Entrance lane.
 - i. Collection system.
 - i. Completion of line under I-77 exit ramp.
 - ii. Circle K line road bore.
 - iii. Expect coordination of domestic tie-ins in September.
 - iv. Controls (SCADA, panels, etc.)
- Next Progress Meeting: August 23, 10 am.
- Next Disbursement Request:: resolve "term" vs. "force account" claim



**Target Commissioning
Date: 21 September.**

6-11

PROJECT PLANNING



I-10

PROJECT PLANNING

Olive Branch, Atikins Mill, Rickey Road Waterline Project

- Selection Board met January 12th and 17th.
 - Peed & Bortz selected.
- Engineer Services Contract:
 - PER: \$18,700.
 - EA: \$ 4,300.
 - Approved by Board on February 28th.
 - Signed by County Administrator on April 13th.
 - Signed by A/E firm on April 18th.
- Completed actions:
 - PER and EA submitted.
 - Water Committee has voted to only pursue the Rickey Road Extension option at this time.
- Closing requirements.
 - Board of Supervisors Resolution concerning SEARCH grant, 25 July 17.

11-11

PROJECT PLANNING

Raper Ridge Water Tank Project

- A/E Selection Board results: 1. Peed & Bortz; 2. Thrasher; 3. CARDNO.
- Notice of Intent to Apply for USDA RD funding to be published in the Wytheville Enterprise on May 20th and May 27th.
- Legal review documents submitted to USDA RD.
- Engineer Services Agreement (7 July 17) approved by USDA RD 27 June 17.
 - \$86,520.

1-12

PROJECT PLANNING

A/E Services Term Contract

- Two A/E firms selected:
 - Hurt & Proffitt.
 - CARDNO.

- Typical short-term, quick turn-around requirements include:
 - Preliminary engineering and design and estimates for maintenance and repair and minor construction projects.
 - Environmental assessments.
 - Studies..
 - Other engineering/architectural type requirements which may arise from time-to-time.
 - The dollar limit for each requirement will be \$100,000.