



**Smyth County
Planning Commission**
121 Bagley Circle, Suite 120
Marion, Virginia 24354

**Clerk's Direct Phone: (276) 706-8316
Fax: (276) 783-9314**

*Atkins District
Chilhowie District
North Fork District
Park District
Royal Oak District
Rye Valley District
Saltville District
Zoning Administrator, Clerk
Permit Technician, Alternate Clerk*

*Hazel L. Wagoner
Graham S. Davidson Jr.
Robert Campbell
Lea Meadows
Anthony "Tony" Ray Dean
Paul D. Shepherd
David Spence
Becca Creasy
Kelsey Marchant*

AGENDA

Thursday, April 24, 2025

6:30 p.m.

1. Call Meeting to Order
2. Adoption of Agenda
3. Adopt February 27, 2025, meeting minutes
4. Citizens Time
5. Other Business; if any
6. Questions/Comments from Commissioners
7. Adjournment.



Note from the Clerk: These minutes are written as the agenda was present. Some votes may appear out of order.

SMYTH COUNTY PLANNING COMMISSION
Thursday, February 27, 2025

The Smyth County Planning Commission met in their regular meeting on Thursday, February 27, 2025, at 6:00 P.M. in the Smyth County Office Building.

Commissioners Present: Hazel Wagoner, Chairperson, Atkins District; Graham Davidson Jr., Vice-Chairman, Chilhowie District; David C. Buchanan Jr., Saltville District; Robert Campbell, North Fork District; Tony Dean, Royal Oak District; Lea Meadows, Park District; and Paul Shepherd, Rye Valley District.

Staff Present: Becca Creasy and Kelsey Marchant

Adoption of Agenda: Hazel Wagoner called the meeting to order. Tony Dean made a motion to approve the agenda, which was seconded by Robert Campbell, and unanimously approved.

Resolution for David Spence: The Planning Commission recognized David Spence for his years of service. The resolution was read by Kelsey Marchant and presented to Mr. Spence.

Election of Officers for 2025:

At approximately 6:05 p.m., Chairperson Wagoner appointed Ms. Marchant as Temporary Chairperson.

Chairman: Ms. Marchant then opened the floor for nominations of Chairman for calendar year 2025. Graham Davidson nominated Hazel Wagoner as Chairperson; it was seconded by Lea Meadows. With no other nominations, the nominations for Chairperson were closed and the following vote was recorded:

6 Yeas: Buchanan Jr., Campbell, Davidson Jr., Dean, Meadows, and Shepherd
0 Nays
1 Abstain: Wagoner

Vice-Chairman: Mrs. Wagoner opened the floor for nominations of Vice-Chairman for calendar year 2025. Tony Dean nominated Graham Davidson Jr.; it was seconded by David Buchanan Jr. With no other nominations, the nominations were closed, and the following vote was recorded:

6 Yeas: Buchanan Jr., Campbell, Dean, Meadows, Shepherd, and Wagoner
0 Nays
1 Abstain: Davidson Jr.

Secretary: Mrs. Wagoner opened the floor for nominations for Secretary. Mr. Davidson nominated Mr. Dean; it was seconded by Ms. Meadows. With no other nominations, the nominations for Secretary were closed, and the following vote was recorded:

6 Yeas: Buchanan Jr., Campbell, Davidson Jr., Meadows, Shepherd, and Wagoner
0 Nays
1 Abstain: Dean

Clerk: Mrs. Wagoner nominated Becca Creasy to be reappointed as Clerk, and Ms. Marchant to serve as her alternate. It was seconded by Mr. Dean. With no other nominations, Ms. Creasy was elected to serve as Clerk and Ms. Marchant as her alternate, for 2025.

7 Yeas: Buchanan Jr., Campbell, Davidson Jr., Dean, Meadows, Shepherd, and Wagoner

Set Calendar for 2025: The Commission members voted unanimously to meet on the fourth Thursday at 6:00 p.m. or 6:30 p.m. (to be determined by the Clerk); except for November and December due to holidays. November's meeting is set tentatively for the 20th and December's meeting is set tentatively for the 18th.

Minutes: Ms. Meadows made a motion to approve the minutes of the Thursday, December 19, 2024, meeting. It was seconded by Mr. Shepherd and the following vote was recorded.

6 Yeas: Campbell, Davidson Jr., Dean, Meadows, Shepherd, and Wagoner
0 Nays
1 Abstain: Buchanan Jr.

Adopt Operating Procedures: Mr. Buchanan Jr. made a motion to adopt the operating procedures as presented. It was seconded by Mr. Davidson Jr. and unanimously passed.

Adopt Budget for Fiscal Year 2025-2026: Ms. Creasy presented the 25-26' fiscal year budget. Ms. Meadows made a motion to approve the budget with an amendment to request the Board consider adding *Education* in the amount \$2,500. It was seconded by Mr. Buchanan Jr. and the following vote was recorded.

7 Yeas: Buchanan Jr., Campbell, Davidson Jr., Dean, Meadows, Shepherd, and Wagoner

Annual Report: Ms. Creasy presented the annual report for 2024. Mr. Dean made a motion to approve the annual report as presented. It was seconded by Mr. Shepherd and unanimously passed.

Ordinance Committee Appointments: Mrs. Wagoner opened the floor for volunteers to serve on the Ordinance Committee for 2025. Mr. Davidson Jr., Ms. Meadows, and Mrs. Wagoner agreed to serve. Mr. Buchanan Jr. made a motion to appoint Mr. Davidson Jr., Ms. Meadows, and Mrs. Wagoner to serve; it was seconded by Mr. Dean and the following vote was recorded.

4 Yeas: Buchanan Jr., Campbell, Dean, and Shepherd
0 Nays
3 Abstain: Davidson Jr., Meadows, and Wagoner

Citizens' Time: No citizens were present.

Other Business: Mrs. Wagoner introduced Mr. Buchanan Jr., the newest commissioner representing the Saltville District, to the planning commissioners.

Questions/Comments for the Commissioners: None.

Adjournment: At approximately 6:40 p.m., Ms. Meadows made a motion to adjourn which was seconded by Mr. Campbell and unanimously passed.

Tony Dean, Secretary