



VIRGINIA: A SCHEDULED MEETING OF THE SURRY COUNTY BOARD OF SUPERVISORS
HELD IN THE GENERAL DISTRICT COURTROOM OF THE SURRY COUNTY GOVERNMENT
CENTER ON THURSDAY, FEBRUARY 2, 2023, AT 7 PM.

PRESENT: SUPERVISOR ROBERT ELLIOTT, JR.
SUPERVISOR JUDY LYTTLE
SUPERVISOR WILLIAM (TIM) CALHOUN
SUPERVISOR BRENTON BYRD
SUPERVISOR BREYON PIERCE

ABSENT:

ALSO

PRESENT: MS. LOLA PERKINS, COUNTY ATTORNEY
MS. MELISSA ROLLINS, COUNTY ADMINISTRATOR
MS. DOREATHA PIERCE, COUNTY ADMINISTRATION
MR. DELON BROWN, DIRECTOR OF INFORMATION TECHNOLOGY
MR. HORACE WADE, DIRECTOR OF PLANNING & COMMUNITY
DEVELOPMENT
MR. STEVEN MORRIS, DIRECTOR OF FINANCE
MR. JONATHAN JUDKINS, COMMISSIONER OF THE REVENUE
MR. MATT WESTHEIMER, BUILDING OFFICIAL

INVOCATION

The invocation for tonight's meeting was given by Pastor Spencer Logan.

CALL TO ORDER/MOMENT OF SILENCE/PLEDGE OF ALLEGIANCE/ADOPT AGENDA

The meeting was called to order by Chair, Robert Elliott, Jr., who then asked for a moment of silence. Following the moment of silence, he asked those present to stand and say the pledge of allegiance. Mr. Elliott asked if there were any needed changes to the agenda. With there being none, Mr. Elliott then asked for the adoption of the presented agenda.

Supervisor Calhoun motioned to adopt the agenda as presented. Supervisor Lyttle seconded the motion. All present voted affirmatively. (Approved)

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
SUPERVISOR JUDY S. LYTTLE	AYE
SUPERVISOR WILLIAM "TIM" CALHOUN	AYE
SUPERVISOR BRENTON BYRD	AYE
SUPERVISOR BREYON PIERCE	AYE



CONSENT ITEMS

1. Approval of Draft BOS Minutes - January 5, 2023
2. Approval of Accounts Payable for the Month of December 2022 in the amount of \$671,912.15

Supervisor Elliott read the items listed for consent and asked Board members if any items needed to be pulled for discussion. There being none, Supervisor Lyttle made a motion to approve the consent items as enumerated. Supervisor Pierce seconded the motion. All present voted affirmatively. (Approved)

Ms. Melissa Rollins, County Administrator introduced a new member of the County's staff, the Director of Finance, Mr. Steven Morris. Mr. Morris spoke a little about himself and thanked the Board and County for the opportunity.

PRESENTATIONS

1. VDOT Quarterly Transportation Report - Mr. Rossie Carroll

Mr. Carroll reported the core projects, maintenance, and construction that are being conducted within Surry County.

PUBLIC HEARING

1. **Ordinance Amendment 2022-03:**

Ordinance to amend Article I, Section 1-305 Variances, Article I, Section 1-307 Certiorari to review decision of BZA, and Article II, Section 2-102 Definitions to comply with Powers and duties of boards of zoning appeals §15.2-2309 of the Code of Virginia and update definitions in accordance with §15.2-2201 of the Code of Virginia. The amendments include changes to the requirements for how the Board of Zoning Appeals is to consider a variance application, definition of a variance, the addition of language to grant a variance to alleviate a hardship by granting a reasonable modification to a property for a person with a disability and updating language regarding appeals.

I. Presentation by Staff – Horace Wade, Director of Planning & Community Development

II. Open the Floor for Public Comments - Supervisor Elliott open the floor for public comments, however, there were none.

III. Close the Public Hearing – Supervisor Elliott closed the public hearing.

IV. Comments from Board Members – Supervisor Elliott asked the Board for their comments, however, there were none.

V. Closing Remarks by Staff- none

Supervisor Lyttle motioned to approve Ordinance Amendment 2022-03 as presented. Supervisor Pierce seconded the motion. All present voted affirmatively. (Approved)



2. Ordinance Amendment 2022-04:

Ordinance to amend Article I, Section 1-201. Powers and duties of the administrator, and adding Section 1-208. Administrative Variances, to authorize the administrator to approve setback variances and establish standards for approval of administrative setback variances as permitted by §15.2-2286 of the Code of Virginia.

I. Presentation by Staff - Horace Wade, Director of Planning

II. Open the Floor for Public Comments - Supervisor Elliott opened the floor for public comments.

- Diane Cheek, Surry District – Asked what the definition of Hardship was and how would this involve VDOT.

III. Close the Public Hearing - Supervisor Elliott closed the public hearing.

IV. Comments from Board Members -

- Supervisor Byrd – Stated, *What's the definition of hardship*, is a valid question.
- Staff – Mr. Wade advised the board that the definition of hardship changes from project to project. He explained that clearly defining what hardship is, is based on a review of that individual project; every project is unique in itself and it would be the responsibility of the applicant to show what hardship they are having.
- Supervisor Elliott – Asked who would be doing the 21-day review.
- Staff – Mr. Wade responded by advising the board that his office would be doing the 21-day review.

V. Closing Remarks by Staff - Supervisor Elliott asked if there were any closing remarks from staff.

- County Attorney, Ms. Lola Perkins – Asked Mr. Wade if it was correct that when notices go to the adjacent property owners, and an adjacent property owner had an issue, then that project would not be eligible for administrative variance.
- Staff – Mr. Wade responded to Ms. Perkins's question as being correct and stated at this point the project would have to go to the Board of Zoning Appeals to seek relief.

Supervisor Lyttle motioned to approve Ordinance Amendment 2022-04 as presented. Supervisor Pierce seconded the motion. All present voted affirmatively. (Approved)

3. Ordinance Amendment 2023-01

Ordinance to amend Article III, Section 3-302 Permitted Uses, Subsection (C) by adding Business or Trade School as a Commercial Use Type that requires a conditional use permit in the A-R Agricultural-Rural District. Business or Trade School Use is currently defined in the Zoning Ordinance as a use providing education or training in business, commerce, language or other similar activity or occupational pursuit, and not otherwise specifically defined as an educational facility.

I. Presentation by Staff - Horace Wade, Director of Planning & Community Development

II. Open the Floor for Public Comments – Supervisor Elliott opened the floor for public comments.

- Robert Chandler, Bacon Castle, - Asked to define Business.



- Staff - Mr. Wade responded by stating the Use Type is called Business or Trade School and there's a definition in our ordinance stating it's a use providing education or training in business, commerce, language, or other similar activity or occupational pursuit and not otherwise specifically defined as an educational facility.
 - Supervisor Calhoun responded, asking for the definition of business, instead of Business and Trade School
 - Staff – To clarify, Ms. Perkins explained, Business and Trade both go with school, so the statutory construction is that this is a Business School or a Trade School. This expansion was necessary because, under educational facility, educational facility was limited to non-commercial.
- III. Close the Public Hearing - Supervisor Elliott closed the public hearing.
- IV. Comments from Board Members – There were no additional comments from the Board.
- V. Closing Remarks by Staff none

*Supervisor Calhoun motioned to approve Ordinance Amendment 2023-01 as presented.
Supervisor Byrd seconded the motion. All present voted affirmatively. (Approved)*

COUNTY ADMINISTRATORS REPORT

- Virginia 250 – A Revolution of Ideas – The local Virginia 250 committee has initiated the development of a cultural trail that will consolidate sites and stories pertaining to the history and achievements of the African descendants and Indigenous people who have lived in Surry.
- iPulse Alert - Beginning February 1, 2023, citizens will begin to receive any alerts on their cell phones via the iPulse Alert System, instead of the siren system. Alerts will be similar to Amber Alerts and Weather Alerts that citizens may already receive on their cell phones.
- Emergency Operations – The County is looking into implementing incentive programs to increase volunteerism for qualified ALS and BLS-certified volunteer members.
- ICMA Winter Conference – Melissa Rollins, County Administrator, Matt Westheimer, Building Official, and the County of Sussex Administrator all will be traveling to attend the ICMA Winter Conference. One of the topics of discussion is Regional Collaboration, working with our neighbors for mutual benefits.
- Budget Joint Work Session and Financial Workshops – Budget Work Session will tentatively be in the last week of February. At some point, we want to provide a midyear financial review.

PUBLIC COMMENTS

Supervisor Calhoun – Asked for clarification on the following section in the bylaws and wanted to know if citizens' comments had to be specific to the items on the agenda of the current meeting.

- *Section IV. A – Each person design to speak must sign up in advance of the opening of the Citizens' Comment period on the agenda.*



Staff – Ms. Perkins responded, citizens’ comments are not limited to just what is on the agenda, however, citizens are required to sign up prior to the public comments section of the agenda starting. Comments are only restricted to a matter in the case of a public hearing.

Robert Chandler, Bacons Castle District – Shared his concerns about the functioning of the Economic Development Authority, including vacancies and reappointments.

Abram Ketchem, - Shared his reasoning for citizens leaving the county, namely how the county is run.

Susan Corvello, Claremont District – Recommended citizens to attend the EDA (Economic Development Authority), Shared concerns about EDA appointments and vacancies, public meeting notices, and mold potentially being in the grocery store building.

Dianne Cheek, Surry District – Public Hearing advertisements can be put on the website’s new feed, Smithfield Times, and electron signs.

Joe Gwaltney, Carsley District – As Assistant Chief of the Dendron Volunteer Fire Department, he shared his concerns with the Dispatch office. He stated of the many concerns, one of the biggest problems has been the structure of the dispatch office falling under the Sheriff’s Office and safety concerns. He stated the SOPs that were already in place are not being followed and there is not any accountability. He provided examples of failed incidents due to procedures not being followed.

BOARD COMMENTS

- Supervisor Byrd: Thanked the citizens for their comments. Stated that he was interested in hearing more about the structure of Emergency Management that Mr. Gwaltney shared. Congratulated Mr. Steven Morris on his new position with the County. Thanked Ms. Rollins and staff for all they do and wished Mr. Elliott a happy birthday.
- Supervisor Pierce: Thanked everyone for coming out to the meeting. Encourage citizens to stop littering in the County. Thanked VDOT for their service in keeping the grass down, especially on Holly Bush Road. He encouraged citizens to participate in the upcoming cleanup days along with him. Wished all a happy Health Month, Valentine’s Day, and Black History Month. Welcomed Mr. Steven to the County. Thanked Mr. Gwaltney for sharing his concerns.
- Supervisor Calhoun: Welcomed Mr. Morris to the County. In reference to Ms. Cheeks’ comment during the public comment section pertaining to newspapers, he suggested that staff or the Board select one paper to advertise public hearings. Asked staff for the status of forming a Joint Committee of the School Board and the Board of Supervisors which was discussed at their December meeting. Thanked Mr. Gwaltney for his comments. Encouraged citizens to attend Board Meetings.
- Supervisor Lyttle: Thanked citizens who shared their ideas and concerns. Shared the EMS issue is a big concern, as well as not having enough EMS volunteers. Welcomed Mr. Morris



to the County. Advised that at the recent Virginia Gateway meeting, they reported a clean financial report. Shared the Department of Youth and Family Resources was sponsoring a Father & Daughter Dance on February 10, 2023. Shared for Black History month, Bacon Castle House was looking for individuals who were descendants of Bacon Castle Slaves for an educational piece.

- Supervisor Elliott: Thanked all who wished him a happy birthday. Assured those citizens who shared their comments that their comments were not fallen on deaf ears and that the board are making the best decision that is beneficial to the County as a whole. Thanked Mr. Gwaltney for bringing the EMS situation to light and asked that Mr. Gwaltney reach out to him individually to discuss the matter further.

CLOSED SESSION

1. Motion to Enter into Closed Session

Ms. Lola Perkins, County Attorney advised the Board that their motion was to convene A.8 to consult with legal counsel regarding obligations related to the management of County property located in the Surry District. The motion was moved by Supervisor Calhoun and seconded by Supervisor Byrd. All present voted affirmatively. (Approved)

SUPERVISOR ROBERT ELLIOTT, JR.	AYE
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2. Motion to Return from Closed Session

Supervisor Calhoun made a motion to return to an open session and adjourn the meeting until the upcoming Work session, which an exact date hadn't been confirmed. The Board returned to the open session and certified by roll call vote that in the closed session just concluded, nothing was discussed except the matters specifically identified in the motion to convene in closed session and lawfully permitted to be discussed. The motion was seconded by Supervisor Pierce. All present voted affirmatively. (Approved)

The meeting adjourned at 8:47 PM.

This meeting can be viewed in its entirety through the Surry County Government YouTube Channel: [Surry County Government - YouTube](#)