



SOUTH HILL TOWN COUNCIL
REGULAR MEETING MINUTES
MONDAY, JANUARY 11, 2021, 7:00 P.M.

The regular monthly meeting of the South Hill Town Council was held on Monday, January 11, 2021 at 7:00 p.m. in the Council Chambers of the South Hill Town Hall located at 211 South Mecklenburg Avenue, South Hill, Virginia 23970. The meeting was closed to the public due to the surge in COVID cases. The public was encouraged to view it livestream via YouTube. Attendees were asked to wear a mask/facial covering.

1. CALL TO ORDER

Honorable Mayor Dean Marion called the regular meeting to order at 7:00 p.m.

2. INVOCATION

Mayor Marion rendered the invocation.

3. ROLL CALL

Mayor Marion and those present welcomed Alex Graham to Council. Mayor Marion called upon Anna Cratch to call the roll, which was as follows:

A. Council Members

Lillie Feggins-Boone	Alex Graham	Delores B. Luster
W.M. "Mike" Moody	Shep Moss	G. Ben Taylor
Joseph E. Taylor, Jr.		

Councilman Gavin L. Honeycutt was not present at the meeting.

B. Staff in Attendance

Kim Callis, Town Manager Anna Cratch, Town Clerk

4. APPROVAL OF MINUTES – DECEMBER 14, 2020

A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Luster, to approve the minutes of the regular meeting held on December 14, 2020 as distributed by Anna Cratch. Motion carried unanimously.

5. CITIZENS TO ADDRESS COUNCIL (Comments are limited to three minutes.)

No citizens submitted comments to be read by the Mayor.

6. PUBLIC HEARINGS

A. David Hash – Proposed Amendment to Section 94.1-76 of the Zoning Ordinance to add the use of Marine Sales, Service, and Repairs to the Table of Permitted Uses in Districts C-2, C-3, MX-3, and I-G by Special Exception Permit

Kim Callis informed Council a Public Hearing has been called for comments regarding the proposed amendment to Section 94.1-76, the Table of Permitted Uses, Table 4.1 to add the use of marine sales, service and repair to the General commercial district C-2, Central business district C-3, Urban mixed use district MX-3 and Industrial district, general I-G by a special exception permit. The South Hill Planning Commission recommends Council adopt the proposed amendment.

Mr. Callis opened the Public Hearing. No one commented regarding the proposed amendment.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone**, to adopt the proposed amendment to Section 94.1-76, Table of Permitted Uses, Table 4.1 adding the use of marine sales, service and repair to the General commercial district C-2, Central business district C-3, Urban mixed use district MX-3 and Industrial district, general I-G by a special exception permit. **A roll-call vote** was requested and voiced as follows:

Councilwoman Lillie Feggins-Boone-Aye	Councilman Alex Graham-Aye
Councilman Gavin Honeycutt-Absent	Councilwoman Delores Luster-Aye
Councilman Mike Moody-Aye	Councilman Shep Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

B. David Hash – Proposed Amendment to Section 94.1-103 of the Zoning Ordinance to change the maximum height of buildings and structures in District I-P from 45’ to 65’

Kim Callis informed Council a Public Hearing has been called for comments regarding the proposed amendment to Section 94.1-103, Height and bulk requirements, Table 5.3 Maximum Height and Bulk of Buildings and Structures in Zoning Districts to change the maximum height of buildings and structures in District I-P from 45’ to 65’. The reason it was 45’ was for fire protection services. Our former ladder truck would only be able to fight fires on buildings of that height. Now that we have a new ladder truck, we have the capabilities of fighting fires in taller buildings. The South Hill Planning Commission recommends Council adopt the proposed amendment.

Mr. Callis opened the Public Hearing. No one commented regarding the proposed amendment. Councilman Moody commented he checked with Chief Vaughan who states their current ladder truck can accommodate 65’ with no problem.

Mr. Callis closed the Public Hearing. **A motion was made by Councilwoman Luster, second by Councilman Moody**, to adopt the proposed amendment to Section 94.1-103, Height and bulk requirements, Table 5.3 Maximum Height and Bulk of Buildings and Structures in Zoning Districts changing the maximum height of buildings and structures in District I-P from 45’ to 65’. **A roll-call vote** was requested and voiced as follows:

Councilwoman Lillie Feggins-Boone-Aye	Councilman Alex Graham-Aye
Councilman Gavin Honeycutt-Absent	Councilwoman Delores Luster-Aye
Councilman Mike Moody-Aye	Councilman Shep Moss-Aye
Councilman Ben Taylor-Aye	Councilman Joseph Taylor-Aye.

C. David Hash – RE 2021-1, Request initiated by the Town to Rezone the IDA property surrounded by 210 Tunstall Road, between Interstate 85 and North Mecklenburg Avenue, from R1-15 to I-P

Kim Callis reported that at the Hillcrest Industrial Park, many years ago, there was a very small area that was somehow reserved for a cemetery and zoned residential. All walking and title searches have given no indication there was ever a cemetery there. We need to get this tiny area rezoned to I-P so there will never be any issues in developing that park moving forward. That is the park Microsoft purchased.

A Public Hearing has been called for comments regarding the request initiated by the Town to rezone the property surrounded by 210 Tunstall Road, between Interstate 85 and North Mecklenburg Avenue, from Single-family residential district R1-15 to Industrial park district I-P. The property is currently owned by the Industrial Development Authority. The South Hill Planning Commission recommends Council approve the rezoning request.

Mr. Callis opened the Public Hearing. No one spoke regarding the rezoning request.

Mr. Callis closed the Public Hearing. **A motion was made by Councilman Moody, second by Councilman Joseph Taylor**, to approve the RE 2021-1 request initiated by the Town to rezone the IDA property surrounded by 210 Tunstall Road, between Interstate 85 and North Mecklenburg Avenue, from R1-15 to I-P. Motion carried unanimously.

7. REPORTS TO APPROVE AS PRESENTED

For efficiency, the following reports were grouped to approve as presented.

A. Town Manager Report

Kim Callis presented the following report for December 2020:

i. Facilities Reservation Calendar

Kim Callis presented Council with a calendar of activities and reservations at Centennial Park, Parker Park, the South Hill Exchange, and other Town facilities. The calendar changes frequently as new reservations are made. Parker Park restrooms and lower Centennial Park restrooms have been winterized and are closed until temperatures are suitable for reopening.

ii. FY21-22 Budget Planning

Mr. Callis reported staff has begun working on the Town's budget for fiscal year 2021-22. Preparation materials have been distributed to the Mayor, Budget and Finance Committee, Town staff and community organizations that traditionally request funds. Staff plans to deliver a copy of the proposed budget to Town Council for review in April with a Public Hearing scheduled for May 10. Staff will carefully and regularly monitor federal and state legislative issues and other developments and adjust plans accordingly.

B. Finance Report

Sheila Cutrell presented the financial report for month ended December 31, 2020 as follows:

General Fund	-	\$ 9,449,010.05	Total Investment Accounts	-	\$15,422,210.24
Water and Sewer Fund	-	1,143,244.87	Total Police Dept. Savings	-	\$ 27,642.60
Cemetery Fund	-	10,003.01	Total Taxes Due Thru 12/31/20	-	\$ 893,126.31
2 nd & 3 rd Street Project Fund	-	<u>(354.13)</u>	(Real Estate and Personal Property, all years)		
Total in Checking	-	\$10,601,903.80			

Kim Callis mentioned there are a couple of odd balances in the finance report due to audit adjustments required by our CPA.

C. Police Report

i. Monthly Report

Chief Bowen presented the police report for December. Chief Bowen informed Council there were 136 activity incidents, 41 reportable criminal offenses, 1,258 calls for service, and \$692 property recovered in December. Other miscellaneous included 20 court overtime hours, 40 training hours, 11 warrants issued, and 4 inoperative vehicles tagged.

He reported the following administrative news:

- § New Officers John Childress and Amanda Parker graduated virtually from Basic LE #96 at the training academy in Lynchburg. They are currently receiving FTO from their assigned shifts.
- § Lieutenant Chuck Mayer retired effective December 31, 2020. The department is continuing to test and interview potential candidates for open positions.
- § Captain Shane Johnson and Auxiliary Officer Ethan Atkinson instructed Asp Baton Training at the training academy. Officers John Childress, Amanda Parker, and Mike Ritchie attended the training.
- § Officers Amanda Parker and John Childress received Taser Training, REVIVE training, and Radar/Lidar training at the Police Department. Captain Shane Johnson instructed Taser, Lt. Chuck Mayer instructed REVIVE, and Sergeant Chris Parrott instructed Radar/Lidar.

ii. Annual Report

Chief Bowen presented the Annual Police Report for 2020. Chief Bowen informed Council there were 2,303 activity incidents, 415 reportable criminal offenses, 10,537 calls for service, and \$105,630 property recovered in 2020. Other miscellaneous included 142 court overtime hours, 855 training hours, and 209 warrants issued.

D. Municipal Services Report

C.J. Dean submitted the municipal services report for December 2020 as follows:

- § The asphalt overlay work has been negotiated to funding levels within the budget by eliminating some of the streets that had been on the list. The primary street was Northington and a couple of short areas down by Walmart. If an opportunity to

complete more of the work on the list becomes available, Town Council will be informed; however, Northington Street needs to have some water and sewer lines replaced and it makes more sense to get that infrastructure repaired before we go in and tear up the asphalt again. Spring of 2021 is the anticipated start date as the final schedule is developed. The paving can only be done when the temperatures remain warm.

- § The Thomas Street stormwater pipe is scheduled to be replaced. Thomas Street will be shut down for approximately a week as the replacement takes place. The public will be notified of the street closure. Waterline replacement in this area will follow the storm pipe replacement project.
- § The Public Works crews completed the waterline replacement on Watkins Street.
- § The Public Works crews have been busy repairing water leaks on the system. The leaks have occurred all over Town, not just an isolated area.
- § Crews have been collecting leaves and will continue for the next few weeks.
- § Dominion Power has replaced just over half of the streetlights with LED fixtures. Dominion has indicated the replacement project should be complete by March 2021.

E. Code Compliance Report

i. Monthly Report

David Hash submitted the report of activity for December 2020 as follows:

Inspections Completed	-	23
Permits Issued	-	6
Fees Collected	-	\$ 183.55
UEZ Exemption	-	\$ 0
Rehab Exemption	-	\$ 0
General Exemption	-	\$ 62.73
Work Value	-	\$ 27,289.30

New businesses for December included:
 § KMS Gems, 104 S. Mecklenburg Avenue (retail)

ii. Dilapidated Properties

David Hash submitted a report on the status of the following 29 dilapidated properties:

- § 211 E. Atlantic Street
- § 400 Goodes Ferry Road
- § 402 Goodes Ferry Road
- § 110 Third Street
- § 315 W. Danville Street
- § 906 Plank Road
- § 212 N. Mecklenburg Avenue
- § 109 E. Third Street
- § 201 E. Atlantic Street
- § 112 Center Lane
- § 930 W. Danville Street
- § 932 W. Danville Street
- § 211 Bryan Street

- § 118 S. Lunenburg Avenue
- § 1179 Country Lane
- § 208 Pennington Street
- § 112 E. Atlantic Street
- § 403 N. Mecklenburg Avenue
- § 419 E. Atlantic Street
- § 456 Old Hwy. 58
- § 506 Moseley Lane
- § 617 W. Danville Street
- § 418 Old Highway 58
- § 1214 Plank Road
- § 112 Raleigh Avenue
- § 114 C N. Clay Street
- § Corner of Circle Drive and Ogburn Street
- § 202 Windsor Street
- § 806 Virginia Avenue

iii. Code Inspector Activity Report

as follows: Jamie Velvin submitted the Code Inspector Activity Report for December 2020

- § Met with Robert Thomas in reference to property at 1287 West Danville Street
- § Met with Detective Durham about house at 110 East Third Street
- § Posted notices on five inoperable vehicles with Officer Campbell
- § Met with Jamie Barker for demolition prices
- § Spoke with Delores Taylor in reference to property at 930 West Danville Street
- § Spoke with Alfred Bracey in reference to the impending demolition of the house at 1179 Country Lane
- § Spoke with Frank Robinson about the missed deadline and obtaining a contractor for his property at 211 Bryan street
- § Met with Herman Bracey about the impending demolition of the house at 1179 Country Lane
- § Spoke with Tommy Stanley and set new completion date for his property at 419 East Atlantic Street
- § Spoke with Wayne Thomas in reference to the status of the property at 456 Old Highway 58
- § Met with Jamie Smiley for demolition prices
- § Kept check on progress at 1500 West Danville Street clean-up
- § Spoke with Barbara Jefferson about finishing the demolition work at 932 West Danville Street
- § Spoke with W. Smith in reference to pending demolition of house at 418 Old Highway 58
- § Monitored all Item-B properties for progress; three removed from list

F. Business Development Report

Brent Morris submitted the business development report for December 2020 as follows:

- § Mailed 19 informational packets to prospective retail businesses

- § Attended the Department of Housing and Community Development virtual meetings on Industrial Revitalization Fund Grant Program and Community Business Launch Grant Program
- § Continued working with the Southside Planning District Commission and the appointed committee on the review of Mecklenburg County Small Business Recovery Assistance applications and approvals
- § Continuing to revise business incentives to present to Council for approval
- § On February 16, 2021, the Town of South Hill will celebrate its 120-year anniversary. We are working on a small, COVID safe, treasure hunt that can be promoted on social media. The winner will receive a gift basket to include gift vouchers to our local businesses.

G. Human Resources Report

Carol Hutchinson submitted the following administrative news for December 2020:

- § On December 16, 2020, VRSA presented a webinar titled OSHA 101: Inspections, Employer Responsibilities and Rights, and Citation Procedures. CJ Dean, Allen Elliott, Jason Houchins, Wayne Hudson, Carol Hutchinson, Mark Novsak, and Michael Vaughan were in attendance. Webinar participants reviewed the protocol for inspections, safety measures, and communication efforts during an audit. COVID-19 precautionary measures were utilized at all times.
- § David Hash attended the VBCOA (Virginia Building and Code Officials Association) Region VI meeting on December 8, 2020.
- § Donald Abernathy was hired as a Maintenance Operator I in the Street Department.
- § The Mechanic position remains open.

A motion was made by Councilwoman Feggins-Boone, second by Councilwoman Luster, to approve the Reports to Approve as Presented. Motion carried unanimously.

8. COMMITTEE REPORTS

There were no committee reports.

9. APPOINTMENTS

A. Board of Zoning Appeals (BZA)

Mayor Marion reported Carolyn Blackwell has been contacted and agrees to serve out Alexander Graham’s term on the BZA ending June 19, 2025 if Council so desires.

A motion was made by Councilwoman Feggins-Boone, second by Councilman Moody, to appoint Carolyn Blackwell to serve out Alexander Graham’s term on the Board of Zoning Appeals ending June 19, 2025. Motion carried unanimously.

B. Community Development Association (CDA)

Mayor Marion reported Lillie Feggins-Boone has been contacted and agrees to serve out Leroy Sasser’s term as an elected official on the CDA ending June 30, 2021 if Council so desires.

A motion was made by Councilman Moody, second by Councilwoman Luster, to appoint Lillie Feggins-Boone to serve out Leroy Sasser's term as an elected official on the Community Development Association ending June 30, 2021. Motion carried unanimously.

C. South Hill Planning Commission

Mayor Marion reported that due to health reasons, Lincoln Sturdivant has asked to step down from serving on the Planning Commission of which he has served since December 1991. Mike Sparkman has been contacted and agrees to serve out Mr. Sturdivant's term ending December 31, 2021 if Council so desires.

A motion was made by Councilman Moody, second by Councilwoman Feggins-Boone, to appoint Mike Sparkman to serve out Lincoln Sturdivant's term on the South Hill Planning Commission ending December 31, 2021. Motion carried unanimously.

10. OLD BUSINESS

A. COVID Vaccines

Kim Callis reported the Health Department is now offering COVID vaccines in the priority order established by the State of Virginia. They are substantially through most of the EMS workers, police departments, and fire departments. Jon Taylor has been informed that our utility workers get some priority and we've asked to be advised of openings. In answer to a question from Councilwoman Feggins-Boone, Mr. Callis stated he believes they are administering the Moderna vaccine in Boydton. All of the health care providers and funeral home workers (added by Councilwoman Feggins-Boone) have been able to get them from our hospital.

11. NEW BUSINESS

A. Code Inspector Activity Report

Councilman Ben Taylor mentioned he had a conversation this week with Jamie Velvin who informed him he tries to keep 35 cases whether it's property or cars, as that is all he can handle. Councilman Ben Taylor offered kudos to Jamie Velvin for the good work he is doing on dilapidated properties and the car situation as well.

12. ADJOURNMENT

There being no further business matters before the South Hill Town Council, Mayor Marion adjourned the meeting at 7:13 p.m.

Respectfully submitted by Anna B. Cratch.

Signed:

Dean Marion, Mayor

Attest:

Anna B. Cratch, Town Clerk

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE TOWN OF SOUTH HILL, VIRGINIA

AN AMENDMENT

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 94.1 Zoning, Article 4 Permitted Uses in Zoning Districts be amended by adding the following language to Section 94.1-76. The added language is underlined and in italics.

Sec. 94.1-76 Table of permitted uses, Table 4.1 Uses Permitted by Zoning District be amended by adding a new category which would read:

Marine sales, service and repairs to be allowed by Special Exception permit in General commercial district C-2, Central business district C-3, Urban mixed-use district MX-3 and Industrial district, general I-G.

Done in the Town of South Hill, Virginia, this 11th day of January, 2021.

Town of South Hill, Virginia

By: Dean Marion
Dean Marion, Mayor

ATTEST:

Anna B. Cratch
Anna B. Cratch, Town Clerk

AN ORDINANCE TO AMEND CERTAIN SECTIONS OF THE CODE OF THE TOWN OF SOUTH HILL, VIRGINIA

AN AMENDMENT

BE IT ENACTED by the Town Council of the Town of South Hill, Virginia, in regular session assembled that:

Chapter 94.1 Zoning, Article V Site Development Regulations be amended by deleting and adding the following language to Section 94.1-103. The deleted language is stricken and the added language is underlined and in italics.

Sec. 94.1-103, Height and bulk requirements, Table 5.3 Maximum Height and Bulk of Buildings and Structures in Zoning Districts

Zoning District I-P Industrial park district Maximum Height ~~45~~ 65 Feet 3 Stories and 60 Percent Maximum Floor Area Ratio (FAR).

Done in the Town of South Hill, Virginia, this 11th day of January, 2021.

Town of South Hill, Virginia

By: Dean Marion
Dean Marion, Mayor

ATTEST:

Anna B. Cratch
Anna B. Cratch, Town Clerk



**SOUTH HILL TOWN COUNCIL
REGULAR MEETING AGENDA
MONDAY, JANUARY 11, 2021, 7 PM**

(Council Chambers, Town Hall, 211 S. Mecklenburg Avenue)

Please silence all cell phones while Council is in session.

1. Call to Order
2. Invocation
3. Roll Call
4. Approval of Minutes – December 14, 2020
5. Citizens to Address Council (*no citizens signed up; any submitted comments to be read by Mayor*)
6. Public Hearings
 - A. David Hash – Proposed Amendment to Section 94.1-76 of the Zoning Ordinance to add the use of Marine Sales, Service, and Repairs to the Table of Permitted Uses in Districts C-2, C-3, MX-3, and I-G by Special Exception Permit
 - B. David Hash – Proposed Amendment to Section 94.1-103 of the Zoning Ordinance to change the maximum height of buildings and structures in District I-P from 45’ to 65’
 - C. David Hash – RE 2021-1, Request initiated by the Town to Rezone the IDA property surrounded by 210 Tunstall Road, between Interstate 85 and North Mecklenburg Avenue, from R1-15 to I-P
7. Reports to Approve as Presented
 - A. Town Manager Report
 - i. Facilities Reservation Calendar
 - ii. FY21-22 Budget Planning
 - B. Finance Report
 - C. Police Report
 - i. Monthly Report
 - ii. Annual Report
 - D. Municipal Services Report
 - E. Code Compliance Report
 - i. Monthly Report
 - ii. Dilapidated Properties
 - iii. Code Inspector Activity Report
 - F. Business Development Report
 - G. Human Resources Report
8. Committee Reports
9. Appointments
 - A. Board of Zoning Appeals (BZA)
 - B. Community Development Association (CDA)
 - C. South Hill Planning Commission
10. Old Business
11. New Business
12. Closed Session (*to be held in Conference Room B to better accommodate physical distancing*)
 - A. Legal, Section 2.2-3711 (A)(7)
13. Open Session
14. Adjournment