



# MINUTES

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, FEBRUARY 08, 2024 AT 6:00 PM  
COUNCIL CHAMBERS - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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### 1. RE: ATTENDANCE

#### **MEMBERS PRESENT:**

Chairman Brad Litton, Vice-Chairwoman Lisa Anderson, Vice-Mayor Cathy Pattison, Mr. George Wittwer, Mr. David Schmidt, Mr. Keith Jones

#### **MEMBERS ABSENT:**

Mr. John Jones, Jr.

#### **OTHERS PRESENT:**

Mayor Beth Taylor, Assistant Town Manager Elaine HOLETON, Chief Deputy Clerk Brandi Jones, Director of Public Utilities and Engineering Billy Anderson, Planning Director John Woods, Michael Lacey, Heidi Lacey, Luther Hatchmaker, Denise Clay

### RE: CALL TO ORDER

Chairman Litton called the meeting to order.

### 2. RE: ESTABLISHMENT OF QUORUM

Chairman Litton established that a quorum of Planning Commission members was present.

### 3. RE: APPROVAL OF AGENDA

Chairman Litton advised that the first item on the agenda is the Approval of Agenda. He inquired if there was a motion to approve the agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Mr. K. Jones. Chairman Litton inquired if there was any discussion on the motion. There being none, the motion was approved with following voting results, by roll call vote: Voting Yea: Mr. Wittwer, Mr. K. Jones, Vice-Mayor Pattison, Vice-Chairwoman Anderson, Mr. Schmidt, Chairman Litton.

### 4. RE: CONSENT AGENDA

Chairman Litton presented the consent agenda consisting of the minutes of the regular meeting of January 11, 2024. He inquired if there was a motion to approve the consent agenda as presented.

Motion made by Mr. K. Jones, Seconded by Vice-Chairwoman Anderson. Chairman Litton inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Chairman Litton, Vice-Chairwoman Anderson, Vice-Mayor Pattison, Mr. Wittwer, Mr. Schmidt, Mr. K Jones.

### 5. RE: CITIZENS' PERIOD

Chairman Litton advised that the next agenda item is Citizens' Period. He stated that there is one citizen listed on the sign-in sheet who wished to address the Planning Commission during Citizens' Period. Chairman Litton inquired if Mr. Michael Lacey would please come to the podium.

Mr. Michael Lacey was recognized and stated that he resides in Whitesburg, Tennessee. Mr. Lacey stated that he is a land surveyor and that he has been working with Rural King

on the project. Mr. Lacey addressed the Planning Commission regarding Rural King's Subdivision Variation request.

**6. RE: RECOMMENDATIONS TO TOWN COUNCIL - RURAL KING REALTY, LLC SUBDIVISION VARIATION REQUEST**

**A. RE: PRESENTATION REGARDING THE RURAL KING REALTY, LLC SUBDIVISION VARIATION REQUEST**

Chairman Litton advised that the next item on the agenda is a presentation by Planning Director John Woods and Director of Public Utilities and Engineering Billy Anderson regarding the Rural King Realty, LLC Subdivision Variation Request.

Public Utilities and Engineering Director Anderson presented information regarding Rural King Realty's Subdivision Variation request and the Town Code section that is associated with the request. Mr. Schmidt inquired of Director Anderson if he thought there would be any future issues if this request were to be granted. Director Anderson stated that with the appropriate restrictions and declarations in place, he does not think there will be any issues in granting the request. Planning Director Woods explained that the future Unified Development Ordinance (UDO) will change the requirements regarding similar requests. Mr. Schmidt inquired about the definition of exclusive use. Director Anderson stated that common areas would be an exclusive use and that a common area means portions of parcels that are designated as such on a site plan, survey or a subdivision plat intended for the non-exclusive use of a parcel. He continued to explain the definition of a common area and he gave examples, as well. Chairman Litton inquired if the existing party wall was following the current State and/or Town Code. Assistant Town Manager Holeton stated that this proposal was sent to Building Official Spraker and Fire Chief Slemp, and that they both advised that it is in compliance with the Code. Discussion continued between Town Staff and the Planning Commission members regarding their concerns and the details of the Subdivision Variation Request made by Rural King Realty, LLC.

**B. RE: RECOMMENDATION TO TOWN COUNCIL - SUBDIVISION VARIATION REQUEST**

Chairman Litton advised that the next item on the agenda is to consider the request for a Subdivision Variation Request to the road frontage requirement for a division at Mountainview Square (Rural King Realty, Inc.) located at 1480 East Main Street, and to make a recommendation to the Wytheville Town Council for the approval/denial of the Subdivision Variation Request.

A motion was made by Mr. Schmidt and seconded by Mr. K. Jones to recommend approving the Subdivision Variation Request to the road frontage requirement for a division at Mountainview Square (Rural King Realty, Inc.) located at 1480 East Main Street to the Wytheville Town Council. Chairman Litton inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mr. Wittwer, Mr. K. Jones, Vice-Mayor Pattison, Vice-Chairwoman Anderson, Mr. Schmidt, Chairman Litton.

**7. RE: OTHER BUSINESS**

**A. RE: PRESENTATION REGARDING THE PROPOSED PLANNING COMMISSION RULES OF PROCEDURE**

Chairman Litton advised that the next agenda item is a presentation by Assistant Town Manager Elaine Holeton of the proposed Planning Commission Rules of Procedure. Assistant Town Manager Holeton advised that since the last Planning Commission meeting, she has created a draft version of the proposed Rules of Procedure. She briefly reviewed the proposed Planning Commission Rules of Procedure with the Planning Commission.

**B. RE: CONTINUED REVIEW OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO)**

Chairman Litton advised that the next agenda item is the continued review by Planning Director John Woods of the draft Unified Development Ordinance (UDO). Planning Director Woods advised that the first draft of each section of the UDO is complete and is now one document. He presented the Commissioners with an update and review of the changes to the current draft of Article 9 of the UDO. Assistant Town Manager Holeton inquired if the Planning Commission members would give Town Staff their opinions regarding the current draft of the UDO being placed on the Town's website. Mr. Wittwer stated that he thinks Town Staff did a great job developing the UDO, and that he looks forward to seeing it on the website. Mr. Keith Jones advised that he would appreciate seeing the first draft of the UDO online, so that he can take his time and review the document closer in more detail. Mr. Schmidt noted that he would like to review it closer online in draft format as a complete document. Vice-Mayor Pattison inquired about who will be included in the focus groups for the UDO. Assistant Town Manager Holeton commented that her initial thought was to include some of the Town's various Committees and Boards and the Joint Industrial Development Authority (JIDA) of Wythe County. She advised that if any of the Planning Commissioners have someone that they would like to include in the focus groups, let her know, and she will include them in the emails. Vice-Mayor Pattison stated that she is anxious and happy to see the draft UDO go online. Vice-Chairwoman Anderson noted that Staff has done an excellent job on the UDO, and that she is in favor of putting the draft UDO on the website. Chairman Litton stated that he is, also, in favor of putting the draft UDO on the Town's website. Discussion was held regarding the various options for advertising the posting of the draft UDO on the Town's website.

**8. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:02) p.m.

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Bradford M. Litton, Chairman

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Brandi N. Jones, Chief Deputy Clerk