



MINUTES

WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, OCTOBER 10, 2024 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mr. John Jones, Jr.

OTHERS PRESENT:

Mayor Beth Taylor, Assistant Town Manager Elaine HOLETON, Chief Deputy Clerk Brandi Jones, Planning Director John Woods, Director of Computer Operations Ron Jude, Police Sergeant Tommy Lester, Lisa Shelton, Rodney Dunford, Denise Clay, Teri Woods

RE: CALL TO ORDER AND APPROVAL TO PARTICIPATE ELECTRONICALLY

Chairman Litton called the meeting to order and advised that Mr. Keith Jones desired to participate electronically in the meeting while visiting his brother at his home in Germany. He inquired if there was a motion to approve Mr. Keith Jones to participate electronically in the Planning Commission meeting.

Motion made by Mr. Wittwer, Seconded by Vice-Mayor Pattison. 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, Vice-Mayor Pattison, Chairman Litton, Vice-Chairwoman Anderson, Mr. Schmidt.

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 next agenda item 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 Vice-Chairwoman Anderson. He 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. Schmidt, Vice-Chairwoman Anderson, Chairman Litton, Vice-Mayor Pattison, Mr. K. Jones, Mr. Wittwer.

4. RE: CONSENT AGENDA

A. RE: MINUTES OF THE REGULAR MEETINGS OF AUGUST 8, 2024, AND SEPTEMBER 12, 2024

Chairman Litton presented the consent agenda consisting of the minutes of the regular meetings of August 8, 2024, and September 12, 2024. He inquired if there was a motion to approve the minutes of the regular meeting of August 8, 2024.

Motion made by Mr. Wittwer, Seconded by Mr. Schmidt. 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. K. Jones, Mr. Schmidt, Mr. Wittwer.

Chairman Litton inquired if there was a motion to approve the minutes of the regular meeting of September 12, 2024.

Motion made by Mr. Wittwer, Seconded by Mr. Schmidt. 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. K. Jones, Mr. Schmidt, Mr. Wittwer.

5. RE: PUBLIC HEARING

A. RE: PROPOSED UNIFIED DEVELOPMENT ORDINANCE (UDO) – STAFF REPORT

Chairman Litton advised that the next agenda item is a public hearing to consider repealing Ordinance No. 640, the Zoning Ordinance of the Town of Wytheville, Virginia, and, Ordinance No. 652, the Subdivision Ordinance of the Town of Wytheville, Virginia, and replacing the Zoning and Subdivision Ordinances with the Unified Development Ordinance (UDO). Planning Director Woods presented a copy of an email sent to him with a public comment requesting the Planning Commission to consider the addition of short-term rentals as a permitted use in the proposed Residential Historic Zoning District, formally the R-1M Residential Zoning District. A copy of the request letter is attached and made part of the minutes. A brief discussion was held regarding some of the changes that have been made to the Zoning Districts in the proposed UDO. Mr. Schmidt advised that he still has concerns regarding the high-density B-2 Business Zoning District content in the UDO. Director Woods stated that the portion regarding the high-density B-2 Business Zoning District has been removed from the UDO. He then gave a brief Staff Report regarding the repealing and replacing of the current Zoning and Subdivision Ordinances with the proposed UDO and answered questions from the Planning Commissioners before Chairman Litton opened the public hearing.

RE: PUBLIC HEARING - PROPOSED UNIFIED DEVELOPMENT ORDINANCE (UDO)

Chairman Litton advised that the meeting constituted a public hearing (due notice having been given) to receive comments regarding repealing Ordinance No. 640, the Zoning Ordinance of the Town of Wytheville, Virginia, and, Ordinance No. 652, the Subdivision Ordinance of the Town of Wytheville, Virginia, and replacing the Zoning and Subdivision Ordinances with the Unified Development Ordinance (UDO). Chairman Litton stated that there are citizens present who wish to address the Planning Commission during the public hearing. He inquired if Ms. Denise Clay would come to the podium and state her name and address for the recording of the minutes.

Ms. Denise Clay was recognized and stated that she lives on Tremough Drive in Wytheville. She stated that she appreciates all the effort that staff and the Planning Commission have put into the development of the UDO. Ms. Clay expressed her concerns regarding the addition of heavy industry on one side of Town, excluded uses and the possibility of applying for a Special Exception Permit. Assistant Town Manager Holeton stated that individuals will not be allowed to have or apply for a Special Exception Permit in town for anything that is an excluded use. Discussion continued regarding heavy industry, excluded uses, the development of the UDO, etc.

Mr. Keith Jones inquired of Director Woods how often the State requires an ordinance amendment, once a UDO is passed by the Town Council. Director Woods stated that there is no set requirement, unless someone tries to challenge it. Mr. Keith Jones inquired if the UDO could still be amended once it is approved by the Town Council. Director Woods stated that is correct. Chairman Litton commented that he has talked to a lot of citizens about the Zoning Ordinance, and they agree that it needs to be rewritten. Discussion was held regarding the rewrite of the Zoning Ordinance and the reasons why Staff believe that the UDO will benefit the Town. Mr. Schmidt stated that he would like more time to review the Zoning portion of the UDO until the Town receives a rezoning application. Director Woods advised that the

zoning maps will not change in the UDO. Assistant Town Manager HOLETON explained how the new Zoning Districts would work in the UDO and how the rezoning process will work in the future when someone comes forward to initiate a rezoning. Chairman LITTON inquired if it would have been easier to reformat the current Zoning Ordinance. Director WOODS explained the reasoning behind the rewrite of the Zoning Ordinance. There being no further discussion, Chairman LITTON declared the public hearing closed.

6. RE: RECOMMENDATION TO TOWN COUNCIL

A. RE: RECOMMENDATION TO TOWN COUNCIL – PROPOSED UNIFIED DEVELOPMENT ORDINANCE (UDO)

Chairman LITTON advised that to support the health, safety and welfare of the citizens of the Town of Wytheville, the Wytheville Planning Commission will consider making a recommendation to the Wytheville Town Council to repeal Ordinance No. 640, the Zoning Ordinance of the Town of Wytheville, Virginia, and, Ordinance No. 652, the Subdivision Ordinance of the Town of Wytheville, Virginia, and to replace the Zoning and Subdivision Ordinances with the Unified Development Ordinance (UDO). Chairman LITTON inquired if there was a motion to make a recommendation to the Town Council.

A motion was made by Mr. K. Jones and seconded by Vice-Mayor PATTISON to support the health, safety and welfare of the citizens of the Town of Wytheville, the Wytheville Planning Commission would recommend to the Wytheville Town Council to repeal Ordinance No. 640, the Zoning Ordinance of the Town of Wytheville, Virginia, and, Ordinance No. 652, the Subdivision Ordinance of the Town of Wytheville, Virginia, and to replace the Zoning and Subdivision Ordinances with the Unified Development Ordinance (UDO). Chairman LITTON inquired if there was any discussion on the motion. There being none, the motion was denied with the following voting results, by roll call vote: Voting Yea: Mr. Wittwer, Vice-Mayor PATTISON, Mr. K. Jones. Voting Against: Chairman LITTON, Vice-Chairwoman ANDERSON, Mr. Schmidt.

Vice-Chairwoman ANDERSON advised that she voted no because she did not understand why no citizens attended the public hearing, and she felt like the Planning Commission needed more time to review the proposed UDO. Mr. Schmidt stated that he voted no because he would like more information on the proposed UDO before making a recommendation and that he did not feel comfortable moving forward at this time. Chairman LITTON advised that he felt like the Planning Commission needs more time to review the proposed UDO and suggested that the members meet individually with Assistant Town Manager HOLETON and Planning Director WOODS to review the items that concern each of them before making a recommendation to the Council regarding the proposed UDO. Discussion was held regarding the Commission members meeting individually with staff to discuss his/her concerns prior to the November 14 meeting. It was the consensus of the Planning Commission for Chief Deputy Clerk JONES to email each Commissioner inviting them to schedule an individual appointment with Town staff, prior to the November 14, 2024, Planning Commission meeting, to discuss and review his/her concerns regarding the proposed UDO.

7. RE: CITIZENS' PERIOD

Chairman LITTON advised that the next agenda item is Citizens' Period. He inquired if any citizens wished to speak during Citizens' Period. There were no citizens who wished to address the Planning Commission during Citizens' Period, therefore, Chairman LITTON proceeded with the agenda.

8. RE: OTHER BUSINESS

A. RE: DISPENSING WITH DECEMBER 2024 MEETING

Chairman LITTON advised that the next agenda item is consideration by the Wytheville Planning Commission to dispense with the Thursday, December 12, 2024, meeting. It was the consensus of the Planning Commission to postpone consideration of

dispensing with the Thursday, December 12, 2024, meeting, and to place the item on the November 14, 2024, Planning Commission meeting agenda.

9. **RE: ADJOURNMENT**

There being no further business to be discussed, Chairman Litton adjourned the meeting.
(7:14 p.m.)

Bradford M. Litton, Chairman

Brandi N. Jones, Chief Deputy Clerk