



# MINUTES

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, SEPTEMBER 14, 2023 AT 6:00 PM  
COUNCIL CHAMBERS - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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### 1. RE: ATTENDANCE

#### **MEMBERS PRESENT:**

Chairman John Jones, Jr., Vice-Chairman Brad Litton, Vice-Mayor Cathy Pattison, Mr. George Wittwer, Mr. David Schmidt, Ms. Lisa Anderson

#### **MEMBERS ABSENT:**

Mr. Keith Jones

#### **OTHERS PRESENT:**

Mayor Beth Taylor, Assistant Town Manager Elaine Holeyton, Chief Deputy Clerk Brandi Jones, Planning Director John Woods, Assistant Town Engineer Billy Anderson, Sharon Hackler, Dennis Hackler, Joe Faraci, Kathy Laster, Don Laster, Shannon Rodgers, Denise Clay

### RE: CALL TO ORDER

Chairman Jones called the meeting to order.

### 2. RE: ESTABLISHMENT OF QUORUM

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

### 3. RE: CONSENT AGENDA

Chairman Jones presented the consent agenda consisting of the minutes of the regular meeting of August 10, 2023. He inquired if there was a motion to approve the consent agenda as presented.

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

Voting Yea: Chairman Jones, Vice-Chairman Litton, Vice-Mayor Pattison, Mr. Wittwer, Mr. Schmidt, Ms. Anderson.

### 4. RE: CITIZENS' PERIOD

Chairman Jones advised that the next agenda item is Citizens' Period. He inquired if anyone wished to address the Commission during Citizens' Period. There being none, he proceeded with the agenda.

### 5. RE: SUBDIVISION REQUEST

#### A. RE: PRESENTATION/STAFF REPORT OF THE ASBURY LANE SUBDIVISION PLAT, PHASE I

Chairman Jones advised that the next item on the agenda is the Presentation/Staff Report of the Asbury Lane Subdivision Plat, Phase One, by Assistant Town Engineer Billy Anderson. Assistant Town Engineer Anderson gave an overview of Phase One for the Asbury Lane Subdivision. He advised that there will be minor road improvements at the intersection of Holston Road and Asbury Lane. Assistant Town Engineer Anderson stated that the Virginia Department of Transportation (VDOT) is requiring that the street intersection be shifted over further away from a piece of private property that is not a portion of the subdivision. He then continued to discuss some of the minor changes that is required by VDOT, and the changes that will need to be made to meet subdivision requirements with the Commission. Mr. Schmidt

inquired of Assistant Town Engineer Anderson as to what size the existing waterline is for this area. Assistant Town Engineer Anderson stated that it is a four-inch waterline, and that the plan is to upgrade it to a six-inch waterline. Mr. Schmidt inquired about the stormwater runoff of the subdivision. Assistant Town Engineer Anderson stated that the Department of Environmental Quality (DEQ) indicates that there is not a land disturbance at this point, however, once Phase Two begins then the engineer will develop a site plan for what is existing and for what is being proposed. A brief discussion continued regarding stormwater and DEQ requirements. Assistant Town Engineer Anderson advised that the Asbury Lane Subdivision plat for Phase One is adequate for recommendation at this time.

**B. RE: RECOMMENDATION TO TOWN COUNCIL - ASBURY LANE SUBDIVISION PLAT, PHASE I**

Chairman Jones advised that the next item on the agenda is to make a recommendation to the Town Council to approve or deny the Asbury Lane Subdivision Plat, Phase One. He inquired if there was a motion to approve or deny the Asbury Lane Subdivision Plat. A motion was made by Vice-Mayor Pattison and seconded by Chairman Jones to recommend the approval of the Asbury Lane Subdivision Plat, Phase One, to the Town Council. Chairman Jones inquired if there was any discussion on the motion. Mr. Schmidt discussed his concerns regarding stormwater runoff. Vice-Chairman Litton inquired of Assistant Town Engineer Anderson regarding if the Department of Environmental Quality (DEQ) would require Phase Two to answer for the square footage of stormwater runoff from Phase One. Assistant Town Engineer Anderson stated that is correct, and they will also have to add any proposed areas for development. Discussion continued regarding the process of addressing stormwater runoff in the future. Mr. Wittwer inquired of Assistant Town Engineer Anderson regarding the road improvements. Assistant Town Engineer Anderson noted that the Subdivision Ordinance allows developers to bond portions of the required constructed items, in lieu of immediate construction. He noted that the road improvements can be bonded, as well. A brief discussion continued regarding bonding and how it will affect this project. Chairman Jones inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Chairman Jones, Vice-Chairman Litton, Vice-Mayor Pattison, Mr. Wittwer, Mr. Schmidt, Ms. Anderson.

**6. RE: OTHER BUSINESS**

**A. RE: PRESENTATION OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), SPECIAL PROVISIONS FOR CONDITIONAL USES**

Chairman Jones advised that the next item on the agenda is the presentation of the draft Unified Development Ordinance (UDO), Special Provisions for Conditional Uses. Planning Director Woods then reviewed Section 8.6 - Assembly Halls and Special Activity Clubs, Section 8.1 - Automobile Graveyards, Towing and Recovery Storage Yards, Auto Repair Storage Areas, Recycling Centers and Junkyards and the changes that have been made to these sections. Chairman Jones inquired if the existing auto service station on Route 11 would be required to install screening. Planning Director Woods advised that he will have to review the State Code regarding that matter. Vice-Chairman Litton inquired if the new requirements will be enforced if an existing auto business wanted to expand. Planning Director Woods stated that is correct, and a Special Exception Permit will be required then.

Planning Director Woods reviewed the proposed changes and requirements to Section 8.8 - Campgrounds and RV Parks and Section 8.9 - Cemeteries. He inquired if there was any discussion regarding these sections. There being none, he continued with the next section.

Planning Director Woods reviewed Section 8.16 - Heavy Industrial Uses. He noted that these uses are currently only allowed in a M-2 Industrial Zoning District. Planning Director Woods noted that in the proposed UDO, Heavy Industrial Uses in a M-1 Industrial Zoning District will require a Special Exception Permit. A brief discussion continued regarding Heavy Industrial Uses, what they are and what zoning district would be appropriate. Mr. Schmidt commented that the requirement for a Special

Exception Permit will give the Commissioners time to review a developer's plans before approval.

Planning Director Woods reviewed Section 8.22 - Manufactured Homes and the proposed changes and requirements of this section. He noted that requirements for minimum roof pitch have been removed from this section, since it is not required for other by-right homes. Chairman Jones inquired about what State Law says regarding Manufactured Homes. Planning Director Woods stated that in Agricultural Zoning Districts, Manufactured Homes cannot be regulated any differently than a standard home. A brief discussion continued regarding the regulation of Manufactured Homes in other Zoning Districts.

Planning Director Woods reviewed the proposed changes and requirements to Section 8.25 - Nursing Homes and Physical Rehabilitation Facilities, Section 8.28 - Public Utilities, Major and Section 8.35 - Temporary Uses (Temporary Structures, Events, Tents, Etc.).

Planning Director Woods advised that most of the UDO is finished and that the final draft should be available for consideration around November. Vice-Chairman Litton inquired about residences in town that citizens would maybe not want to live beside. Planning Director Woods noted that there is a new Clutter Ordinance that has been adopted and is part of the Town Code and will not be a part of the UDO. Assistant Town Manager Holeton stated that issues with clutter are typically handled through the Building Code or the Town Code's enabling statute. She noted that Planning Director Woods and her are making revisions to the Town Code in the Building Department Section that will give the Town more enabling authority. A brief discussion continued regarding the enforcement of clutter.

**B. RE: PRESENTATION OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), SUBDIVISION REQUIREMENTS**

Chairman Jones advised that the next item on the agenda is a presentation of the draft Unified Development Ordinance (UDO), Subdivision Requirements, by Assistant Town Manager Holeton. Assistant Town Manager Holeton noted that Staff is revising the Subdivision Standards to make them more user friendly for developers. She then reviewed the changes that have been made to the Subdivision Standards of the UDO since the last meeting. Mr. Schmidt inquired of Assistant Town Manager Holeton regarding private streets and how they are going to be cheaper than public streets. Assistant Town Manager Holeton noted that easement requirements and pavement width is less than a public street. A brief discussion was held regarding how the condition of a private street will last over an extended period of time. Assistant Town Manager Holeton advised that it can be required that all private streets must meet the requirements of the Virginia Department of Road Design Manual. Mr. Schmidt stated that his concern is that the streets will not last.

Assistant Town Manager Holeton stated that Staff has also worked to loosen the requirements for curb and guttering. She then reviewed the new curb and guttering requirements included in the proposed UDO. Assistant Town Manager Holeton inquired if the Commission members liked the approach of loosening those requirements. Mr. Schmidt stated that he likes this approach and that it will help with stormwater runoff problems. Vice-Chairman Litton stated that he feels as if curb and guttering can be a good thing with the right design, but some of the older neighborhoods like, King Hills, can be problematic for stormwater runoff. Discussion continued regarding the pros and cons of curb and guttering. Assistant Town Manager Holeton inquired if the Commission members would like for Staff to present a PowerPoint on curb and guttering at the next meeting. It was the consensus of the Planning Commission for Town staff to present a PowerPoint regarding curb and guttering at the next Planning Commission meeting.

**7. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:35 p.m.)

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John W. Jones, Jr., Chairman

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Brandi N. Jones, Chief Deputy Clerk