



# MINUTES

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, AUGUST 10, 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, Mr. Keith Jones

#### **MEMBERS ABSENT:**

None

#### **OTHERS PRESENT:**

Assistant Town Manager Elaine Holeton, Chief Deputy Clerk Brandi Jones, Planning Director John Woods, Denise Clay, Audrey Bellan

### 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 July 13, 2023. He inquired if there was a motion to approve the consent agenda as presented.

Motion made by Mr. Wittwer, Seconded by Ms. Anderson.

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

### 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: 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, by Planning Director John Woods. Planning Director Woods briefly reviewed Section 8.4 - Agritourism Venues with the Planning Commission.

Planning Director Woods discussed Section 8.6 - Child Day Care Centers and Private Preschools. Planning Director Woods stated that the changes in Section 8.6 include an outdoor play and exercise area, and it will require 75 square feet for each child in this area, a safety fence, it cannot be located in a front yard and it must be safely segregated from parking, loading or service areas. He advised that Section 8.6 states that parking areas must be designed to enhance the safety of children, minimal lot sizes, possible restricted hours of operation, etc. Mr. Keith Jones inquired

if there are height requirements around playgrounds. Planning Director Woods noted that there are height requirements, and they are defined in the current Fence Ordinance. Vice-Chairman Litton inquired if someone keeping four to five children would be covered under these requirements. Planning Director Woods noted that they are not covered under this. He stated that there has to be five to twelve children before being considered a day care.

Planning Director Woods reviewed the proposed changes and requirements to Section 8.7 - Clinics and Medical Offices, Section 8.10 Funeral Homes in RB-2 Residential Zoning Districts and Section 8.12 Greenhouses, Large Commercial in A-1 Agricultural Zoning Districts. He inquired if there was any discussion regarding these sections. There being none, Planning Director Woods continued with the next section.

Planning Director Woods reviewed section 8.13 - Kennels and noted that this section covers Dog Runs, Private Kennels and Commercial Kennels. He noted that Private Kennels are only allowed in A-1 Agricultural Zoning Districts, must be located 500 feet from the lot line, soundproofed kennels must be 200 feet from the lot line and that a Special Exception Permit and soundproofing would be required for a kennel located closer than 200 feet from an adjacent residential zoned area. Planning Director Woods advised that Commercial Kennels will be permitted in A-1 Agricultural and M-1 and M-2 Industrial Zoning Districts, however, a Commercial Kennel can be permitted in RA Residential Artisan and B-2 Zoning Districts with a Special Exception Permit. Discussion was held regarding the proposed changes and requirements for Kennels. Assistant Town Manager Holeton stated that she would advise that Staff review Section 8.13 - Kennels, again, before the next Planning Commission meeting. Mr. Keith Jones inquired about dog parks and their relation to a kennel. Planning Director Woods advised that kennels and dog parks are not directly related in this matter, however, Staff has recommended that dog parks be approved by a Special Exception Permit only. Mr. Wittwer inquired if there was any language that addresses the number of dogs allowed per square foot. Planning Director Woods stated that there is not any language that addresses this matter yet. He noted that in the State Code, there is a section that addresses specific conditions of care for pets, kennels and similar facilities.

Planning Director Woods reviewed the proposed changes and requirements for Section - 8.14 Light Industrial Uses in RA Residential Artisan Zoning Districts regarding obnoxious odors, waste or dust, loud noises, mining or extracting, etc. Mr. Wittwer inquired if businesses would be required to build fences or buffer yards if the zoning was changed to RA Residential Artisan. Planning Director Woods stated that this would only apply if a new business came in next to existing residential areas. Mr. Schmidt inquired if the Noise Ordinance addresses the noise levels in decibels. Assistant Town Manager Holeton stated that she could not recall the Noise Ordinance addressing decibel levels. A brief discussion was held regarding the Noise Ordinance guidelines.

Planning Director Woods reviewed the proposed changes to Section 8.15 - Live/Work Dwellings, Section 8.18 - Multi Family Uses in the Residential Historic Zoning District and Professional Offices and Services in Residential-Business Zoning Districts, Section 8.19 - Retail and Personal Services in Residential-Business Districts, Section 8.20 - Schools, Primary and Secondary, Private and Section 8.26 - Veterinary Clinics. Vice-Chairman Litton inquired of Planning Director Woods if the five-acre limit for schools would disqualify the Granite Christian Academy private school under Section 8.20. Planning Director Woods stated that it would not because this school would be grandfathered under the old ordinance. Discussion ensued regarding private schools and the acreage requirements. Chairman Jones inquired if there were any other comments or questions for Planning Director Woods. There being none, he proceeded with the agenda.

**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 Elaine Holeton. Assistant Town Manager Holeton advised that since the last meeting, Staff has made some additional changes to the Streets Section and the process for receiving Subdivision applications. She then briefly reviewed some of the other areas of the Subdivision Requirements of the UDO that Staff will revise by the next Planning Commission meeting. Assistant Town Manager Holeton stated that in their packets, the Planning Commission members received a comment from a citizen who is concerned about the Town's ability within the Subdivision Section to limit replatting in existing subdivisions. She noted that she had sent the Commission members a follow-up email with some guidance from the Land Use Handbook stating that the Town does not have enabled authority as a locality to reduce the number of times that lots are ever divided. Discussion continued regarding the concerns of the citizen and the Subdivision Requirements.

**6. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:11 p.m.)

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John W. Jones, Jr., Chairman

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Brandi N. Jones, Chief Deputy Clerk