



MINUTES

WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, MAY 09, 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. Keith Jones, Mr. David Schmidt, Mr. George Wittwer

MEMBERS ABSENT:

Mr. John Jones, Jr.

OTHERS PRESENT:

Assistant Town Manager Elaine Holeton, Chief Deputy Clerk Brandi Jones, Planning Director John Woods

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

4. RE: CONSENT AGENDA

A. Chairman Litton presented the consent agenda consisting of the minutes of the regular meeting of February 8, 2024. He inquired if there was a motion to approve the consent agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Mr. Wittwer. 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. Jones, Mr. Schmidt, Mr. Wittwer.

5. RE: CITIZENS' PERIOD

Chairman Litton advised that the next agenda item is Citizens' Period. He stated that there are no citizens attending the meeting to address the Planning Commission, therefore, he would proceed with the agenda.

6. RE: OTHER BUSINESS

A. RE: PLANNING COMMISSION RULES OF PROCEDURE

Chairman Litton advised that the next agenda item is consideration by the Wytheville Planning Commission to adopt the Planning Commission Rules of Procedure, as presented by Assistant Town Manager Elaine Holeton. Assistant Town Manager Holeton briefly reviewed the Rules of Procedure and noted that this draft mirrors what the Wytheville Town Council and the Wytheville Board of Zoning Appeals follow. She commented that the Wytheville Planning Commission's Rules of Procedure have been modified to fit the Commission, based on the Code of Virginia statutes for Planning Commissioners. Assistant Town Manager Holeton commented that at the last Planning Commission meeting, her interpretation was that the Planning Commission agreed with the draft Rules of Procedure, but Town Staff wanted to give the members some time to review the draft document before considering it for adoption. She advised that before opening the floor for discussion, she wanted to note that on page five, under Section 5.4 Regular Meetings, there was an error discovered relating to the meeting day, which will be corrected to state, "second Thursday" instead of "second Tuesday." Assistant Town Manager Holeton remarked that, at this time, Town Staff would like to discuss the meeting time with the Commissioners to see if there was any interest in changing the meeting time from 6:00 p.m. to 5:00 p.m. or even 4:00 p.m. She stated that Town Staff is agreeable with the meeting time that works best for the Planning Commissioners. Assistant Town Manager Holeton inquired of the Planning Commissioners what their thoughts were regarding the 6:00 p.m. meeting time. Discussion ensued regarding the meeting time, and it was the consensus of the Planning Commission to leave the meeting time at 6:00 p.m. Assistant Town Manager Holeton inquired of the Planning Commission if there was anything about the document that they thought should be changed, etc. or if there were any questions about the document. Mr. Schmidt inquired if the Planning Commission had ever had Rules of Procedures to follow. Assistant Town Manager Holeton stated that there was a historic document that lived but was never reviewed for changes. She explained that with this draft document, each year, at the Planning Commission's annual meeting in January when Officers are elected, the Rules of Procedure will also be on the agenda for review. She noted, however, this document can be amended at any time, but it will be on the agenda each January. Assistant Town Manager Holeton continued to explain how the Rules of Procedure can be used. The members of the Planning Commission agreed that other than the meeting day correction, the document looked great. Discussion ensued regarding the time limit given to citizens to speak, code of conduct regarding speakers addressing the Planning Commission and where Citizens' Period is located on the agenda. Chairman Litton inquired if there was a motion to adopt the Planning Commission Rules of Procedure with an amendment to Section 5.4 Regular Meetings to state "second Thursday" instead of "second Tuesday."

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

B. RE: UNIFIED DEVELOPMENT ORDINANCE (UDO) FOCUS GROUPS

Chairman Litton advised that the next agenda item is the review and discussion regarding the survey questions for the future Unified Development Ordinance (UDO) Focus Groups to be provided by Planning Director John Woods. Planning Director Woods presented the two draft surveys to the Planning Commission that he stated would more than likely change before being presented to the Focus Groups. He remarked that one survey focuses on the UDO from an economic development perspective, and the second survey focuses on the UDO from a housing and neighborhood development perspective. Planning Director Woods reviewed both surveys with the Commissioners. He commented that with this being the first draft, a decision needs to be made as to which of the two styles of questions work the best or if the questions should be a combination of the two styles of questions. Planning Director Woods stated that these questions will serve the first round from the two Focus Groups, and, later, Town Staff will develop a more generalized survey that will be presented to the public. He noted that earlier in the day, he finished the first draft

edits of the full UDO, and there is a list of items that still need to be reviewed. Planning Director Woods advised that the draft UDO should be ready for Town Staff to post on the Town's Planning Department webpage within the next day or two. He inquired of the Planning Commissioners if there were any questions or comments regarding the survey. Chairman Litton inquired if the draft surveys presented to the Commissioners at the meeting would be posted online. Planning Director Woods stated that is incorrect, and that the surveys presented at this meeting will be presented to target the members from the Joint Industrial Development Authority and Board of Zoning Appeals for the Focus Group for economic development and real estate developers and construction contractors for the Focus Group for housing and neighborhood development. He commented that another survey will be posted online for the public at a later date. Discussion ensued regarding the different types of Focus Groups that will be assembled and the number of potential candidates on the email list who could possibly serve in a group. Assistant Town Manager Holeton remarked that another option would be to send an email to the list of potential candidates inquiring if they would be interested in participating in an in-person Focus Group conducted during the evening. She stated that the benefit to this may be that more information regarding the UDO can be explained so that the average citizen will understand and be able to complete the survey without questions. Chairman Litton suggested asking former Planning Commission members to attend the Focus Groups. Assistant Town Manager Holeton stated that this was a great idea, and Town Staff would add former Commissioners to the list. Discussion continued regarding the Focus Groups and the surveys. Assistant Town Manager Holeton stated that following this meeting, if any of the Commissioners have issues regarding the survey questions, let Town Staff know. She explained that during the Focus Group meetings, there would be a presentation by Planning Director Woods, and after the presentation, a discussion would be held among the group, or an in-person poll could be conducted. Discussion ensued regarding the plans for the Focus Group meetings. Assistant Town Manager Holeton inquired if the Planning Commission would agree to cancel the June meeting and hold Focus Group meetings instead. It was the consensus of the Planning Commission to cancel the June meeting unless an application is received by the Town that would require the Planning Commission to meet. Assistant Town Manager Holeton stated that if any of the Planning Commissioners wanted to attend one of the Focus Group sessions to let Town Staff know because only two would be able to attend each session since it is not a regular scheduled meeting.

7. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (6:38 p.m.)

Bradford M. Litton, Chairman

Brandi N. Jones, Chief Deputy Clerk