



# MINUTES

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, NOVEMBER 09, 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 HOLETON, Chief Deputy Clerk Brandi Jones, Planning Director John Woods, 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.

Chairman Jones asked everyone to please stand to observe a moment of silence for the people of Israel.

### 3. RE: CONSENT AGENDA

Chairman Jones presented the consent agenda consisting of the minutes of the regular meeting of September 14, 2023. He inquired if there was a motion to approve the consent agenda as presented.

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

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

### 4. RE: CITIZENS' PERIOD

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

### 5. RE: OTHER BUSINESS

#### **A. RE: HALE SPECIAL EXCEPTION PERMIT REQUEST WITHDRAWN**

Chairman Jones advised that Mr. Gary Hale has withdrawn his request for a Special Exception Permit, therefore, the Planning Commission will no longer be required to schedule a public hearing for the Thursday, December 14, 2023, Planning Commission meeting. Chairman Jones inquired if there were any questions or comments. There being none, Chairman Jones proceeded with the agenda.

#### **B. RE: UPDATE REGARDING THE ASBURY LANE SUBDIVISION PROJECT**

Chairman Jones advised that the next agenda item is an update regarding the Asbury Lane Subdivision Project by Assistant Town Manager Elaine HOLETON. Assistant Town Manager HOLETON noted that the Phase One Subdivision Plat for Asbury Lane was approved by the Town Council on September 25, 2023. She stated

that there has been some development since the Council's approval. Assistant Town Manager Holeton continued to discuss the Asbury Lane Subdivision, Phase One developments with the Planning Commission.

**C. RE: PRESENTATION OF CURB AND GUTTER INFORMATION**

Chairman Jones advised that the next agenda item is the presentation of the curb and gutter information by Assistant Town Manager Holeton. Assistant Town Manager Holeton reviewed the current curb and gutter requirements that are included in the Subdivision Ordinance with the Planning Commission. She noted that Staff met after the last Planning Commission meeting and stated that they have come up with some proposed language regarding the installation of curb and gutter in the future. Assistant Town Manager reviewed the proposed language with the Commission, and she noted that there is a lot more flexibility regarding curb and gutter included in this proposed language. She stated that one thing Staff would like to see, even if raised curb and guttering is not required, is edge of pavement protection, rolltop curbs, ribbon curbs, etc. Assistant Town Manager Holeton commented that edge of pavement protection helps the pavement to last longer, since it will not break off on the edges. Mr. Schmidt inquired if curb and gutter will be required in the new Subdivision Ordinance. Assistant Town Manager Holeton noted that a type of curb and gutter will be required. Mr. Schmidt stated that he thinks that enforcing curb and guttering requirements will scare off new developers due to the expense. Discussion continued regarding enforcing curb and gutter requirements and how it will affect developers in town. Assistant Town Manager Holeton stated that the curb and gutter section of the Subdivision Ordinance could be more flexible if the Planning Commission prefers. Vice-Mayor Pattison inquired if Planning Director Woods could provide the Commission with pictures of a rolltop curb, ribbon curb, etc. at the meeting in January. Planning Director Woods stated that he would provide pictures of these at the January Planning Commission meeting.

**D. RE: PRESENTATION OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), LAND USE TABLE AND DEFINITIONS**

Chairman Jones advised that the next agenda item is the presentation of the draft Unified Development Ordinance (UDO), Land Use Table and Definitions, by Planning Director John Woods. Planning Director then Woods presented information regarding the proposed changes to the Land Use Table and Definitions to the Planning Commission. Mr. Schmidt inquired if the Commissioners could get a copy of a map that shows the different Zoning Districts. Planning Director Woods stated that he has a CAD file with the proposed Zoning Districts that he can email to the Commission members. He then reviewed some of the permitted uses and their definitions in R-B1 and 2 Residential, RMH Residential Mobile Home, BMX Business Mixed Use, BTS Bus Travel Services, RH Residential Historic, Residential Artisan, and DTB 1,2 and 3 Downtown Business Zoning Districts. Assistant Town Manager Holeton showed the Planning Commission members how they can access the Town's GIS mapping system to view certain areas of town and the different Zoning Districts. Discussion continued regarding the use of the Town's GIS mapping system for accessing Zoning Districts and the proposed changes to the Land Use Table and the Definitions. Ms. Anderson stated that there are some things on the Table that she would like to see change. She noted that she does not feel like combining the Substance Abuse Treatment Centers and Medical Offices/Clinics uses is a good idea. Ms. Anderson advised that she feels like those two uses should be separated. Discussion continued regarding separating Substance Abuse Treatment Centers and Medical Offices/Clinics. Assistant Town Manager Holeton stated that Staff will continue to review and work on this matter, and that they will bring this topic back to a future meeting.

**E. RE: DISPENSING WITH DECEMBER MEETING**

Chairman Jones advised that the next agenda item is to consider dispensing with the December 14, 2023, Planning Commission meeting due to the Christmas holidays. He inquired if there was a motion to dispense with the December 14, 2023, Planning Commission meeting.

Motion made by Vice-Chairman Litton, Seconded by Ms. Anderson.

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

**6. RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:13 p.m.)

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John W. Jones, Jr., Chairman

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Brandi N. Jones, Chief Deputy Clerk