



MINUTES

WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, JANUARY 11, 2024 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Mr. George Wittwer

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.

3. RE: CONSENT AGENDA

Chairman Jones presented the consent agenda consisting of the minutes of the regular meeting of November 9, 2023. He inquired if there was a motion to approve the consent agenda as presented.

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

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

4. RE: ELECTION OF OFFICERS

A. RE: CHAIRPERSON

Chairman Jones advised that the next agenda item is the election of a new Chairperson for the year 2024. He noted that, at this time, nominations will be taken. Mr. Schmidt stated that he would like to nominate Vice-Chairman Brad Litton to serve as the Chairman for 2024. Chairman Jones inquired if there was a motion to close the nominations and elect Mr. Brad Litton as the new Wytheville Planning Commission Chairperson.

Motion made by Mr. Schmidt, Seconded by Ms. Anderson. Chairman Jones 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, Ms. Anderson, Vice-Chairman Litton, Chairman Jones, Vice-Mayor Pattison, Mr. K. Jones.

B. RE: VICE-CHAIRPERSON

Chairman Litton advised that the next agenda item is the election of a new Vice-Chairperson for the year 2024. He noted that, at this time, nominations will be taken. Mr. Schmidt stated that he would like to nominate Ms. Lisa Anderson to serve as Vice-Chairperson for 2024. Chairman Litton inquired if there was a motion to close

the nominations and elect Ms. Lisa Anderson as the new Wytheville Planning Commission Vice-Chairperson.

Motion made by Mr. Schmidt, Seconded by Mr. J. Jones, Jr. 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. Schmidt, Ms. Anderson, Chairman Litton, Mr. J. Jones, Jr., Vice-Mayor Pattison, Mr. K. Jones.

5. RE: CITIZENS' PERIOD

Chairman Litton advised that the next agenda item is Citizens' Period. He stated that there is one person listed on the sign-in sheet who wished to address the Planning Commission during Citizens Period. Chairman Litton inquired if Ms. Denise Clay would please come to the podium and state her name and address for the recording of the minutes.

Ms. Denise Clay was recognized stated that she resides at 585 Tremough Drive in Wytheville. She addressed the Planning Commission regarding her concerns about the proposed M-1 and M-2 Industrial Zoning Districts. It was noted that there was an error in color coding of the Industrial Zoning District proposal on the Future Land Use Zoning Study Map. Chairman Litton thanked Ms. Clay for her comments and proceeded with the agenda.

6. RE: OTHER BUSINESS

A. RE: REVIEW OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), LAND USE TABLE

Chairman Litton advised that the next agenda item is the review of the draft Unified Development Ordinance (UDO), Land Use Table, by Planning Director John Woods. Planning Director Woods continued to review the changes to the Land Use Table and stated that he will continue to review the Land Use Table until it is approved. Chairman Litton inquired if Planning Director Woods could discuss the Conditional Uses process further with the Commission. Planning Director Woods explained that Article 8, of the UDO, is where the regulations of Conditional Uses are now located in the Zoning Ordinance. He then briefly discussed how to navigate Article 8, of the UDO, regarding Conditional Uses. Chairman Litton inquired if there are a lot of changes to the Conditional Uses of the UDO. Planning Director Woods advised that there will be various changes to the By Right Uses that will begin to address and modify the future Land Use Map to reduce the need for Special Exception Permits for uses that are typically approved. Chairman Litton inquired if there was any other discussion regarding this agenda item. There being none, he proceeded with the agenda.

B. RE: REVIEW OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), ARTICLE 5 - ZONING DISTRICTS

Chairman Litton advised that the next agenda item is the review of the draft Unified Development Ordinance (UDO), Article 5 - Zoning Districts, by Planning Director John Woods. Planning Director Woods reviewed the Changes to Article 5 - Zoning Districts of the UDO with the Planning Commission. Mr. Schmidt inquired about where Planning Director Woods came up with the percentage of open space that is required for a Planned Unit Development (PUD) District. Planning Director Woods stated that the numbers came from other similar municipalities in rural areas of Virginia. Discussion continued regarding the open space requirements. Mr. Keith Jones inquired about the open space requirement and the process of how the Town Council may reduce the open space requirement. Planning Director Woods stated that a public hearing would be required by the Town Council, however, there could be potential issues with the reduction of the open space requirement. Discussion continued regarding the process of reducing the open space requirement of a PUD.

C. RE: PRESENTATION OF THE DRAFT FUTURE ZONING MAP

Chairman Litton advised that the next agenda item is a presentation of the Future Zoning Map by Planning Director John Woods. Planning Director Woods presented the Future Zoning Map and discussed the current concept of the Zoning Districts with

the Planning Commission. He gave examples of Light Industrial Uses, General Industrial Uses and Residential Artisan Uses. Discussion ensued regarding the current and future concept and the uses of the Future Zoning Map.

D. RE: CONTINUED DISCUSSION REGARDING CURB AND GUTTER DESIGN

Chairman Litton advised that the next agenda item is the continued discussion regarding curb and gutter design by Planning Director Woods. Planning Director Woods discussed the basic types of curb and guttering that are the most used. Mr. Schmidt stated that he does not think that curb and gutter should be required in the new Subdivision Ordinance. Chairman Litton noted that each individual situation should be looked at differently when it comes to installing curb and gutter. Planning Director Woods advised that he would recommend that the Planning Commission allow the ribbon curb and leave the ability to waive curb and gutter and the edge of pavement requirement. Discussion continued regarding the possible curb and gutter requirements in the new Subdivision Ordinance. It was the consensus of the Planning Commission to leave the flexibility of waiving curb and gutter requirements, to add ribbon curb as an optional curb type and to include other curb types as options. There being no further discussion, Chairman Litton proceeded with the agenda.

E. RE: PRESENTATION REGARDING THE TOWN'S FUTURE PLANNING AND ZONING WEBPAGE

Chairman Litton advised that the next agenda item is a presentation regarding the Town's future Planning and Zoning webpage by Planning Director John Woods. Planning Director Woods stated that the Planning and Zoning webpage is currently live. He advised that the webpage can be found under the Planning Department tab on the Town's website. Assistant Town Manager Holeton commented that, in the near future, the draft Unified Development Ordinance (UDO) will also be added to the webpage. She noted that Staff hopes these items can be used as a tool to citizens and to the Planning Commission members for future meetings.

F. RE: DISCUSSION REGARDING THE PLANNING COMMISSION'S DRAFT RULES OF PROCEDURE

Chairman Litton advised that the next agenda item is discussion regarding the Planning Commission's draft Rules of Procedure by Assistant Town Manager Elaine Holeton. Assistant Town Manager Holeton advised that Staff has been working towards bringing more consistency to the Rules of Procedure for various Town Committees and Boards. She then gave a presentation regarding the details of what will be included in the Planning Commission's Rules of Procedure. It was the consensus of the Planning Commission for Town staff to bring the first draft of the Rules of Procedure to the February Planning Commission meeting.

G. RE: MISCELLANEOUS

Chief Deputy Clerk Brandi Jones reminded the Planning Commission members that the Disclosure of Real Estate Holdings forms are due to the Town Clerk's Office before February 1, 2024.

7. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:37 p.m.)

Bradford M. Litton, Chairman

Brandi N. Jones, Chief Deputy Clerk