



**AGENDA**  
**Wytheville Planning Commission**  
**Thursday, July 14, 2022**  
**6:00 p.m.**  
**Council Chambers**  
**150 East Monroe Street**  
**Wytheville, Virginia 24382**

1. **CALL TO ORDER** — Chairman George F. Wittwer
2. **ESTABLISHMENT OF QUORUM** — Chairman George F. Wittwer
3. **CONSENT AGENDA**
  - A. Minutes of the regular meeting of June 9, 2022
4. **CITIZENS' PERIOD**
5. **OTHER BUSINESS**
  - A. Further direction regarding a Uniform Development Ordinance (UDO)
  - B. Continued discussion regarding the R-4 Zoning District
  - C. Staff Report – Planning Commission and Zoning Administrator Training
6. **ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE PLANNING COMMISSION  
HELD IN THE COUNCIL CHAMBERS ON THURSDAY, JUNE 9, 2022, AT 6:00 P.M.**

Members present: George F. Wittwer, M. Bradley Tate, Cathy D. Pattison, John W. Jones, Jr.,  
Bradford M. Litton

Members absent: Lisa K. Anderson, David E. Schmidt

Others present: Assistant Town Manager Elaine R. Holeyton, Town Clerk Sharon G. Corvin,  
Chief Deputy Clerk Brandi N. Jones, Planning Director John Woods, Larry  
Sharitz

**RE: CALL TO ORDER, QUORUM**

Chairman Wittwer called the meeting to order and established that a quorum was present.

**RE: CONSENT AGENDA**

Chairman Wittwer presented the consent agenda consisting of the minutes of the regular meeting of May 12, 2022. He inquired of the Commission if there were any additions or corrections to the consent agenda or if there was a motion to approve the consent agenda, as presented. A motion was made by Mr. Jones and seconded by Vice-Chairman Tate to approve the minutes of the regular meeting of May 12, 2022, as presented. Chairman Wittwer 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: For: George F. Wittwer, M. Bradley Tate, Cathy D. Pattison, John W. Jones, Jr., Bradford M. Litton. Against: None.

**RE: PUBLIC HEARING – SPECIAL EXCEPTION PERMIT – LARRY SHARITZ**

Chairman Wittwer advised that the meeting constituted a public hearing (due notice having been given) to consider renewing a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop and to add the use to operate an auto welding shop at 140 Hillcrest Road in a B-1 Business District. Planning Director Woods presented a Staff Report containing information regarding the stipulations of the existing Special Exception Permit. He discussed the site of Mr. Sharitz's property, as well as the zoning of the property with the Commission. Director Woods noted that Mr. Sharitz's business was established prior to the annexation of the area into the town. He stated that the site is neatly maintained and is completely screened. Director Woods advised the Commission that Staff has no recommendation to approve or disapprove the request of Mr. Sharitz. Mr. Larry Sharitz addressed the Commission stating that he is the owner of Home and Commercial Cleaning and is requesting that the Special Exception Permit to be approved, as well as to add the use to operate an auto welding shop. He thanked the Commission for allowing him to speak. Chairman Wittwer inquired if there were any other questions or comments regarding the public hearing. There being none, Chairman Wittwer declared the public hearing closed and proceeded with the agenda.

**RE: RECOMMENDATION TO TOWN COUNCIL – SPECIAL EXCEPTION PERMIT – LARRY SHARITZ**

Chairman Wittwer advised that the next agenda item is for the Wytheville Planning Commission to make a recommendation to the Town Council to consider renewing a Special Exception Permit for Mr. Larry Sharitz to operate an auto repair shop and to add the use to operate an auto welding

shop at 140 Hillcrest Road in a B-1 Business District. Chairman Wittwer noted that he has visited Mr. Sharitz's property several times, and it is in immaculate condition. Chairman Witter inquired if there was any discussion regarding the recommendation for Mr. Sharitz's Special Exception Permit. A motion was made by Mr. Jones and seconded by Mr. Litton for the Wytheville Planning Commission to recommend to the Town Council to approve the request of Mr. Larry Sharitz to renew a Special Exception Permit to operate an auto repair shop and to add the use of an auto welding shop at 140 Hillcrest Road, and it will be subject to an annual review. Chairman Wittwer 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, by roll call vote:

FOR: George F. Wittwer, M. Bradley Tate, Cathy D. Pattison, John W. Jones, Jr.,  
Bradford M. Litton

AGAINST: None

ABSTENTIONS: None

### **RE: CITIZENS' PERIOD**

Chairman Wittwer advised that the next agenda item is Citizens' Period. He noted that there were no citizens attending the meeting, therefore, he would proceed with the agenda.

### **RE: OTHER BUSINESS**

- A. Future Direction – Unified Development Ordinance: Chairman Wittwer stated that the next agenda item is to discuss the Future Direction - Unified Development Ordinance. Director Woods presented a PowerPoint presentation on the concept of a Unified Development Ordinance addressing subdivision development regulations and zoning regulations. He stated that combining the two regulatory functions helps provide opportunities to simplify regulations and facilitate development. Director Woods inquired if the Commission had any questions or comments regarding the matter. Chairman Wittwer noted that he believes a unified source document would be a good idea. Assistant Town Manager Holeton explained that when both ordinances are completed, everything will be compiled and more modernized.
  
- B. Discussion of the Town Land Use Table: Chairman Wittwer stated that the next agenda item is the discussion of the Town Land Use Table. He noted that Staff is continuing to develop a full revision to the Wytheville Zoning Ordinance. Director Woods advised that efforts are being made to develop an ordinance that is easy to understand. He noted that he will present a Land Use Matrix listing containing land uses that are currently mentioned, defined or listed as allowable uses in Town. Director Woods stated that there are still some areas of the matrix that are unclear due to different uses being allowed in one area but prohibited in a different area. Vice-Mayor Pattison inquired if it would benefit the Planning Commission to clear up those portions on the Land Use Matrix. Director Woods advised that clearing those up would benefit the Commission greatly. Assistant Town Manager Holeton commented that all portions considered unclear will be discussed at future meetings. Mr. Litton noted that the matrix looks great, but there are uses that could be added and deleted. Chairman Wittwer inquired if the matrix will be a PDF or a hyperlink webpage. Director Woods advised that Staff hopes to have the matrix hyperlinked. A brief discussion was held regarding the possibilities of the Land Use Matrix.

- C. Floodplain Overlay Zoning District (FO) – Update for Compliance: Chairman Wittwer advised that the next agenda item is the Floodplain Overlay Zoning District and an update for its compliance. He stated that there are several updates to federal regulations regarding floodplain management and zoning practices since the Town’s Floodplain Ordinance was adopted. Chairman Wittwer noted that a draft ordinance has been prepared and Staff will explain the principles of floodplain management and review the draft ordinance. Assistant Town Manager Holeyton reviewed the National Flood Insurance Program with the Planning Commission. She advised that when looking at flood maps, they will be distinguished by elevation and zones considering the likelihood of flooding in an area. Assistant Town Manager Holeyton stated that the Virginia Department of Conservation and Recreation (DCR) has provided a model floodplain ordinance, and Staff chose to base the ordinance from the Roanoke County model. A brief discussion was held regarding the Floodplain Overlay Zoning District. Vice-Chairman Tate noted that he believes flood maps are a valuable tool that shows possible floodplains to people in the community.

**RE: ADJOURNMENT**

There being no further business, a motion was duly made, seconded and carried to adjourn the meeting (7:14 p.m.).

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George F. Wittwer, Chairman

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Brandi N. Jones, Chief Deputy Clerk