

AGENDA
Wytheville Planning Commission
Work Session
Thursday, February 9, 2017
5:00 P.M.
Council Chambers
150 East Monroe Street
Wytheville, Virginia 24382

A. WORK SESSION

1. Discussion regarding the Wytheville Comprehensive Plan Goals and Objectives

FEBRUARY 9, 2017

AGENDA INFORMATION

WORK SESSION

Item No. 1. 2015-16 ANNUAL REPORT

Please find enclosed the 2015-16 Annual Report that Assistant Town Manager Moore will review with the Planning Commission during the work session.

(During the meeting, please request that all persons addressing the Planning Commission approach the podium so everyone can hear and the minutes can be properly recorded. Anyone addressing the Commission will not be recorded properly if they do not approach the microphone at the podium.)

**WYTHEVILLE PLANNING COMMISSION
2015-2016 ANNUAL REPORT
JULY 2015-JUNE 2016**

The Wytheville Planning Commission respectfully submits this report for Fiscal Year 2015-2016 to the Wytheville Town Council.

**ACCOMPLISHMENTS OF IDENTIFIED OBJECTIVES IN
THE 2013 COMPREHENSIVE PLAN**

2013 COMPREHENSIVE PLAN

The 2013 Comprehensive Plan was adopted by Town Council in late April 2013.

Economic Goal and Objectives

Goal: Collaborate to create a diversified economy that encourages entrepreneurship, lifelong learning, support of existing businesses and industry, and a vital downtown.

Objectives:

1. Place an emphasis on the development and expansion of existing businesses and entrepreneurial enterprises in the town and county through the Joint Industrial Development Authority, the Virginia Department of Economic Development, and the Crossroads Regional Industrial Facility Authority.

The Town, in conjunction with Downtown Wytheville, Incorporated (DWI), the Joint Industrial Development Authority of Wythe County (JIDA) and the County of Wythe, has established an Enterprise Zone in the downtown to give incentives to business development downtown. A number of these incentives have been utilized by downtown business and property owners.

2. Promote incubators for small business startup through assistance available from Wytheville Community College, the Joint Industrial Development Authority, the Virginia Department of Economic Development, etc.

DWI has established at least one new business development program that has a grant attached. DWI implements these programs annually.

3. Place an emphasis on quality education by working cooperatively with the efforts of the Wythe County School Board, Wytheville Community College, literacy programs, distance learning programs, etc. to enhance all levels of education.

No progress has been made in this category.

4. Work to provide a focus on technology and encouragements for critical community assets that support the technology, including affordable, reliable training programs, incubators, start-up funds, and other programs to assist and promote tech-based businesses, distance learning programs, etc.

No progress has been made in this category.

5. Work toward an “e-village” environment especially for industries and businesses of Wytheville.

No progress has been made in this category.

6. Encourage downtown development and the preservation of the Wytheville downtown through tax relief for improved properties, encouraging State and Federal tax incentives, enhancing the information infrastructure, developing technology and tourism zones, etc.

Wytheville has established a Technology Zone, Tourism Zone, Enterprise Zone and a credit for rehabilitated property. At least one business has utilized the credit for rehabilitated property.

7. Support transportation including the continued enhanced access to the interstate corridors of I-77 and I-81 and enhanced access to rail freight transportation. This includes:

- Upgraded interchanges at Wytheville and at Exit 77 to serve the Industrial Park.
- The initiative to establish the future routes of the interstate corridors around and through Wytheville.
- Promote Wytheville as a hub for shipping for businesses—UPS, FedEx, Camrett Logistics, etc.
- Support rail passenger service to and from Wytheville.

No progress has been made in this category.

8. Market Wytheville as a great quality-of-life community with low crime and cultural and recreational opportunities in a beautiful natural setting that is central to many major metropolitan areas: Charlotte, Atlanta, Washington, D.C., for example.

Wytheville Director of Public Information and Tourism Rosa Jude continuously markets Wytheville as noted above.

9. Promote affordable housing.

The Planning Commission and the Town Council have approved and supported with funding and grant applications one “affordable” housing development in the past year, which was Freedom Lane.

10. Utilize the access to, and promotion of, the Town's Crystal Springs Watershed property as a recreational and quality-of-life enhancement.

The Town has just completed significant upgrades to the Crystal Springs Watershed property to include hiking and biking trails.

11. Investigate the feasibility of providing broad-band accessibility to key areas throughout town to provide the raw infrastructure for economic development.

The Town is providing WiFi on Main Street.

12. Encourage the activities of the Wytheville Hotel/Motel/Restaurant Association, Chamber of Commerce, Blue Ridge Highlands Association, etc. and the promotion of tourism.

Last year, the Town increased the Meals and Lodging Tax and increased the tourism marketing budget.

13. Work to keep Wytheville's web site upgraded to search engine keywords so that search engines select the site and provide additional electronic marketing.

The Town has upgraded the Town's website and continues to work on this aspect of marketing the town.

Public Services Goal and Objectives

Goal: Provide public services that make Wytheville a safe and caring community.

Objectives:

1. Study, in conjunction with Wythe County, the comprehensive delivery of fire, police, and rescue services in the town and surrounding areas to retain a reliable and sustainable means to provide emergency services delivery.

The Town has provided some financial support to the Rescue Squad and has met with them several times to listen to their concerns.

2. Cooperate and coordinate with other emergency service agencies at the local, state, and federal level.

No progress has been made in this category.

3. Support the Incident Management Plan and the Wythe County Local Emergency Planning Committee.

Director of Public Safety Albert Newberry serves on the WCLEPC.

4. Plan with other emergency agencies to utilize the purchasing power of many agencies to cut costs and improve efficiency.

No progress has been made in this category.

5. Plan with other emergency providers to have emergency shelters equipped to handle disaster and provide disaster relief.

No progress has been made in this category.

6. Plan for the scheduled replacement of emergency equipment and vehicles to assure that a top quality emergency fleet is available.

The Police Department has a lease-purchase agreement that adds at least one new vehicle to the Department annually.

7. Conduct joint training for the Police and Fire Departments and Rescue Squads to hone skills and procedures in the event of natural disaster, civil disorder, hostage situations, hazardous material spills, etc., and conduct "mock" drills.

No progress has been made in this category.

8. Continue to consolidate with Wythe County to update and improve the E-911 Communications Center and its operational systems.

This has been completed.

9. Inform people of the Wytheville Transit Systems and the services it offers through the electronic newsletter and other available media.

No progress has been made in this category.

10. Consider options for expanding the existing fire station or building a new fire station.

No progress has been made in this category.

11. Study, in conjunction with surrounding jurisdictions, an emergency warning system and evaluate methods of implementation.

Last year, an emergency warning system was implemented by Wythe County that includes the Town of Wytheville.

Community Facilities Goal and Objectives

Goal: Provide community facilities for the governmental, cultural, and recreational needs of the present and future population.

Objectives:

1. Investigate the feasibility of a new Police and Fire Station to house all the Town's emergency operations—Police, Fire and Rescue, and E-911 Call Center. This is being pursued jointly by Wythe County and Wytheville.

The E-911 Call Center was consolidated two years ago. No other progress has been made in this category.

2. Encourage the continued improvement and enhancement of the existing parks.

Heritage Walk Phase II is being designed which will improve portions of Elizabeth Brown Park, its parking lots and the Farmers' Market.

3. Consider developing a walking/bike trail along the Town branch from the Jackson Property to the old landfill site connecting the Town parks.

Heritage Walk, Phase II, will complete several blocks of this route.

4. Promote and preserve the Town's historic resources by recognizing new areas and sites to be added to the National Register of Historic Places.

Camp Jackson has been recognized with a historical marker.

5. Develop and identify potential park areas and a master plan for the development of neighborhood parks throughout town, including the water tower and tank sites, and acquisition of ideal park areas to provide a network of readily accessible parks in all neighborhoods. Please see Exhibit for Parks and Future Parks.

The Historic Truss Bridge Park is being designed and funded with Enhancement Funds through VDOT. This will be a Bridge Restoration and Park, and includes a walking and biking area. The design is complete, and construction is expected to start in spring 2017.

6. Coordinate the use of other public facilities owned by the Town—Crystal Springs Watershed Property, Regional Visitor's Center, Heritage Preservation Center, Town Museums, Police and Fire Station, new Community Center, old Community Center and those facilities not owned by the Town – Wythe Arts Council's Haller House, Wytheville Community College, Scott, Spiller and George Wythe Schools and facilities, County Court House, Public Library, and Wythe County Community Hospital to maximize their service potential and to reduce costs.

No progress has been made in this category.

7. Investigate the potential use of the Old Jail and the Fulton House or look at their removal and use the sites as expanded community facilities.

These projects were completed.

Public Facilities Goal and Objectives

Goal: Expand present utility systems to serve both present and future needs of the Wytheville area population.

Objectives:

1. Continue to be a partner in the regional water system to provide water to the Town and County from the New River.

The Town continues to be a partner in the New Regional Water Authority and to promote improvements to the water system.

2. Investigate the potential for a public water authority to operate the Town and County water systems.

No progress has been made in the category.

3. Continue the annual upgrades of sections of the water and sewer systems that are over 25 years of age or that are undersized based upon new development.

The Town budgets approximately \$100,000, annually, for water and sewer system upgrades.

4. Promote the enhancement of public utility systems such as CATV, telephone, natural gas and electrical service, and data transmission and closely monitor federal deregulation of these industries.

No progress has been made in this category.

5. Develop a master plan and implementation plan for looping of water systems to promote improved water service.

No progress has been made in this category.

6. Promote projects that will provide for the future needs of the Town including a water storage tank at Progress Park.

The County has designed the water storage tank for Progress Park (Rapier Ridge Tank Project).

7. Continue efforts to curtail water leaks and infiltration and inflow in the sewer system.

No progress has been made in this category.

8. Expand the public fiber optic service network to serve the business and industrial centers of town, or find a private industry provider. (See the water and sewer maps.)

No progress has been made in this category.

9. Review the solid waste policy to determine if the methods used are the most efficient and the most citizen friendly. Review the "Bag It and Tag It" Program to see that it remains the most fair and cost effective method of solid waste collection.

The "Bag It & Tag It" Program was modified to include only annual trash collection stickers.

10. Review the possibility of regional effort for composting yard and tree waste, along with the sludge, to provide a consumer product that could be sold.

No progress has been made in this category.

Housing Goal and Objectives

Goal: Provide quality housing for all the citizens of the town.

Objectives:

1. Develop property maintenance incentives.

Property Maintenance Incentives were implemented by the Town by ordinance several years ago.

2. Encourage the availability of adequate amounts of housing in the areas zoned for residential use by encouraging public agencies (Wytheville Redevelopment and Housing Authority [WRHA], Mountain Shelter, Department of Social Services, VHDA) and private developers to fill the need for low-to-moderate income housing, and multiple and single family housing.

The Wytheville Housing Authority has started construction on housing (24 apartment units) for disabled veterans. The property adjacent to the former ALCO property has been purchased for this purpose.

3. Promote the maintenance and upkeep of existing housing stock through cleanup program, awards programs, and the promotion of historic districts and National Register properties.

The Town Building Official has been working on eliminating blighted and deteriorated housing stock.

4. Target specific neighborhoods which contain deteriorated housing stock and substandard housing and provide improvement assistance through WRHA, Community Development Block Grants (CDBG) and any other available State or Federal programs, and low interest loan programs (revitalization area declarations.)

- Cassell Road, Faye Street, and Longview Drive Area.
- Lexington Street and Marshall Street areas east of 11th Street.
- The West Spiller, West Lee Highway, West North Street, 6th Street bounded area.
- The South 20th Street, Union Street, South 24th Street, West Main Street bounded area.
- Jefferson Street to Railroad Avenue between 6th and 16th Streets.
- 14th Street to 18th Street between Madison and Jackson Streets.
- Railroad Avenue to Jackson Street between 6th and Church Streets (declared revitalization area).

No progress has been made in this category.

5. Support Habitat for Humanity Programs and house construction.

No progress has been made in this category.

6. Encourage the improvement in housing stock by the development or “infilling” of vacant lots with new housing stock (revitalization designation).

No progress has been made in this category.

Transportation Goal and Objectives

Goal: Provide a balanced and efficient transportation system that will expand to shape and serve the Town’s growth.

Objectives:

1. Prioritize the projects in the 2020 Transportation Plan as follows:
 - a. Completion of Community Boulevard from Cassell Road to Lithia Road (Phase II).

VDOT has been coordinating utility work for the completion, which is scheduled for bidding in fall 2016.

- b. Alignment and signalization of the intersections at Lithia Road and Malin Drive with East Main Street.
 - c. Upgrade and coordination of the signalization at East Main and 11th Streets and Peppers Ferry Road/Monroe Streets and 11th Streets.

- d. Improvement and/or alignment of Withers Lane and Rt. 365 (College Access Road) and signalization of this intersection.
- e. Coordination of signalization on East Main Street from 11th Street east to the interstate entrance ramps and elimination of the fifth lane to provide specific turning movements, a median with landscaping and street lighting.
- f. The improvement and widening of Peppers Ferry Road from the I-77 and I-81 overpass east to the Town Limits. (Interstate bridge upgrades as a secondary phase.)
- g. The extension of East Main Street to intersect with Nye Road.
- h. Upgrade of the West Main Street and 4th Street Intersection to include signalization coordination with Monroe and 4th Streets and Spring and 4th Streets.
- i. Coordinate the prioritization of the above with a direct relationship to traffic counts in these areas. If traffic counts increase dramatically, move the projects in these areas to a higher priority.

No progress has been made on categories (b.-i.)

- 2. The upgrade of sidewalks to meet ADA accessibility standards.

The Downtown Revitalization Project awarded in July 2016 will include the rebuilding of all Main Street curbs and ramps to meet ADA standards from Fifth to Sixth Streets.

- 3. Promote the construction of sidewalks on one side of streets to provide pedestrian access to all parts of town (by revising the Subdivision Ordinance) and require a bike lane provision on all new residential streets.

No progress has been made in this category.

- 4. Promote the development of the bicycle paths and routes in town to provide bicycle access in town.

No progress has been made in this category.

- 5. Coordinate traffic signals to improve flow of major thoroughfares.

No progress has been made in this category.

- 6. Encourage the development of a grid of streets incorporating the influence of terrain, drainage, etc. to provide ease of access from all areas of town.

No progress has been made in this category.

7. Encourage alternative methods of transportation for both freight and passenger movement, including rail, air, transit, bicycling, and walking.

No progress has been made in this category.

8. Promote a southerly route through town.

No progress has been made in this category.

9. Promote electric vehicle use by providing charging stations in selected public places.

Conduit for charging stations in the downtown area was installed with the Heritage Walk Phase I. No other progress has been made in this category. The Bolling Wilson Hotel is investigating charging stations.

10. Promote the Heritage Walk extension as an alternative mode of north-south transportation (pedestrian and bicycle in some locations).

Phase II of the Heritage Walk is being designed and should be bid this fall. This phase will connect Elizabeth Brown Memorial Park with Withers Park.

11. Increase hours of operation for public transportation.

No progress has been made in this category.

12. Establish new Transportation Demand Management (TDM) service for residents commuting to distant employment centers.

No progress has been made in this category.

Land Use Goal and Objectives

Goal: Promote orderly growth and development through sound land use practices consistent with our small town atmosphere, natural setting, and cultural and historical heritage.

Objectives:

1. Review the Subdivision and Zoning Ordinances with respect to density, conservation areas and parks, and encourage new approaches to development that may increase density (living units per acre) and also increase open space, green space and parks, playgrounds, picnic areas, etc. (Identify on Town maps.)

No progress has been made in this category.

2. Review the Subdivision Ordinance with respect to low impact development methods, improved stormwater management, and overall conservation priorities.

No progress has been made in this category.

3. Promote the development of a tree, sign, flower, and shrub management plan which would outline proposals for the beautification of streets, entrance corridors, and medians.

The Town has established a Tree Committee that has begun work on a tree management plan, and they make recommendations to the Town Council regarding tree removal, etc. in the town.

4. Promote a citizen awareness of planning to educate and solicit citizens' participation in making planning decisions to ultimately promote public support of good planning in all dimensions.

No progress has been made in this category.

5. Identify and protect specific agricultural lands that will be preserved as "open green space" in the future as development expands into the town's agricultural areas. (Identify on Town maps.)

No progress has been made in this category.

6. Promote, wherever practical, aesthetic improvements, open spaces, and other amenities such as trees, landscaping buffers, and underground utilities. Revise ordinances to promote increased density with landscaping buffers between conflicting land uses such as earthen berms planted with trees or shrubs. (Identify on Town maps.)

Buffer zone requirements have been enforced. East Main Street improvements are being designed with significant landscaping.

7. Annually review and revise, if necessary, the Future Land Use Map to assure orderly growth and development based upon long term plans and recent trends. Coordinate with Wythe County the land uses in potential boundary extension areas.

The Future Land Use Map was revised in 2015.

8. Monitor the available land for residential development at all spectrums of housing with special emphasis on affordable housing that is integral with all developments.

As noted above, the Wytheville Redevelopment and Housing Authority has started construction on Freedom Lane, a veterans' housing complex.

9. Create an interstate corridor “buffer” that protects adjacent properties from the noise and visual distractions of the highways and provides a scenic avenue for travelers through Wytheville.

No progress has been made in this category.

10. Create enhanced entrance corridors into town that calm traffic and are “green” and “friendly” and create a good impression of Wytheville for first time visitors and to welcome back residents.

Contract documents for the construction of the East Main Street improvements are nearing completion.

11. Identify and work to preserve and protect water features, wetlands, forested areas of town, wildlife, birds, etc.

See Environmental Goals and Objectives.

12. Promote the identification of historic properties in town and adjacent properties in the county.

The Town keeps a file on the Historic District survey for property owners.

Environmental Goal and Objectives

Goal: Enhance the environmental quality of the town and its natural resources and promote the positive scenic attributes of the area.

Objectives:

1. Promote conservation and preservation of green space.

No progress has been made in this category.

2. Revise the Zoning Ordinance to require green space preservation for all new developments.

No progress has been made in this category.

3. Promote the use of new technologies that will lower impacts of the Town operations such as ultraviolet disinfection at the Waste Water Treatment Plant, alternative fuel vehicles, biogas cogeneration projects, etc.

The Town is in the process of completing the construction of a Biogas Cogeneration Project at the Wastewater Treatment Plant.

4. Require private developers to use new technologies with regard to stormwater management, such as LID (low impact development).

No progress has been made in this category. Measures are strictly voluntary.

5. Strictly enforce environmental laws and ordinances in conjunction with State and Federal authorities.

This is an ongoing process.

6. Protect and conserve surface and groundwater resources through erosion and sediment control enforcement, and upgrading of the Town's water and sewer systems to prevent leaks in the water system and infiltration and inflow into the sewer system.

This is a State requirement that is enforced by the Town.

7. Promote the development of parks and linear parks along Reed Creek and Cedar Run and other surface water resources throughout town. Encourage natural and manmade stabilization of stream banks in these parks and other areas.

The Town is working on construction documents for the Historic Truss Bridge Restoration that will ultimately become a Town park. The Town has, also, received grant funding for stream bank stabilization along Cedar Run.

8. Inventory and maintain the town's tree resources located on rights of way and Town owned property, and implement a Tree Planting Program and Tree Replacement Program in these areas.

No progress has been made in this category.

BI-MONTHLY ACTIVITIES OF THE WYTHEVILLE PLANNING COMMISSION

The Planning Commission membership is presently composed of the following members: John W. Jones, Jr., Charles E. Shockley, Cathy D. Pattison, Terrance E. Suarez, Kevin L. Varney, M. Bradley Tate and Councilman Joseph E. Hand, Jr.

Over the past year, Mr. John W. Jones served as Chairperson, and Mr. Charles E. Shockley served as Vice-Chairperson. In January 2016, Mr. Charles E. Shockley was elected as Chairperson, and Mr. Kevin L. Varney was elected as Vice-Chairperson.

The Planning Commission has met monthly since the last annual report with agendas consisting of special exception permit requests, subdivision requests, Zoning Ordinance amendments and the update of the current Comprehensive Plan.

The following is a condensed bimonthly summary of the Planning Commission's activities. The Planning Commission will be glad to update the Council on any particulars of this report if there are any questions, comments or concerns.

July and August 2015

Approved the 2015-16 Annual Report and recommended it to the Town Council for their review.

Adopted a resolution for Mr. Kenny W. Ervin to commend him for his service to the Wytheville Planning Commission and made the presentation of the resolution to Mr. Ervin.

For informational purposes only, reviewed a subdivision request from Mr. Robert Downey that was sent to the Town by Wythe County since it was just outside the Town Corporate Limits. No action was necessary.

Discussed the issues of Airbnbs and where this use should be permitted in the town.

Reviewed the Exit 73 interchange and discussed that Wythe County is looking at an alternative route.

September and October

The September 2015 Planning Commission meeting was canceled.

Considered and gave preliminary approval, based on final technical compliance, to the request of the Wytheville Regional Housing Agency, Incorporated for a planned unit development to be located on the east side of Peppers Ferry Road between Hedgefield Lane and Community Boulevard in a B-1 Business District, to be known as the Freedom Lane Project.

Continued to discuss Airbnb/Short Term Rentals and where this use should be permitted in town.

Discussed that the filing of the Statement of Economic Interests would be due before December 15, 2015.

November and December

Continued to discuss the proposed regulation of Airbnbs/Short Term Rentals and noted that draft regulations will be presented at the January 2016 Planning Commission meeting.

Discussed the recent court ruling regarding Sign Ordinances and what localities can regulate in regard to content on the sign.

Dispensed with the December 2015 meeting due to the Christmas holidays.

January and February 2016

Held annual officer elections. Mr. Charles E. Shockley was elected as Chairman, and Mr. Kevin L. Varney was elected as Vice-Chairman.

Continued to discuss the proposed regulations for Airbnbs/Homestays. Set and conducted a public hearing to consider this use in all residential, business and agricultural districts. Recommended to the Town Council to amend the Zoning Ordinance to include this use in all residential, business and agricultural districts.

Reviewed the Locher Subdivision request located on Kents Lane, just outside the Town Corporate Limits, that was submitted by Wythe County as a courtesy review. No action was necessary.

March and April

Reviewed proposed revisions to the R-1M Residential District which noted that all changes to existing accessory structures and reconstructions would be approved by the Zoning Administrator since the Board of Architectural Review was dissolved. Set and conducted a public hearing to consider these amendments. Recommended to the Town Council to approve amending the R-1M Residential District to reflect the changes.

Discussion was held regarding the failing air conditioning in the Fourth Street Civic Center. Assistant Town Manager Moore advised the Planning Commission that the Town Council is aware of the situation and has assessed the cost of fixing the heating and air conditioning in the building.

Reviewed the proposed Streetscape Project for the downtown area. Discussion was held regarding the improvements that will include new brick sidewalks, new street lights, new curb and gutter, new signalization, new trees, new planters and additional landscaping. It was noted that this project should be advertised for bid on April 16, 2016.

Discussed the Farmers' Market building on Spring Street and the Heritage Walk Project.

Discussion was held regarding the East Main Street Project that will be from Cassell Road to the interstate. It was noted that this project would include new curb and gutter, new street lighting and landscaping.

Discussed an upcoming announcement that Wytheville will be included as part of the Virginia Main Street Program in the very near future.

Discussed that the Old Masonic Lodge Building has been purchased and is being renovated for a new restaurant, which will be Moon Dog Pizza.

Performed the annual reviews and approved the continuance of the following special exception permits: Thomas and Tina Cline; Commonwealth of Virginia, Department of

General Services, Surplus; Brad Litton; Wytheville (Wytheville) WMC, LLC (Petco); Tam Topham; Virginia Recycling; Chris Umberger.

May and June

Began the review process for updating the Comprehensive Plan Goals and Objectives and reviewed the Environmental, Land Use, Housing and Transportation Goals and Objectives.

Reviewed the new Dress Code Policy set forth for the Town Council and all appointed Town Committees, Commissions and Boards.

Reviewed the 2016 Annual Planning Commission Conference scheduled to be held at the Wintergreen Resort on July 17-20, 2016.

Discussed the Statements of Economic Interest and noted they were due to the Town Clerk's Office before June 15, 2016.

Set a public hearing for the July 2016 meeting to consider the request of Mr. Jen F. Wu to construct a 24-unit apartment complex on the south side of Bob Spring Road between Nye Road and Lovers Lane, in an A-1 Agricultural Zoning District.

Discussed that Mr. Garnett Miller plans to apply for a special exception permit to operate a carwash at 425 East Main Street. It was noted that Mr. Miller needs to apply for a special exception permit because the property has not been used as a carwash since 2010 and this is not a permitted use in the B-2 DT General Business District – Downtown Zoning District.



AGENDA
Wytheville Planning Commission
Thursday, February 9, 2017
6:00 p.m.
Council Chambers
150 East Monroe Street
Wytheville, Virginia 24382

- A. CALL TO ORDER — Chairman Kevin L. Varney**
- B. ESTABLISHMENT OF QUORUM — Chairman Kevin L. Varney**
- C. CONSENT AGENDA**
 - 1. Minutes of the regular meeting of January 12, 2017
- D. PUBLIC HEARING**
 - 1. Consider amendments to Article III – Definitions; Article IX - Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center and to define the zoning districts in which these uses would be allowed
- E. RECOMMENDATION TO TOWN COUNCIL**
 - 1. Consider amendments to Article III – Definitions; Article IX - Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center and to define the zoning districts in which these uses would be allowed
- F. CITIZENS' PERIOD**
- G. OTHER BUSINESS**
 - 1. Discussion of Lexington entrance corridor regulations
 - 2. Update on projects in town
- H. ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE PLANNING COMMISSION
HELD IN THE COUNCIL CHAMBERS ON THURSDAY, JANUARY 12, 2017, AT 6:00 P.M.**

Members present: Charles E. Shockley, Kevin L. Varney, John W. Jones, Jr., Terrance E. Suarez, Cathy D. Pattison, M. Bradley Tate, Joseph E. Hand, Jr.

Others present: Assistant Town Manager Stephen A. Moore, Deputy Clerk Brandi N. Jones

RE: CALL TO ORDER, QUORUM

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

RE: CONSENT AGENDA

Chairman Shockley presented the consent agenda consisting of the minutes of the regular meeting of November 10, 2016. He inquired of the Commission if there were any additions or corrections to the minutes or if there was a motion to approve the minutes, as presented. A motion was made by Dr. Suarez and seconded by Mr. Jones to approve the consent agenda consisting of the minutes of the regular meeting of November 10, 2016, as presented. Chairman Shockley 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: Charles E. Shockley, Kevin L. Varney, John W. Jones, Jr., Terrance E. Suarez, Cathy D. Pattison, M. Bradley Tate, Joseph E. Hand, Jr. Against: None.

RE: ELECTION OF OFFICERS

Chairman Shockley advised the next agenda item is the election of a new Chairperson and Vice-Chairperson for the year 2017. He noted that, at this time, nominations will be taken. Chairman Shockley stated that, customarily, the Vice-Chairperson is elected as the Chairperson. He remarked that if the Planning Commission continues this practice, it will be Mr. Kevin Varney's turn to serve as the Chairperson. A motion was made by Mr. Jones and seconded by Dr. Suarez to close the nominations and elect Mr. Kevin L. Varney as the new Wytheville Planning Commission Chairperson. Mr. Shockley 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: Charles E. Shockley, Kevin L. Varney, John W. Jones, Jr., Terrance E. Suarez, Cathy D. Pattison, M. Bradley Tate, Joseph E. Hand, Jr. Against: None.

Upon election of Chairman Varney, the gavel was passed so that he could preside over the remainder of the meeting. Mr. Shockley wished Chairman Varney the best. He explained that before he turned the meeting over to Chairman Varney, he would also take care of one last item, which would be for the Planning Commission to elect a Vice-Chairperson for 2017. Mr. Shockley remarked that nominations could be taken, or, by custom, it will be Mr. Tate's turn to serve as Vice-Chairperson. A motion was made by Mr. Jones and seconded by Mr. Hand to close the nominations and elect Mr. M. Bradley Tate as the 2017 Vice-Chairperson of the Wytheville Planning Commission. Mr. Shockley 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: Charles E. Shockley, Kevin L. Varney, John W. Jones, Jr., Terrance E. Suarez, Cathy D. Pattison, M. Bradley Tate, Joseph E. Hand, Jr. Against: None.

RE: CITIZENS' PERIOD

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

RE: ENTRANCE CORRIDOR OVERLAY DISTRICT REGULATIONS

Chairman Varney advised the next agenda item is the continued review of the Entrance Corridor Overlay District regulations. He stated that Assistant Town Manager Moore will continue to review the regulations with the Commission. Assistant Town Manager Moore continued to review the regulations with the Commission. He explained to the Commission members that he had discussed with Ms. Kathy Frazier of Frazier and Associates the possibility of her getting the Planning Commission some information regarding the City of Lexington, Virginia, and their Façade Program and Wayfinding. He noted that she had been somewhat involved in this process. Assistant Town Manager Moore remarked that the City Manager and the Planning Director of the City of Lexington have retired. He noted that Ms. Frazier has not been in touch with him regarding the information, however, he will continue to discuss the issue with her.

Chairman Varney inquired if Assistant Town Manager Moore was certain that Ms. Frazier would be in touch with him to give him the information that is being requested or if there is a chance that it may not happen. Assistant Town Manager Moore remarked that he is confident Ms. Frazier will provide the information because she will be in Wytheville in approximately two weeks. He noted that Ms. Frazier expressed that when she comes to town, she would be glad to give Town staff as much information as they have requested. Assistant Town Manager Moore stated that he will do whatever the Planning Commission would like for him to do. Assistant Town Manager Moore commented that as soon as Ms. Frazier has more information for him, he will bring it to the Planning Commission for further discussion.

Assistant Town Manager Moore stated that the Planning Commission would have to get the Town Council to agree to the regulations. Mr. Hand expressed that he thinks the changes to the Zoning Ordinance for the regulations coincide with the Comprehensive Plan, which is the best way to get the Council's support. He remarked that regarding the signs, it is very costly to change signs. Assistant Town Manager Moore stated that he is not sure if certain signs will need to be changed, but there might be some that should be changed. He continued to discuss the signs and the suggestions he had regarding the regulations to signs.

Chairman Varney commented that regarding the signs, he knows there had been discussion about the height and some of the dimensions as far as pertaining to the signs. He remarked that this is something that will have to be addressed. Assistant Town Manager Moore continued to explain the sign regulations. He referred to the City of Lexington's pictures on the PowerPoint presentation for the signs. Mr. Hand noted that it would be helpful to the Planning Commission if there was some information regarding how the City of Lexington paid for the landscaping and signs in their city. Chairman Varney commented that he thinks the Planning Commission likes the proposed regulations and they are in favor of them, however, he thinks it is just to a degree that until they find out what the cost would be to make the improvements. Assistant Town Manager Moore stated that he would ask Ms. Kathy Frazier to come and speak to the Planning Commission regarding the proposed changes to the Entrance Corridor Overlay District. Chairman Varney inquired if this is something that needs to be added to the next Planning Commission agenda because it would give Assistant Town Manager Moore time to gather information to give to the Planning Commission so that they can proceed. Assistant Town

Manager Moore advised that he would contact Ms. Frazier to see if she would be available to speak to the Planning Commission at the next meeting in February.

Chairman Varney inquired of the Commission members if anyone had anything further to discuss regarding the proposed Entrance Corridor Overlay District regulation. There being no further discussion, he proceeded with the agenda.

RE: MEDICAL OFFICES, CLINICS AND OUTPATIENT SUBSTANCE ABUSE TREATMENT CENTERS

Chairman Varney advised that the next agenda item is the review of draft amendments to the Zoning Ordinance regarding the definitions of Medical Offices, Clinics and Outpatient Substance Abuse Treatment Centers and where these facilities should be allowed as permitted uses. He remarked that at the last meeting, the Commission discussed Medical Offices, Clinics and Outpatient Substance Abuse Treatment Centers and where these uses should be permitted in the various zoning districts. Chairman Varney remarked that enclosed in the Planning Commission packets are the draft amendments to the Zoning Ordinance that include the definitions of these facilities and the zones in which these facilities could operate. He commented that if the Planning Commission desires to make these amendments to the Zoning Ordinance, a public hearing would need to be scheduled, which could be held at the February 9, 2017, Planning Commission meeting. Chairman Varney remarked that the main concern of the Commission was in regard to the Outpatient Substance Abuse Treatment Centers. He noted that he thinks this is definitely something that needs amending. Chairman Varney inquired if any of the Commission members had any comments that they wished to share. He explained that if the Commissioners read the information, there are definitions of each use.

Assistant Town Manager Moore advised that these proposed changes would place the defined facilities as follows: Medical Offices in all Business Zones and the Medical Arts Zones; Clinics in B-2 Zones and MA-1 Medical Arts Zones; and, Outpatient Substance Abuse Treatment Centers only in B-2 Business and MA-1 Medical Arts Zones. He explained that there are three new definitions. Chairman Varney inquired of Assistant Town Manager Moore if the Planning Commission would, in essence, be adopting the definitions so that in moving forward the Town could have more control as to which facilities can go where. Assistant Town Manager Moore stated that is correct. He continued to explain to the Planning Commission the proposed changes to the Zoning Ordinance. Chairman Varney inquired if there was any further discussion in regard to the proposed changes to the Zoning Ordinance. A motion was made by Dr. Suarez and seconded by Mr. Jones to set a public hearing for Thursday, February 9, 2017, at 6:00 p.m., in the Council Chambers to consider amendments to Article III – Definitions; Article IX - Medical Arts District MA-1; Article X – Business District B-1; Article XI – Business District B-2 (General); Article XI-A – Business District B-2 DT General Business District – Downtown, of the Town of Wytheville Zoning Ordinance to add the definitions of Clinic – Medical, Psychiatric or Surgical; Medical Office; and, Outpatient Substance Abuse Treatment Center and to define the zoning districts in which these uses would be allowed. Chairman Varney inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Kevin L. Varney, M. Bradley Tate, Charles E. Shockley, John W. Jones, Jr., Terrance E. Suarez, Joseph E. Hand, Jr., Cathy D. Pattison. Against: None.

Mr. Hand inquired of Assistant Town Manager Moore if the Commission were to approve an Outpatient Substance Abuse Treatment Center, where would that be located. He stated if the Town is going to be able to state where the Center can and cannot be located, is there an

appropriate place for it, and, if so, the Planning Commission needs to define that, as well. Assistant Town Manager Moore explained that in the summary of the Town staff report, Outpatient Substance Abuse Treatment Centers are defined and it denotes the zones where the Centers would be allowed. He noted that, currently, the Town only has one Center, which is located in a B-2 Business Zone. Assistant Town Manager Moore commented that there was a Center located in a B-1 Business Zone. He explained that the intent is to control where the Centers can be located. Assistant Town Manager Moore continued to explain the proposed amendments to the Zoning Ordinance. Chairman Varney inquired if there were any further questions or comments regarding the proposed changes to the Zoning Ordinance. There being none, he proceeded with the agenda.

RE: COMPREHENSIVE PLAN REVIEW

Chairman Varney advised the next agenda item is the review of the Economic Goal and Objectives of the Comprehensive Plan. He stated that he would like for the Planning Commission to schedule a Work Session to review the Comprehensive Plan. Chairman Varney noted that the Planning Commission could spend some time reviewing the Comprehensive Plan. He inquired if the Planning Commission members had any thoughts about scheduling a Work Session. Assistant Town Manager Moore noted that the Planning Commission is in the process of reviewing the final section of the Comprehensive Plan. He stated that Town staff would be happy to set up the time for the Planning Commission to hold a Work Session to discuss the Comprehensive Plan. Chairman Varney remarked that he can only speak for himself, but he feels that if the Planning Commission looks at the Comprehensive Plan as a whole, it will help them better understand it. He continued to discuss setting up a meeting time for the Planning Commission to plan a Work Session. Chairman Varney inquired of Assistant Town Manager Moore if he had any advice for the Planning Commission members. Assistant Town Manager Moore explained that, over the years, there have been a number of Work Sessions held regarding the Comprehensive Plan. He continued to discuss the ways that the Planning Commission could review the Comprehensive Plan. He suggested holding a Work Session one evening prior to a Planning Commission meeting. Mr. Hand stated that as a Council member, he finds it very frustrating that there are no specific times or goals to work towards. He noted that he has been on the Town Council for approximately six months, and he has not heard the word Comprehensive Plan but a handful of times. Mr. Hand remarked that he wants to change that because the Comprehensive Plan guides Council in how to move forward. He continued to discuss what he would like to see come to fruition with the Comprehensive Plan.

Dr. Suarez suggested that Assistant Town Manager Moore review the Annual Report with Mr. Hand since he is new to the Planning Commission. He noted that this might be a good way to proceed. Assistant Town Manager Moore explained that he understands Mr. Hand's frustration because it does appear that things move very slow, however, some things take time. He continued to note examples of things that have taken a long period of time to come to fruition. Mr. Hand stated that he is asking for things in the Comprehensive Plan to be broken down so there are things to work toward. He noted that all he is asking for is small steps to be taken. Chairman Varney inquired of Assistant Town Manager Moore as to how much time he would need to prepare for a Work Session. Assistant Town Manager Moore stated that he would have everything ready by the next Planning Commission meeting in February. It was the consensus of the Wytheville Planning Commission members to schedule a Work Session on Thursday, February 9, 2017, at 5:00 p.m., in the Council Chambers of the Municipal Building to review the Comprehensive Plan and discuss the accomplishments of 2016. Chairman Varney inquired of

the Commission if there were any further comments or questions in regard to the objectives. There being none, he proceeded with the agenda.

RE: STATEMENTS OF ECONOMIC INTEREST

Assistant Town Manager Moore reminded the Wytheville Planning Commission members that if they have not turned in their Statements of Economic Interest to please do so by Tuesday, January 17, 2017.

RE: ADJOURNMENT

There being no further business, a motion was duly made, seconded and carried to adjourn the meeting (6:40 p.m.).

Kevin L. Varney, Chairman

Brandi N. Jones, Deputy Clerk

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FEBRUARY 9, 2017

AGENDA INFORMATION

PUBLIC HEARING

Item No. 1. Medical Offices, Clinics and Outpatient Substance Abuse Treatment Centers

A public hearing has been scheduled to consider amendments to various sections of the Zoning Ordinance including the sections for Definitions, B-1 Business, B-2 Business, B-2 DT General Business - Downtown and MA-1 Medical Arts. These amendments will include the definitions for Medical Offices, Clinics and Outpatient Substance Abuse Treatment Centers. To date, Town staff has received no comments regarding these proposed revisions.

After receiving comments from any interested citizens, the public hearing should be declared closed.

mansard roof; or to the mean height level between the eaves and ridge of a gable, hip, or gambrel roof. For buildings set back from the street line, the height shall be measured from the average elevation of the ground surface along the front of the building.

3-20 BUILDING, MAIN: The principal building or one of the principal buildings on a lot, or the building or one of the principal buildings housing the principal use of the lot.

3-21 CARPORT: An open sided shelter for an automobile. The roof may be separate, or formed by the extension of a roof from the side of a building.

3-22 CELLAR: A story having more than one-half (2) of its height below grade.

3-22A CERTIFIED HISTORIC STRUCTURE OR BUILDING: A building or structure whose age, architecture, or history has caused it to be individually listed on the National Register of Historic Places, or whose age, architecture, or history has caused it to be considered as contributing to the historic district in the nomination to the National Register of Historic Places. Such buildings or structures are indicated in the nomination document with a "c."⁵⁴

3-22B ***CLINIC– MEDICAL, PSYCHIATRIC OR SURGICAL - A facility providing medical, psychiatric or surgical services for sick or injured persons exclusively on an outpatient basis including emergency treatment, diagnostic services, training, and administration services to outpatients, employees or visitors. Includes immediate care facilities where emergency treatment is the dominant form of care provided at***

the facility (pain clinics, emergency care clinics or urgent care clinics) and there may not be a scheduled appointment.

- 3-23 COMMISSION, THE: The Planning Commission of the Town of Wytheville, Virginia.
- 3-24 DAIRY: A commercial establishment for the manufacture of retail sale of dairy products.
- 3-24A DISTILLERY; DISTILLERY, ALCOHOLIC BEVERAGE: A facility that produces distilled alcoholic beverages or spirits and that may include the intake and processing of grains, fruits, sugars or other products, their fermentation, distillation, aging, and bottling. Products may include liquors, liqueurs, brandies, etc.⁷⁹
- 3-25 DISTRICTS: Districts as referred to in the State Code, Section 15-968, as amended.
- 3-26 DWELLING: Delete.²¹
- 3-27 DWELLING, MULTIPLE-UNIT: A residential building containing three (3) or more dwelling units.²¹
- 3-28 DWELLING, TWO UNIT OR DUPLEX: A residential building containing two (2) dwelling units.²¹
- 3-29 DWELLING, SINGLE-UNIT: A building arranged or designed to be occupied by one (1) family, the structure having only one (1) dwelling unit.²¹
- 3-30 DWELLING UNIT: A room or rooms connected together containing independent cooking and sleeping facilities constituting a separate,

3-56 LOT OF RECORD: A lot as shown on a plat which has been recorded in the Clerk's office of the Circuit Court of Wythe County, Virginia.

3-57 MANUFACTURE AND/OR MANUFACTURING: The processing and/or converting of raw, unfinished materials, or products, or either of them, into articles or substances of different character, or for use for a different purpose.

3-57A MANUFACTURED HOME: A structure subject to federal regulation, which is transportable in one or more sections; is eight (8) body feet or more in width and forty (40) body feet or more in length in the traveling mode or is 320 or more square feet when erected on site; is built on a permanent chassis; is designed to be used as a single family dwelling, with or without a permanent foundation, when connected to the required utilities; and includes the plumbing, heating, air conditioning and electrical systems contained in the structure.⁴¹

3-57B MEDICAL OFFICE - Facilities that provide diagnoses, minor surgical care and outpatient care on a scheduled and routine basis but that do not provide overnight care or serve as a base for an ambulance service. Medical offices are operated by doctors, dentists, psychologists or similar practitioners licensed by the Commonwealth of Virginia. Emergency treatment and/or unscheduled appointments are not the dominant type of care provided at this facility.

- 3-64 NONCONFORMING STRUCTURE: An otherwise legal building or structure that does not conform with the lot area, yard, height, lot coverage, or other area regulations of this Ordinance, or is designed or intended for a use that does not conform to the use regulations of this Ordinance, for the district in which it is located, either at the effective date of this Ordinance or as a result of subsequent amendments to the Ordinance.
- 3-65 OFF-STREET PARKING AREA: Space provided for vehicular parking outside the dedicated street right of way. Each off-street parking space shall be not less than nine (9) feet in width or one hundred eighty (180) square feet in area, exclusive of access drives and aisles.³⁸
- 3-65A ON-FRAME MODULAR: Modular structure or industrialized building designed and built with its steel frame to remain under the building to become part of the supporting structure or foundation for the building when placed on site.⁷⁰
- 3-65B ***OUTPATIENT SUBSTANCE ABUSE TREATMENT CENTER - An establishment providing patient services primarily related to the treatment of alcohol or other drug or substance abuse disorders, which services include providing services for dispensing and administering controlled substances and pharmaceutical products by professional medical practitioners as licensed by the Commonwealth of Virginia, including methadone clinics, suboxone clinics and similar establishments.***

AGENDA INFORMATION

RECOMMENDATION TO TOWN COUNCIL

Item No. 1. Medical Offices, Clinics and Outpatient Substance Abuse Treatment Centers

It will now be necessary for the Planning Commission to make a recommendation to the Town Council regarding amending the various sections of the Zoning Ordinance to include the definitions of Medical Offices, Clinics and Outpatient Substance Abuse Treatment Center and the zoning districts in which these uses will be allowed.

AGENDA INFORMATION

OTHER BUSINESS

Item No. 1. Lexington Entrance Corridor Regulations

Town staff has invited Ms. Kathy Frazier to speak to the Planning Commission regarding the development of the City of Lexington's entrance corridor regulations.

AGENDA INFORMATION

OTHER BUSINESS

Item No. 2. Update on Projects in Town

Assistant Town Manager Moore will update the Planning Commission regarding the ongoing projects in the Town of Wytheville and their current status.

COUNCIL ACTION LETTER
Staff Assignments and Information

January 9, 2017

Number 425

ACTIONS TAKEN OR DISCUSSED

1. Approved the consent agenda consisting of the minutes of the regular meeting of December 12, 2016, and the request of the Wythe-Bland Animal Welfare League for issuance of a raffle permit for 2017.
2. Upon recommendation of the Budget and Finance Committee, noted the Town's receipt of the audit report for fiscal year ending June 30, 2016.
3. Suspended the rules and adopted Ordinance No. 1313, an ordinance amending and reenacting Chapter 13, Streets, Sidewalks and Improvements, Article I. In General, Section 13-7. Removal of snow, ice, obstructions, or any other form of debris from sidewalks in areas zoned for business or industry, of the Code of the Town of Wytheville, on first and final reading.
4. Adopted a resolution recognizing the George Wythe High School Football Team for an outstanding 2016 season.
5. Adopted a resolution commending the George Wythe High School Boys' and Girls' Cross Country Teams for a successful 2016 season.
6. Adopted the annual resolution regarding the Federal Fair Housing Act.

STAFF ASSIGNMENTS

1. **Town Clerk – advise by letter**
3. **Town Clerk – amend Town Code**
4. **Town Clerk - invite coaches and players to the next Council meeting.**
5. **Town Clerk - invite coach and team members to the next Council meeting.**

COUNCIL ACTION LETTER
Staff Assignments and Information

January 23, 2017

Number 426

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

1. Approved the consent agenda consisting of the minutes of the regular meeting of January 9, 2017.
 2. Presented a resolution to the George Wythe High School Football Team for an outstanding 2016 season.
 3. Presented a resolution to the George Wythe High School Boys' and Girls' Cross Country Teams for a successful 2016 season.
 4. Upon recommendation of the Public Works Committee, it was the consensus of the Council to approve renaming the portion of Sixth Street, at its intersection with Calhoun Street, Clay Street and Church Street leading to the Reed Creek Mill as Reed Creek Mill Road, effective May 1, 2017.
4. **911 Coordinator** – contact Post Office and inform residents of new address