

BROADWAY PLANNING COMMISSION AGENDA

DATE: Monday, February 10, 2025

TIME: 7:00 p.m.

PLACE: Council Meeting Room

7:00 p.m. CALL TO ORDER

1. Approval of minutes - October 15, 2024 meeting
- November 12, 2024 meeting/Joint Public Hearing
2. Introduction of new Council Representative to Planning Commission
- Joan H. Shifflett
3. New Business
4. Old Business
5. Other Business

ADJOURN

**Town of Broadway
Planning Commission
Meeting Minutes
Tuesday, October 15, 2024
7:00 p.m.**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Tuesday, October 15, 2024. Planning Commission members present were Eddie Long, Tim Schmoyer, Travis Driver, and Scott Campbell. Staff members present were Town Manager/Zoning Administrator, Stefanie McAlister & Town Clerk, Donna Lohr.

Chairman Eddie Long called the meeting to order at 7:00 p.m. and established a quorum with all members present.

Approval of Minutes:

Mr. Travis M. Driver made a motion to approve the minutes from the July 8, 2024, meeting of the Planning Commission, as presented. Mr. Tim Schmoyer seconded the motion which passed with the following recorded vote:

Eddie Long	Aye	Tim Schmoyer	Aye
Travis Driver	Aye	Scott Campbell	Aye

Mr. Tim Schmoyer then made a motion to approve the minutes from the September 3, 2024, Planning Commission Meeting/Joint Public Hearing with the Town Council, as presented. Mr. Scott Campbell seconded the motion which passed with the following recorded roll call vote:

Eddie Long	Aye	Tim Schmoyer	Aye
Travis Driver	Aye	Scott Campbell	Aye

New Business:

a. Consideration of a Special Use Permit for 132 Skymont Drive -

Mr. Eddie Long proceeded to the first item under New Business which was the consideration of a special use permit application for 132 Skymont Drive.

Ms. Stefanie McAlister, Zoning Administrator, advised that a report regarding the special use permit application had been included with the packet. Ms. McAlister introduced Mr. and Mrs. Safritt who were present in the audience. They are the applicants for the special use permit. They had recently purchased two lots in town which were adjacent to each other. One lot has their house on it, but the adjacent lot is vacant. The Safritt's wanted to place a 24' x 12' structure on the property for Mr. Safritt's woodworking hobby. The original zoning permit application that the Safritt's had submitted was denied for two reasons. The first reason was because the Code states that an accessory structure cannot be placed on a lot that does not have a primary structure. The second reason was because any buildings over 250 square feet in this zoning district have to be approved by a special use permit. Ms. McAlister advised that she had explained the reasons for denial of the zoning permit to the Safritt's and they had then proceeded with the vacation of their lot line. Their property has been surveyed, the lot line vacated, and it is now one parcel, which has been approved and recorded at the County. A copy of that record is included with the packet. The special use permit is now ready to be considered by Planning

water meters have already been set for this phase, but for future phases, they will need to meet the requirements of the ordinance. Plats for each phase will need to be submitted for review, approval and recordation.

A brief discussion ensued regarding how the lots in Phase 1 that do not meet the 60-foot requirement were approved, when the original plan for the entire subdivision did meet the 60-foot requirement. Ms. McAlister advised that she did not know why they were approved at 59.1 feet, but that she would not approve anything further that does not meet the Town's ordinance. The first phase is the only plat that has been recorded for this development to date.

Old Business:

Mr. Travis Driver asked if paving of Elm Street has been scheduled yet. Ms. McAlister advised that a date has not yet been determined and that paving project has been delayed due to the sewer main break on the line from Pilgrim's to the Wastewater Plant. She advised that the Elm Street paving project should be done before the asphalt company shuts down for the winter. Mr. Driver then asked the status of the Route 259 bridge re-naming. Ms. McAlister advised that she would contact VDOT to find out the status.

Other Business:

Mr. Eddie Long asked if the vacancy on the Planning Commission will remain until after the special election in November for Council Member. Ms. McAlister reported that the Town Attorney has advised that since Ms. Fawley had been on Planning Commission and then got appointed to Council to fill the seat that was vacated, she essentially vacated her seat on Planning Commission. Mr. Travis Driver is the representative from Planning Commission to Town Council. Since Ms. Fawley is currently running for Council, along with several other citizens, if Ms. Fawley is elected, she will stay on Council and Council will have to appoint someone to the Planning Commission. If Ms. Fawley is not elected as Council member, then Council may wish to reappoint Ms. Fawley to the Planning Commission but that decision will be made after the special election on November 5, 2024.

Mr. Travis Driver asked if Ms. Fawley wins the election to Council, then could she also be appointed as the Planning commission representative to Council if Mr. Driver steps down as Planning Commission representative to Town Council. Ms. McAlister answered in the affirmative. Ms. McAlister also advised that the Council seat election is only for a year, as it was a vacated seat, so whoever wins that election will have to run again in a year.

Adjournment:

With no further business to discuss, **Mr. Scott Campbell made a motion to adjourn the Planning Commission meeting at 7:24 p.m. Mr. Travis Driver seconded the motion which passed on a unanimous 4-0 voice vote of Planning Commission members.**

Donna Lohr, Town Clerk/
Secretary to the Planning Commission

**Town of Broadway
Planning Commission
Joint Public Hearing with Town Council
Meeting Minutes
Tuesday, November 12, 2024**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Tuesday, November 12, 2024, for a joint public hearing with the Broadway Town Council. Planning Commission members present were Eddie Long, Tim Schmoyer, Scott Campbell and Travis Driver.

Joint Public Hearing – Special Use Permit Request for 132 Skymont Drive

At 7:29 p.m., following Town Council’s preliminary business on their meeting agenda, Mayor Jordan opened the joint public hearing for public comment on a special use permit request for 132 Skymont Drive, by Stephen and Daneen Safritt.

Ms. McAlister, Town Manager, advised that the Safritt’s have applied for a special use permit to allow them to put an accessory structure that is greater than 250 square feet on their property. It is a fairly straightforward request. They want to move a building to their property for Mr. Safritt to do woodworking.

Ms. Bonnie Caplinger stated, “In my opinion, anything that doesn’t affect anyone else, if it’s their property, I can’t see any reason for there to be an issue.”

Mr. Tommy Branner responded, “I just want to remind you that if it’s over 256 square foot, by Virginia Code, that does require a permit for the County. You may want to tell them that.”

With no further comments from the public, the joint public hearing regarding a special use permit application for 132 Skymont Drive was closed at 7:31 p. m.

At 7:31 p.m., at Mayor Jordan’s request, Planning Commission Chairman Eddie Long called the Planning Commission meeting to order and established a quorum with all members present. Mr. Long advised that comments have been heard regarding the special use permit request at 132 Skymont Drive and a motion to approve, deny, or table the request is entertained.

Mr. Scott Campbell made a motion to approve the request for a special use permit for 132 Skymont Drive. Mr. Tim Schmoyer seconded the motion which passed on the following recorded roll call vote:

Mr. Scott Campbell	Aye	Mr. Tim Schmoyer	Aye
Mr. Travis Driver	Aye	Mr. Eddie Long	Aye

Mr. Long then asked Mr. Driver to convey to the Town Council the Planning Commission’s recommendation for approval of the special use permit for 132 Skymont Drive.

Mr. Travis Driver then made a motion that Council adopt the resolution, as presented, to grant a special use permit for 132 Skymont Drive, based on the Planning Commission's recommendation for approval. Mr. Richard E. Fulk seconded the motion which passed on the following recorded roll call vote:

Joan H. Shifflett	Aye	Richard E. Fulk	Aye
Travis M. Driver	Aye	Chad L. Comer	Aye
Beverly L. London	Aye	David L. Jordan	Aye
Douglas W. Harpine	Aye		

At 7:33 p.m., Planning Commission Chairman Eddie Long adjourned the meeting of the Planning Commission.

Donna Lohr, Town Clerk/
Secretary to the Planning Commission