



Special Called Meeting Broadway Planning Commission

To: Planning Commission Members

At the request of the Town Council, there will be a Special Called meeting of the Planning Commission on Monday, March 24th, 2025, at 7:00 PM to discuss proposed changes to residential zoning requirements for minimum roof pitch. As per rules concerning special meetings, this will be the only item of business that can be conducted at this meeting.

Agenda:

Call to Order

1. Approval of Minutes – February 10, 2025, Meeting
2. Presentation by Council Representative Bev London
3. Open Discussion
4. Recommendation

Adjourn

**Town of Broadway
Planning Commission
Meeting Minutes
Monday, February 10, 2025
7:00 p.m.**

The Broadway Planning Commission met in the Council Chambers of the Broadway Town Hall on Monday, February 10, 2025. Planning Commission members present were Eddie Long, Tim Schmoyer, Liz Fawley, Scott Campbell, and Joan Shifflett. The only staff member present was 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. Tim Schmoyer made a motion to approve the minutes from the October 15, 2024, meeting of the Planning Commission, as presented. Mr. Scott Campbell seconded the motion which passed with the following recorded voice vote of members:

Eddie Long	Aye	Tim Schmoyer	Aye
Liz Fawley	Aye	Scott Campbell	Aye
Joan Shifflett	Abstain		

Mr. Scott Campbell then made a motion to approve the minutes from the November 12, 2024, Planning Commission Meeting/Joint Public Hearing with the Town Council, as presented. Mr. Tim Schmoyer seconded the motion which passed with the following recorded voice vote of members:

Eddie Long	Aye	Tim Schmoyer	Aye
Liz Fawley	Aye	Scott Campbell	Aye
Joan Shifflett	Abstain		

Introduction of new Council Representative to Planning Commission

Chairman Eddie Long proceeded to the next item on the agenda which was an introduction to the Planning Commission of the new Town Council representative, Ms. Joan Shifflett. Mr. Long welcomed Ms. Shifflett to the Planning Commission. He advised Ms. Shifflett that, according to the Virginia State Code, the Planning Commission should meet every other month, however, in the past, the Planning Commission generally meets on an as-needed basis. Council members agreed that they should meet every few months to discuss any business or zoning items that may come up.

New Business:

There was no new business on the agenda to discuss.

Old Business:

There was no old business on the agenda to discuss.

Other Business:

Under other business, Mr. Eddie Long stated, "As prescribed in the Codes of Virginia and the Town of Broadway, Planning Commissions review and make recommendations concerning zoning, variances, special use permits, and other matters affecting community development. All with the purpose of ensuring safe, compliant, and orderly development of planned uses within the Town. When these are properly executed, the Town maintains an overall pleasing appeal to current and future residents, as well as maintaining property values. It also creates an inviting atmosphere for businesses and those who visit." Mr. Long advised that the work that the Planning Commission has always done has taken those aforementioned goals into consideration. Mr. Long further advised that there are some items in the Town Code that need to be addressed. Otherwise, the job that the Planning Commission does is in vain. Mr. Long read aloud Town Code Section 92.03, Removal of trash, litter and clutter. He read, "(c) For purposes of this section, "clutter" shall have the broadest possible definition that is permissible under state law, but shall include, at a minimum, mechanical equipment, household furniture, containers, and similar items that may be detrimental to the well-being of a community when they are left in public view for an extended period or are allowed to accumulate." Mr. Long stated that there are multiple homes in the Town of Broadway that are in violation of this section of Code. As a result, those homes are devaluing the property values of adjacent homes. Mr. Long remarked that some of these homes have been like this for years.

Mr. Long then advised that there are at least thirty residences in Town that have inoperable vehicles. The code states that vehicles with expired tags must be covered. Mr. Long stated that he would like to see these code violations addressed.

Mr. Long then mentioned that there is a lot of construction traffic in Town. He advised that with projects going on, construction/clean-off mats should be put down. Otherwise, mud is dragged up and down the roads. Mr. Long stated that the Police should be taking care of this issue.

And lastly, Mr. Long stated that mowing grass into the street is illegal. As town residents head into mowing season, he would like the police to stay on top of this issue. Grass on the streets is dangerous to motorcycles and bicycles. He also advised that when it rains, the grass is washed into the gutters clogging them as well as the storm drains.

Mr. Long advised that if these code violations are not taken care of, then it is not necessary for the Planning Commission to do their job either. Mr. Long advised that as the Police are driving on patrol, they should be noticing these code violations and addressing them.

A brief discussion ensued regarding code violations.

Ms. Donna Lohr, Planning Commission Secretary/Town Clerk, advised that she would notify the new Chief of Police of these on-going code violations.

Mayor Jordan advised that in the past, as code violations occurred, the locations of these violations are brought to the attention of the Police Department, who will send violation letters to the resident. The Police should then follow-up to make sure the resident has complied with the Code.

Ms. Shifflett advised that she will convey to Town Council that these concerns were brought up by the Planning Commission.

Planning Commission members agreed that the new Chief of Police should be notified of these issues, but it would also carry some weight if the Town Council could be notified of them as well.

Chairman Long then asked if any other members had any other business to discuss. Ms. Liz Fawley asked about the house on West Springbrook Road and Sunset Drive. She advised that the house appears to be a double-wide trailer and is not on a permanent foundation.

Mayor Jordan responded that the house at 419 W. Springbrook Road is a house from Clayton Homes, which was purchased last year. The building permit was issued in late September from the Town, and a permit from the County was issued in the middle of October. Rockingham County has come down and inspected the building. It is classified under the state of Virginia building code as a modular home. It was not set with a crane. It came in with a steel frame underneath it and is still classified as a modular built home, not a trailer. It does have blocks underneath it and a block retaining wall will be built all the way around underneath it and it will meet County building code requirements. It will have a crawl space underneath it. The weather has not been favorable for them to finish the foundation underneath it, but that is what they are working on now. Mayor Jordan advised that 285 North Sunset Drive has a house identical to the one on Springbrook. It was built in 2011 and was built the same way. Mayor Jordan advised that the house at 419 W. Springbrook meets every ordinance that the Town has and meets all County and State requirements. They got all the required permits by the County and the Town. The house is known as an on-frame modular home. There are plans for decks to be placed on the front and the back of the home.

Mr. Eddie Long stated that if there is no homeowner's association, as in this case, there is not much that can be done.

Mr. Tim Schmoyer stated that if it meets the Codes and the permitting processes were followed, then there is nothing else that the Town can do.

Mayor Jordan stated that he appreciates the time and efforts of the Planning Commission members. He thanked members for the weight and ownership that they give to each issue that comes before them.

Adjournment:

With no further business to discuss, **Chairman Eddie Long adjourned the Planning Commission meeting at 7:53 p.m.**

Donna Lohr, Town Clerk/
Secretary to the Planning Commission

**Background Information for a discussion
regarding a proposed zoning text amendment**

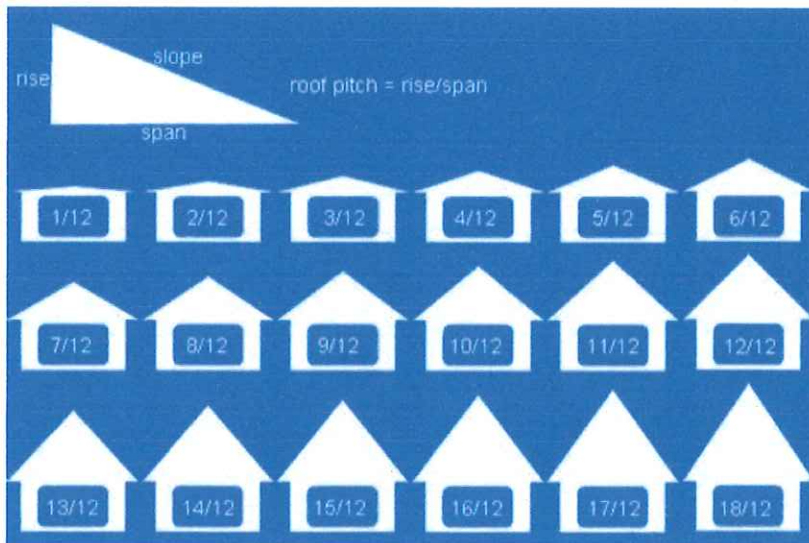
Ms. Beverly L. London, Council Member, has requested to present an item to the Planning Commission for their consideration:

Ms. London has spoken with both the building official and deputy building official in Rockingham County (Joe Shifflett and Ben Terry, respectively). She would like to propose changing all our residential zoning to require a minimum 6:12 roof pitch going forward.

This would solve two issues:

1. Should a company like Clayton Homes request a zoning permit for another on-frame modular (like the one recently installed at 419 W. Springbrook)-they would be required to provide an aesthetic with a more severe roof pitch.
2. Since the Residential IECC (International Energy Conservation Code) 2021 requires R-60 ceiling/roof insulation be installed OVER the top plate - the heel height of the rafters or truss would not be as noticeably affected. Builders are able to install additional insulation elsewhere in the structure to achieve a “composite” insulation value, for now, but we could use this to address the low slope roofs.

Planning Commission can discuss this item. The item will then be sent to Attorney Matt Light who will have to revise the ordinance. A joint public hearing will need to be advertised and scheduled. The proposed date of the joint public hearing will be Tuesday, April 15, 2025 as part of the Town Council’s regular monthly meeting.



For your reference, there is an almost identical structure at 248 North Sunset that was placed in 2011. It was recently sold (2024).

Also, the structure to the east of the new structure (399 W. Springbrook) is another on-frame modular, however, it has a more severe roof pitch.

Ms. London advised that she will attend the Planning Commission meeting to present this item and answer questions.