

**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:**

<b>Eddie Long</b>	<b>Aye</b>	<b>Tim Schmoyer</b>	<b>Aye</b>
<b>Travis Driver</b>	<b>Aye</b>	<b>Scott Campbell</b>	<b>Aye</b>

**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:**

<b>Eddie Long</b>	<b>Aye</b>	<b>Tim Schmoyer</b>	<b>Aye</b>
<b>Travis Driver</b>	<b>Aye</b>	<b>Scott Campbell</b>	<b>Aye</b>

**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

Commission. A picture of the building that they want to place on their property is included with the packet. They will be moving that structure from its previous location to their property. Ms. McAlister advised that there is plenty of room on the property to fit the structure. She then advised that the information provided this evening is just to make the Planning Commission aware of the special use permit application and to give the opportunity for Planning Commission members to ask questions. The joint public hearing for this application will be held on November 12, 2024. The adjoining landowners have been notified of the date of the joint public hearing. At the joint public hearing, questions and concerns from the public can be brought to the Planning Commission and Town Council. Following the joint public hearing, the Planning Commission may vote on whether to recommend the special use permit application to the Town Council. The Town Council then makes the final decision.

Mr. Eddie Long advised that he had visited the site today and the planned location for the structure will not even be visible from the road, so he does not anticipate anyone objecting to the structure.

Mr. Long opened the floor for any questions or comments from Planning Commission members, either for Ms. McAlister or Mr. and Mrs. Safritt.

Mr. Travis Driver noted that the size of the building is barely over the allowed size of an accessory structure in the Code.

Mr. Long asked Mr. Safritt if the building would be on any kind of solid foundation.

Mr. Safritt responded that the whole structure is on a skid which would be set on cinder blocks.

Mr. Long then asked if a permit would be required if Mr. Safritt wanted to run electricity to the building.

Ms. McAlister advised that an electrical permit would need to be obtained through Rockingham County. A zoning permit would be required from the Town first in order to get any sort of building permit from Rockingham County.

Ms. McAlister advised that the information included in the packet will also be provided to the Town Council in the packet for their review for the next Council meeting/Joint Public Hearing.

**Land Development Report – Town Manager/Zoning Administrator:**

Mr. Eddie Long then asked Ms. McAlister to provide her Land Development report. Ms. McAlister advised that she will provide the Land Development report to Town Council each month as well as to the Planning Commission at their regular meetings so that both groups are kept abreast of the amount of development that is on-going in Town. The Land Development report includes zoning permits issued, plat reviews and any Conditional/Special Use Permit Applications received. A copy of Ms. McAlister's report is included with the packet.

Mr. Travis Driver asked about development in Trimble Heights. Ms. McAlister advised that Trimble Heights is a zero-lot line development with projected development of approximately 150 – 180 units. Ms. McAlister explained that the structure can be built on the property line with the neighboring property. Ms. McAlister supposed that that this was approved in order to fit more houses in the development. She advised that this could cause issues due to the fact that if a home is built right on the property line, that homeowner may need to go onto the neighboring property in order to take care of any issue on that side of their house. Ms. McAlister advised that the Town does have an ordinance that allows for the zero-lot line development. She further stated that only one phase of the development had been platted and recorded. Phase 1 includes forty-two lots. In a zero-lot line development, there must be 60 feet of road frontage. The plat for phase 1 of this development which was platted, reviewed, approved, and recorded, only has 59.1 feet of road frontage for each of the forty-two lots in Phase 1. Ms. McAlister advised that the

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.**



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Donna Lohr, Town Clerk/  
Secretary to the Planning Commission