

PLANNING COMMISSION**MEETING MINUTES****January 13, 2026****6:00 PM**

Members Present: Mitchell Greer, Jeff Buckley, Ben Earp, David Atwood, Kerry Guest, Pat Pritchett, Michael Wright

Members Absent:

Also Present: Chris Bell (Zoning Administrator)

CALL TO ORDER: *Mr. Earp* called the meeting to order at 6:00 PM.

QUORUM: Seven voting members present – the Commission has quorum.

APPROVAL OF MINUTES:

A ***motion*** was made by *Mr. Guest* to accept and approve the meeting minutes of the December 9th, 2025 meeting, 2nd by *Mr. Greer* no further discussion – motion carried (7 – 0)

NEW BUSINESS:

Council Member Creech highlighted inconsistencies with the current zoning map, noting that his former mobile home park acreage is currently split across two different districts (R-2 and R-3). Mr. Creech also noted his vision of shifting the former mobile home park towards "cottage-style" starter homes as a viable solution to attract first-time homebuyers. The Commission reached a consensus that while traditional mobile home parks are no longer a priority for the Town's future development, there is a critical need for affordable workforce housing which aligns with the Comprehensive Plan. To facilitate this, the Commission recommended that the Town Manager develop a Planned Unit Development (PUD) district for formal review. It was also recommended that Mr. Creech consult with the WCSA to understand any restrictions or limitations to the current water/sewer infrastructure.

OLD BUSINESS:**Golf Cart Ordinance:**

A reminder that a public hearing was set for Feb. 2, 2026 at 6PM. Planning Commission members were encouraged to attend, although not required.

Use Regulations & Zoning Districts:

The Commission conducted a comprehensive review of the Town's current zoning requirements, focusing specifically on lot size minimums and setback regulations. Members expressed concern regarding the high number of existing residential parcels that fail to meet the current 10,000-square-foot minimum. This discrepancy creates administrative hurdles for homeowners seeking improvements. A significant oversight was identified on the official zoning map. Although the R-2 (Multi-Family) district exists in the code, all three existing apartment complexes in town remain incorrectly classified as R-1 (Single-Family).

Following the discussion, the Commission moved to align the zoning code with the Town's actual density and future housing goals. A **motion** was made by Mr. Guest, to reduce the minimum parcel size requirements from 10,000 square feet to 4,000 square feet for both R-1 and R-2 districts, 2nd by Mr. Pritchett – motion carried (7-0)

Sidewalk on Douglas Dr.

The Commission held a follow-up discussion regarding the extension of a sidewalk along the western edge of Douglas Drive. The conversation focused on the financial and logistical hurdles of the project as currently proposed with previous engineering studies indicating a projected cost between \$1 million and \$2 million. Members noted that the project would require extensive cooperation and permitting through (VDOT), which contributes to the high estimated overhead. To address the high cost of traditional concrete infrastructure, the Commission explored the feasibility of a defined trail or multi-use path in lieu of a standard sidewalk. This "soft-path" approach could potentially reduce engineering costs and better fit the town's aesthetic. However, it was noted that a trail might be dependent upon the willingness of adjacent property owners to cooperate with easements or right-of-way adjustments. A motion was made by Mr. Earp, to table the discussion, 2nd by Mr. Wright – motion carried, (7-0)

ADJOURNMENT:

A **motion** was made by Mr. Guest to adjourn, 2nd by Mr. Greer; no further discussion – motion carried (7-0)

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Chairman

A handwritten signature in black ink, appearing to be "M. Greer", written over a horizontal line.

Secretary