



**Planning Commission Meeting
Agenda
Wednesday, March 12, 2025, 7:00 PM**

Work Session, 5:30 PM, Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia 24153

Regular Session, 7:00 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

WORK SESSION

1. Call to Order
2. New Business
 - A. Comprehensive Plan Update
 - B. 2381-2383 Roanoke Blvd.
 - C. 1906 Mill Ln. & 1400 blk. Penley Blvd.
 - D. Simms Farm
3. Adjournment

REGULAR SESSION

1. Call to Order
 - A. **Pledge of Allegiance**
2. Consent Agenda
 - A. **Minutes**

Consider acceptance of the minutes from the January 15, 2025, work session and regular meeting.
3. Old Business
4. New Business
 - A. **Amendment to the Zoning Ordinance**

Hold public hearing and consider the request of Clipp Family Trust, or assigns, contract purchaser, to rezone the property located at 2381-2383 Roanoke Blvd. (T/M# 225-2-6.1) from HBD Highway Business District with conditions to HBD

Highway Business District.

B. Public Hearing for Amendment to the Zoning Ordinance and Special Exception Permit

Hold public hearing for the request of R. Fralin Development Corp. & Simms Property, LLC, property owners, to amend rezoning Ordinance #344 **and** to amend the Special Exception Permit by removing proffer #4 relating to the maximum height of 1.5 stories for structures constructed on cluster lots for the properties located at 113 Parker Ln (T/M #273-3-4), 117 Parker Ln (T/M #273-3-5), 121 Parker Ln (T/M #273-3-6), 125 Parker Ln (T/M #273-3-7), 129 Parker Ln (T/M #273-3-8), 133 Parker Ln (T/M #273-3-9), 137 Parker Ln (T/M #273-3-10), 141 Parker Ln (T/M #288-3-12), 142 Parker Ln (T/M #288-3-11), 134 Parker Ln (T/M #288-3-9), 130 Parker Ln (T/M #288-3-8), 126 Parker Ln (T/M #288-3-7), 122 Parker Ln (T/M #288-3-6), 118 Parker Ln (T/M #288-3-5), 114 Parker Ln (T/M #288-3-4), and 211 Diamond Rd, (T/M #272-2-1).

C. Amendment to the Zoning Ordinance

Consider the request of R. Fralin Development Corp. & Simms Property, LLC, property owners, to amend Ordinance #344 by removing proffer #4 relating to the maximum height of 1.5 stories for structures constructed on cluster lots for the properties located at 113 Parker Ln (T/M #273-3-4), 117 Parker Ln (T/M #273-3-5), 121 Parker Ln (T/M #273-3-6), 125 Parker Ln (T/M #273-3-7), 129 Parker Ln (T/M #273-3-8), 133 Parker Ln (T/M #273-3-9), 137 Parker Ln (T/M #273-3-10), 141 Parker Ln (T/M #288-3-12), 142 Parker Ln (T/M #288-3-11), 134 Parker Ln (T/M #288-3-9), 130 Parker Ln (T/M #288-3-8), 126 Parker Ln (T/M #288-3-7), 122 Parker Ln (T/M #288-3-6), 118 Parker Ln (T/M #288-3-5), 114 Parker Ln (T/M #288-3-4), and 211 Diamond Rd, (T/M #272-2-1).

D. Special Exception Permit

Consider the request of R. Fralin Development Corp. & Simms Property, LLC, property owners, to amend the Special Exception Permit by removing condition #4 relating to the maximum height of 1.5 stories for structures constructed on cluster lots for the properties located at 113 Parker Ln (T/M #273-3-4), 117 Parker Ln (T/M #273-3-5), 121 Parker Ln (T/M #273-3-6), 125 Parker Ln (T/M #273-3-7), 129 Parker Ln (T/M #273-3-8), 133 Parker Ln (T/M #273-3-9), 137 Parker Ln (T/M #273-3-10), 141 Parker Ln (T/M #288-3-12), 142 Parker Ln (T/M #288-3-11), 134 Parker Ln (T/M #288-3-9), 130 Parker Ln (T/M #288-3-8), 126 Parker Ln (T/M #288-3-7), 122 Parker Ln (T/M #288-3-6), 118 Parker Ln (T/M #288-3-5), 114 Parker Ln (T/M #288-3-4), and 211 Diamond Rd, (T/M #272-2-1).

E. Public Hearing for Amendment to the Zoning Ordinance and Special Exception Permit

Hold public hearing for the request of ABoone Real Estate, Inc., contact purchaser, to rezone the properties located at 1906 Mill Ln. & 1400 blk Penley Blvd. (T/M#s 205-2-5 & 204-13-1) from RSF/AG Residential Single Family/Agriculture Districts & AG Agriculture Districts to RSF Residential Single Family District **and** for a Special Exception Permit to include both parcels in the Cluster Housing Overlay District.

F. Amendment to the Zoning Ordinance

Consider the request of ABoone Real Estate, Inc., contact purchaser, to rezone the properties located at 1906 Mill Ln. & 1400 blk Penley Blvd. (T/M#s 205-2-5 & 204-13-1) from RSF/AG Residential Single Family/Agriculture Districts & AG Agriculture Districts to RSF Residential Single Family District

G. Special Exception Permit

Consider the request of ABoone Real Estate, Inc., contact purchaser, for a Special Exception Permit to include the properties located at 1906 Mill Ln. & 1400 blk Penley Blvd. (T/M#s 205-2-5 & 204-13-1) in the Cluster Housing Overlay District.

5. Adjournment



PLANNING COMMISSION

MINUTES

Wednesday, January 15, 2025 at 7:00 PM

Work Session, 6:00 PM, Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia 24153

Regular Session, 7:00 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

Planning Commission Meeting Agenda

Wednesday, January 15, 2025, 7:00 PM

Work Session, 6:00 PM, Council Chambers Conference Room, City Hall, 114 North Broad Street, Salem, Virginia 24153

Regular Session, 7:00 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

WORK SESSION

1. Call to Order
2. New Business
 - A. Items for discussion on the January 2025 agenda.
 1. Special Exception Permit - 707 South Colorado Street
 2. Zoning Text Amendment - Townhomes
 3. Sign Ordinance Amendment.
 4. 2024 Planning Commission Annual Report
 5. Cancellation of February meeting
 6. Update on Comprehensive Plan

A work session meeting of the Planning Commission of the City of Salem, Virginia, was held in the Council Chambers Conference Room, City Hall, 114 North Broad Street, at 6:00 p.m., on Wednesday, January 15, 2025, there being present the following members of said Commission, to wit: with Chair King, presiding; together

with Christopher J. Dorsey, City Manager and Executive Secretary, and H. Robert Light, Assistant City Manager and Executive Secretary, ex officio members of said Commission; Charles E. Van Allman, Jr., Director of Community Development; Mary Ellen Wines, Planning & Zoning Administrator; Maxwell S. Dillon, Planner, and Jim H. Guynn, Jr., City Attorney; and the following business was transacted:

Chair King reported that this date, place, and time had been set in order for the Commission to hold a work session.

Item 2.A.1. Staff noted that a special exception permit application had been submitted regarding a personal service, beauty salon, to be located at 707 South Colorado Street and a discussion was held.

Item 2.A.2. Staff noted that the zoning ordinance allowed for anyone to propose a text amendment and a change to the townhouse section of the zoning ordinance had been submitted and a discussion was held.

Item 2.A.3. Staff noted that only one wall sign per frontage was allowed within the HBD, Highway Business District and that many prospective businesses have a set sign package that does not meet the current regulations of the sign ordinance. Staff presented a text amendment to allow flexibility regarding wall signs that could allow up to 4 wall signs and a discussion was held.

Item 2.A.4. Staff presented the 2024 Planning Commission Annual Report, and a discussion was held.

Item 2.A.5. Staff noted that due to no items on the agenda, staff requested to cancel the meeting.

Item 2.A.6. Staff updated the commission on the current review of the comprehensive plan.

3. Adjournment

Chair King adjourned at 6:51 p.m.

REGULAR SESSION

1. Call to Order

A regular meeting of the Planning Commission of the City of Salem, Virginia, was called to order at 7:00 PM, in the Council Chambers, City Hall, 114 North Broad Street, on Wednesday, January 15, 2025, there being present the following members to wit: with Chair King, presiding; together with Christopher J. Dorsey, City Manager, and Executive Secretary, H. Robert Light, Assistant City Manager and Deputy Executive Secretary, ex officio members of said Commission; Charles E. Van Allman, Jr., Director of Community Development; Mary Ellen Wines, Planning & Zoning

Administrator; Maxwell S. Dillon, Planner; and Jim H. Guynn, Jr., City Attorney; and the following business was transacted:

Chair King reported that this date, place, and time had been set in order for the Commission to hold the regular meeting.

A. Pledge of Allegiance

2. Election of Officers

Mr. Dorsey took charge of the meeting for the 2025 elections.

A. Election of Chairman for 2025

Vice-Chair Garst nominated Chair King to continue as Chair for 2025. Commissioner Henrickson seconded the nomination. No further nominations were made. Mr. Dorsey called for a vote, which passed unanimously. Chair King then presided.

B. Election of Vice-Chairman for 2025

Commissioner Beamer nominated Vice-Chair Garst to continue as Vice-Chair for 2025. Commissioner Routt seconded the nomination. No further nominations were made. A roll call vote passed unanimously.

Chair King requested that all attendees stand for a moment of silence in honor of former long-term Chair, Vicki Dalton.

Consent Agenda

A. Minutes

Consider acceptance of the minutes from the November 13, 2024, work session and regular meeting.

Chair King asked if there were any corrections or additions to the minutes from the November 13, 2024, work session and regular meeting. No changes were suggested, and the minutes were approved as presented.

4. New Business

A. Special Exception Permit

Hold public hearing to consider the request of Heather Pollard, contract purchaser, for the issuance of a Special Exception Permit to allow a personal service, beauty salon, on the property located at 707 South Colorado Street, Tax Map 160-7-3.

The Commission held a public hearing to consider the request from Heather Pollard, contract purchaser, for the issuance of a special exception permit to allow a personal

service beauty salon at 707 South Colorado Street (Tax Map 160-7-3).

Staff noted that the subject property (707 South Colorado Street) consisted of a 0.215-acre tract of land which currently sits within the RB Residential Business zoning designation. A residence with an attached commercial unit exists on-site. To provide a bit of history, Floyd & Sue's Barber Shop previously operated at this location; however, it ceased operations in December of 2019 and the commercial unit subsequently lost its legal nonconforming status. As a result, the applicant is requesting a Special Exception Permit for a personal service to operate a beauty salon in that same unit that is currently vacant. The Future Land Use Map (FLUM) identifies this area as Mixed Use which is consistent with the proposed future utilization of the property.

Heather Pollard, the applicant, addressed the Commission, stating that she currently owns a salon at 1325 West Main Street and has a contract pending for the property at 707 South Colorado Street to relocate her business there. She plans to operate a beauty salon and potentially lease space to other health and beauty-related businesses upstairs.

Dr. Joe Foley, a nearby resident at 708 South Colorado Street, voiced his support for the proposal, noting the property's history as Floyd and Sue's Barbershop and its suitability for mixed-use business and residential zoning.

Vice-Chair Garst inquired about the number of employees and hours of operation, and Ms. Pollard responded that there would be four employees and the salon would operate Monday through Saturday, approximately 8 AM to 7 PM.

Commissioner Henrickson asked about the intended use of the upstairs space, to which Ms. Pollard confirmed it would be used for additional beauty-related businesses, with no residential use planned.

The Commission also discussed the parking situation, with Ms. Pollard confirming that parking would be located at the back of the building, not on South Colorado Street.

After closing the public hearing at 7:09 PM, the Commission moved to approve the request. Commissioner Beamer made a motion to approve, and Vice-Chair Garst seconded. The motion passed with a unanimous vote.

B. Amendment to the City Code - Chapter 106, Zoning

Hold public hearing to consider the request of Patrick and Jamie Sneed to amend Chapter 106 Zoning, Article III Use and Design Standards, Section 106-304.17(B)(6) Townhouse, of the CODE OF THE CITY OF SALEM, VIRGINIA pertaining to setbacks for townhouses.

The Commission held a public hearing regarding a request from Patrick and Jamie Sneed to amend Chapter 106, Zoning, Article 3, Use and Design Standards, Section 106-304.17B6 of the City Code, pertaining to setbacks for townhouses.

Staff noted that in the City of Salem, townhouse developments are permitted by right in the RMF Residential Multi Family and RB Residential Business District zoning designations, and by Special Exception Permit in the RSF Residential Single Family, DBD Downtown Business District, TBD Transitional Business District, and CBD Community Business District. Regardless of the zoning district, each townhouse development is required to meet the Use and Design Standards specified in Chapter 106-304.17, which prescribes additional regulations related to items including, but not limited to minimum lot size/frontage, maximum density, and setback/buffer yards.

The applicant is requesting a text amendment related specifically to Chapter 106-304.17(B)(6), which currently requires a minimum 25-foot setback be established between townhouse groups and adjacent properties when buffer yards are not required between zoning districts of different intensities. The proposed adjustment would not require a 25-foot setback when adjacent properties are of the same or a higher-intensity zoning designation, instead requiring that the setbacks of the underlying zoning district be the standard in those scenarios. This change would continue to protect the least intense and most vulnerable zoning districts (AG Agriculture and RSF Residential Single Family) with the currently required 25-foot setback, but would revert setback requirements for scenarios in which adjacent properties are of the same or a higher-intensity zoning district to the setbacks that would be required for other structures that could be developed.

Patrick Snead, representing Riverland Oaks LLC, explained that the proposed amendment would reduce setbacks for townhouses when adjacent to properties with equal or higher intensity zoning, while maintaining larger setbacks where adjacent to single-family or agricultural zoning. The amendment aims to address the challenges posed by limited available land for development.

The Commission discussed the proposed amendment, and City staff supported the change, stating it would still protect single-family zoning while providing more flexibility for townhouse developments in higher-intensity areas.

The public hearing was closed at 7:14 PM, and Commissioner Routt made a motion to approve the amendment, which was seconded by Commissioner Henrickson. The motion passed unanimously.

C. Amendment to the City Code - Chapter 66, Signs

Hold public hearing and consider amending Chapter 66 Signs, Article IV Permitted Signs by Use and District, Section 66-105 Permitted Signs, of the CODE OF THE CITY OF SALEM, VIRGINIA pertaining to wall signs.

The Commission held a public hearing regarding proposed amendments to Chapter 66, Article 4, Permitted Signs by Use and District, Section 66-105, to adjust regulations for wall signs in the Highway Business District (HBD).

Maxwell Dillon, Planner, explained that the amendment would introduce the concept

of a "primary building side" to calculate allowable wall sign area, rather than relying solely on road frontage. The proposed changes aim to balance flexibility for businesses while maintaining the aesthetic character of commercial districts.

The Commission discussed the amendment, with Mr. Dillon emphasizing its business-friendly approach. Vice-Chair Garst asked if the change would meet the needs of most commercial entities, and Mr. Dillon confirmed that it was a step in the right direction.

After closing the public hearing at 7:20 PM, Commissioner Henrickson made a motion to approve the amendment, which was seconded by Commissioner Beamer. The motion passed unanimously.

D. 2024 Planning Commission Annual Report

Consider approval of the 2024 Planning Commission Annual Report with direction to submit to City Council.

Chair King presented the 2024 Planning Commission Annual Report for approval. Vice-Chair Garst praised the staff's work on the report. A motion to approve the report and submit it to City Council was made by Vice-Chair Garst and seconded by Commissioner Henrickson. The motion passed with a unanimous vote.

E. Cancellation of February meeting

Consider cancellation of the February 12, 2025, Planning Commission meeting due to no items on the agenda.

Mr. Light informed the Commission that there were no items on the agenda for the February 12, 2025, meeting, and recommended its cancellation. Commissioner Henrickson made a motion to approve the cancellation, which was seconded by Commissioner Routt. The motion passed unanimously.

5. Adjournment

There being no further business, Chair King adjourned the meeting at 7:22 PM.

AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA held in the Council Chambers of City Hall, 114 North Broad Street Salem, VA 24153

AGENDA ITEM: **Amendment to the Zoning Ordinance**

Consider the request of Clipp Family Trust, or assigns, contract purchaser, to rezone the property located at 2381-2383 Roanoke Blvd. (T/M# 225-2-6.1) from HBD Highway Business District with conditions to HBD Highway Business District.

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: HBD Highway Business District
Land Use Plan Designation: Commercial
Existing Use: Disabled American Veterans organization
Proposed Use: Standard Commercial

The subject property (2381-2383 Roanoke Boulevard) consists of a 1.372-acre tract of land which currently sits within the HBD Highway Business District zoning designation. The property has historically served as home to the Salem Chapter of the Disabled American Veterans organization. In 1990, the property was rezoned from Business District B-1 to Business District B-3, with conditions including the following:

4. *A reversion clause will be applied if the building is not used as either a thrift store, meeting hall, or club. This clause will require a reversion of the zoning to Business District B-1 if not used for any of the above purposes. The Disabled American Veterans will not use this site as an official drop-off point for contributions to the Disabled American Veterans.*

Because the former rezoning included a reversion clause to a zoning district that no longer exists (B-1), and the proposed use of the property does not meet the specified restrictions, the applicant is requesting a rezoning from HBD with conditions to HBD without conditions to allow the development of a standard commercial multi-tenant structure.

The Future Land Use Map (FLUM) identifies this area as Commercial which is consistent with the proposed future utilization of the property.

REQUIREMENTS:

The proposal meets the requirements of Section 106-214.3. Site development regulations for HBD.

OPTIONS:

Staff recommends approval of this request.

Pre-application Meeting (optional)

- Meetings with the Community Development Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.

Application Submittal

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note: incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. (See Page 4)
- PLEASE NOTE: As per 106-520(C) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the requested zoning district. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a rezoning application.

Application Distribution for City Review

- Complete applications may be routed to City departments for review.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

Planning Commission

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation is included in the Planning Commission packet. The packet is distributed approximately 1 week prior to the Planning Commission meeting.
- The Planning Commission meets on the 1st Wednesday after the 1st City Council meeting of the month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

City Council

- Signed and notarized final proffers must be submitted prior to the City Council meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears rezoning cases on the 4th Monday of every month. Cases are usually heard by Council at the meeting following the Planning Commission meeting.
- Following a public hearing on the case, the City Council may vote to approve, approve with proffered conditions, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure** (Page 4)
- c. **Signed Proffer Statement if applicable** (Pages 6 & 7)
- d. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- e. **Responses to questions on Page 5**
- f. **Historic Impact Information** (if any)
- g. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- h. **Check here** if the conceptual plan will serve as the preliminary plat.

NOTE: Elevations will be required with new development.

TO THE APPLICANT:

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this rezoning application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

City of Salem Community Development Application

Request for REZONING or CONDITIONAL REZONING

Case #: _____

APPLICANT INFORMATION	
Owner: _____ Contact Name: _____ Address: _____	Telephone No. _____ Fax No. _____ Email Address _____
Applicant/Contract Purchaser: <u>Clipp Family Trust, or assigns</u> Contact Name: <u>Steven Clipp</u> Address: <u>10214 Governors Dr. Chapel Hill, NC 27517</u>	Telephone No. <u>919-929-2772</u> Fax No. _____ Email Address <u>clipparch@yahoo.com</u>

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #s) <u>225-2-61</u> Deed Book <u>6</u> Page <u>52</u> Subdivision <u>Fralin & Waldron</u> Location Description (Street Address, if applicable) _____ <u>2383 Roanoke Blvd.</u> <u>Salem, VA 24153</u>	Total Area (acres/square feet) <u>9,000 square feet</u> Current Zoning <u>HBD</u> Requested Zoning <u>HBD</u> Requested Use <u>Retail, Meeting</u> Current Use <u>Retail, Meeting</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

SIGNATURE OF OWNER <input type="checkbox"/> CONTRACT PURCHASER <input checked="" type="checkbox"/> (attach contract) <input checked="" type="checkbox"/>
As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.
Signature <u>Steven Clipp</u> Date <u>02/03/2025</u> Print Name <u>Steven Clipp</u> Signature _____ Date _____ Print Name _____

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:
Name <u>Jonathan Martin</u> Address: <u>105 Downing Pl. Apex, NC 27502</u> Telephone No. <u>703-869-8066</u> Fax _____ No. _____ Email Address <u>jmartin@jdmam.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent Steven Clipp Date: 02/03/2025

Print Name: Steven Clipp

Signature of applicant/authorized agent _____ Date: _____

Print Name: _____

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email jmartin@jdmam.com Fax: _____

FEES:	
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:	
Rezoning application fee	\$1,000

FOR STAFF USE ONLY	
Staff Reviewer: _____	Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____	

PLEASE RESPOND FOR ALL REZONING APPLICATIONS:

1. What is the Future Land Use Designation for the subject property? _____

2. Describe in detail the proposed use of the property. _____

3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? _____

4. Is the subject property located within the Floodplain District? YES NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. _____

5. Is the subject property listed as a historic structure or located within a historic district? YES NO
If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.

6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? _____

PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS

1. What provisions will be made to ensure safe and adequate access to the subject property? _____

2. How will the traffic impact of this development be addressed? _____

3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? _____

4. What type of signage is proposed for the site? _____

5. Have architectural/building elevations been submitted with this application? _____

TAX MAP NO.: _____

This document prepared by:
(NAME AND ADDRESS): _____

Return to: Office of Community Development
21 South Bruffey Street
Salem, Virginia 24153

PROFFER STATEMENT

WHEREAS, _____, _____, _____,
("the Owner(s)") is/are the owner(s) of certain real property known as
_____ (*property description/location*) ("the Property") totaling approximately
_____ acres, located in the City of Salem, Virginia which is more particularly described as follows:

_____ (*legal description or an attachment containing a legal description. Also include tax map #*); and

WHEREAS, the Owner(s) has/have filed an application to rezone the Property from current zoning of _____ (*current zoning*) to _____ (*proposed zoning*), conditional, pursuant to the City of Salem Zoning Ordinance (the "Zoning Ordinance"); and

WHEREAS, the Owner desires to proffer to the City of Salem (the "City") certain conditions in connection with the development of the Property that will protect the City and its citizens, provide for the orderly development of the Property, and offset the impacts of development; and

WHEREAS, the below-listed proffers are designed and intended to mitigate impacts that have been identified; and

WHEREAS, the Owner certifies that all below-listed proffers are voluntary, reasonable, and directly related to the rezoning applied for; and

WHEREAS, the City is authorized to accept these proffers pursuant to the Code of Virginia, and the Zoning Ordinance; and

WHEREAS, in the event that there is any conflict between these proffers and the Zoning Ordinance, the conflict shall be resolved by the City's Zoning Administrator, subject to appeal to the Board of Zoning Appeals and the courts as provided by law; and

WHEREAS, these proffers shall be binding upon and shall inure to the benefit of the parties hereto, and their respective heirs, successors and assigns; and

WHEREAS, the Owner(s) acknowledges that impacts of development not offset by the below-listed proffers may be cause for denial of the rezoning request.

NOW, THEREFORE, the Owner(s) agrees to meet and comply with the following proffers in connection with the development of the Property should the Owner's application to rezone the property be approved:

PROFFERS

1. (proffer 1)
2. (proffer 2)
3. (proffer 3)
4. etc.

(Indicate if you intend the proffers to be offered as a group (i.e. "all or nothing". Otherwise, each will be considered to be individually offered for separate consideration by the City. The City does not have to accept proffers that are offered)

Once proffered and accepted as part of an amendment to the zoning ordinance, these conditions shall continue in full force and effect until a subsequent amendment changes the zoning on the property covered by these conditions; provided, however, that such conditions shall continue if the subsequent amendment is part of a comprehensive implementation of a new or substantially revised zoning ordinance.

WITNESS the following signature and seal:

By: _____

Owner

COMMONWEALTH OF VIRGINIA CITY OF SALEM, to wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

by _____.

Owner

Notary Public

My commission expires: _____

Acceptance:

The Proffers herein have been accepted as follows: ("All" or list specific proffers accepted)

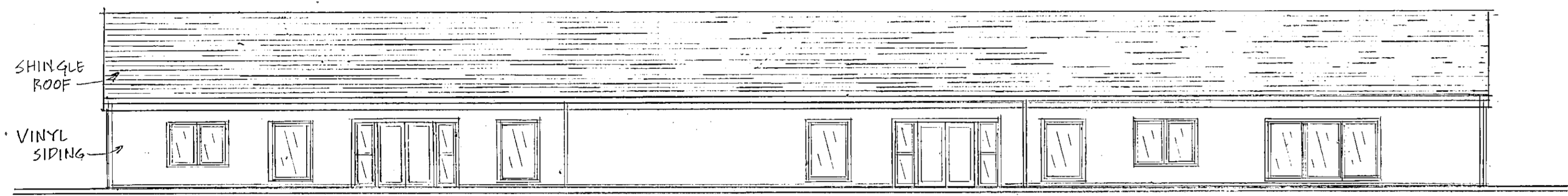
by action of the Council of the City of Salem on _____
Date

ATTEST:

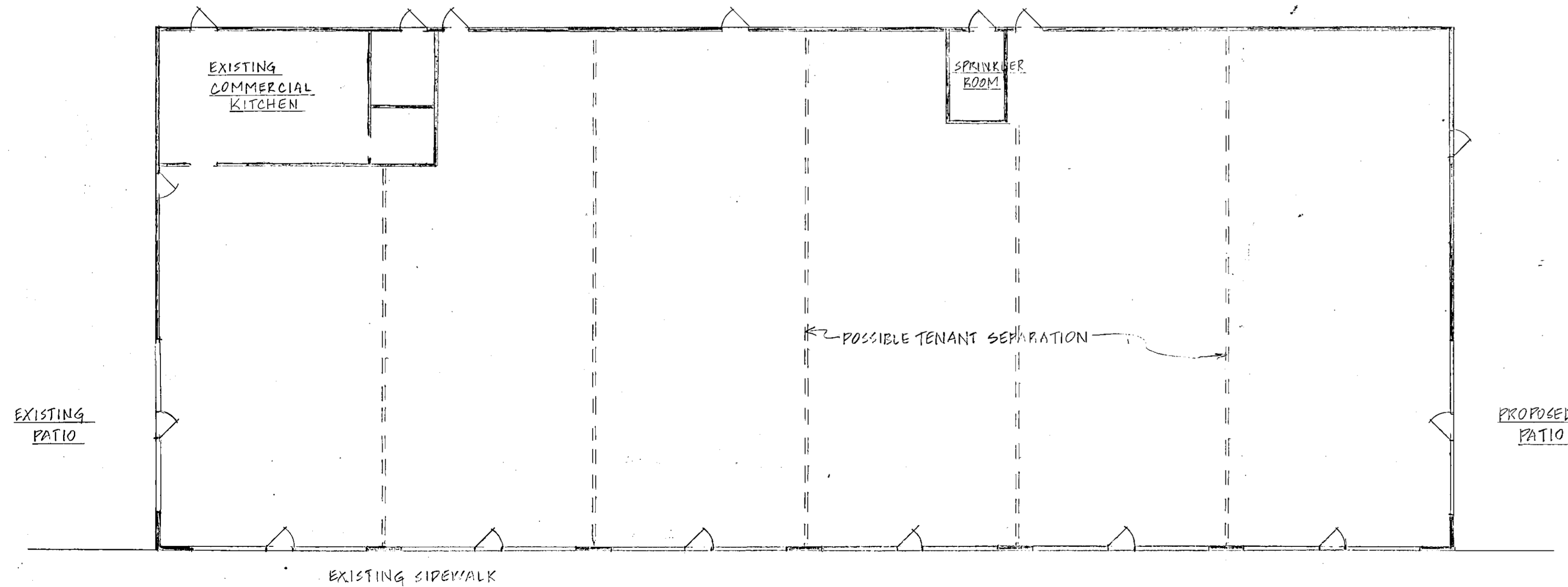
Clerk of Council
Salem, Virginia



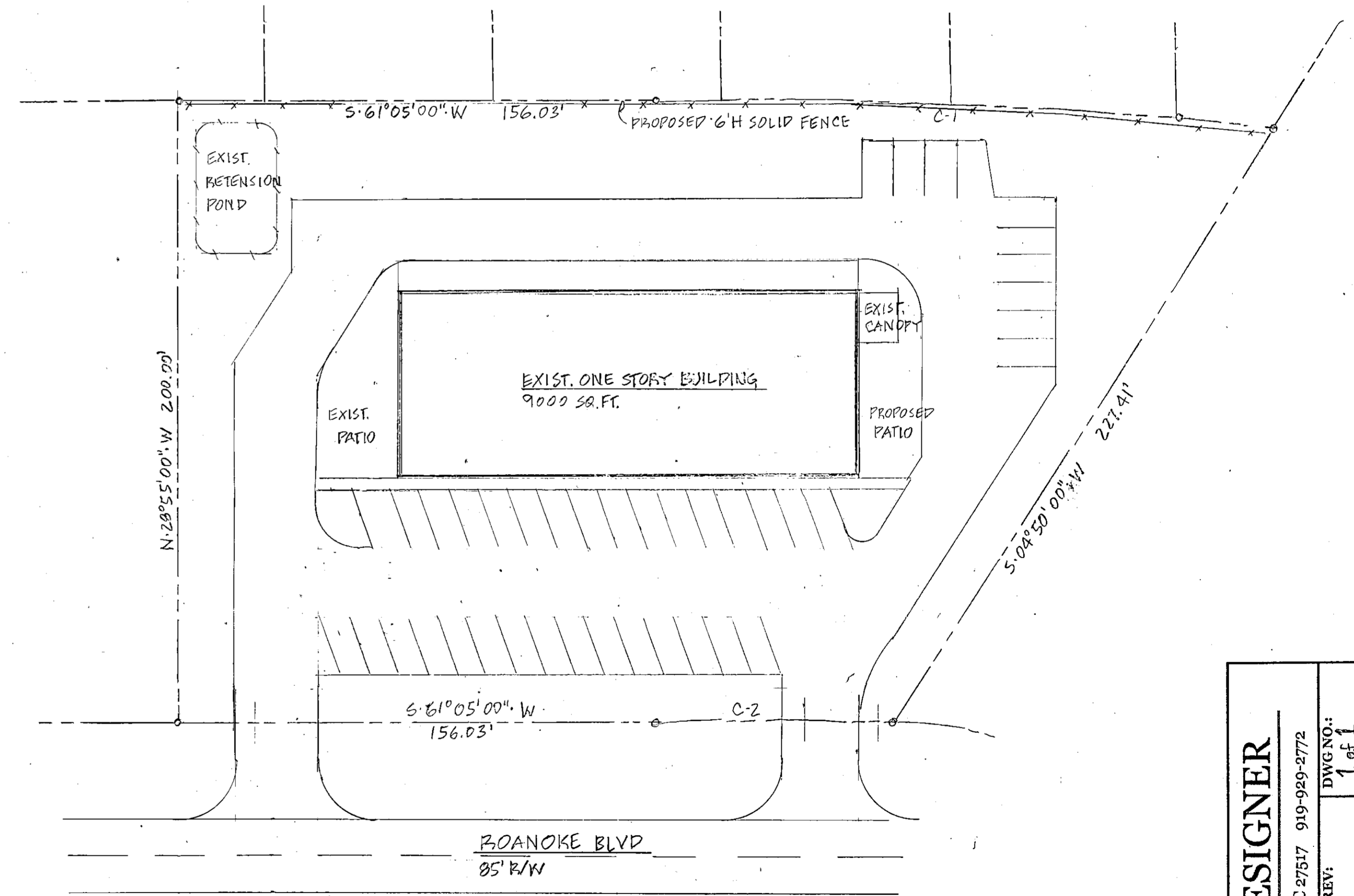
PROPOSED STREET-FRONT ELEVATION
1/4" = 1'-0"



EXISTING STREET-FRONT ELEVATION
1/10" = 1'-0"



EXISTING / PROPOSED FLOOR PLAN
1/10" = 1'-0"



SITEPLAN

1" = 30'-0" 1.372 ACRES
 BASED ON SURVEY BY LUMSDEN ASSOC DATED 10-24-90
 LOT 1B, BOULEVARD ESTATES, PB. 6, PG 52

CURVE	RADIUS	LENGTH	TANGENT	CHORD	BEARING	DELTA
C1	1612.00'	205.88'	103.07'	205.72'	N 64°44'30" E	67°19'01"
C2	1412.00'	79.00'	39.51'	78.99'	S 62°41'10" W	03°12'20"

STEVEN CLIPP DESIGNER

10214 GOVERNORS DRIVE, CHAPEL HILL, NC 27517 919-929-2772

DATE: 1-30-25 DRAWN BY: SGC REV: 1 of 1

2383 ROANOKE BLVD

SALEM, VA

AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA held in the Council Chambers of City Hall, 114 North Broad Street Salem, VA 24153

AGENDA ITEM: Amendment to the Zoning Ordinance and Special Exception Permit

Consider the request of R. Fralin Development Corp. & Simms Property, LLC, property owners, to amend rezoning Ordinance #344 and to amend the Special Exception Permit by removing proffer #4 relating to the maximum height of 1.5 stories for structures constructed on cluster lots for the properties located at 113 Parker Ln (T/M #273-3-4), 117 Parker Ln (T/M #273-3-5), 121 Parker Ln (T/M #273-3-6), 125 Parker Ln (T/M #273-3-7), 129 Parker Ln (T/M #273-3-8), 133 Parker Ln (T/M #273-3-9), 137 Parker Ln (T/M #273-3-10), 141 Parker Ln (T/M #288-3-12), 142 Parker Ln (T/M #288-3-11), 134 Parker Ln (T/M #288-3-9), 130 Parker Ln (T/M #288-3-8), 126 Parker Ln (T/M #288-3-7), 122 Parker Ln (T/M #288-3-6), 118 Parker Ln (T/M #288-3-5), 114 Parker Ln (T/M #288-3-4), and 211 Diamond Rd, (T/M #272-2-1).

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: RSF Residential Single Family
Land Use Plan Designation: Residential
Existing Use: Residential (with conditions)
Proposed Use: Residential (with amended conditions)

In 2020, City Council approved an amendment to the zoning ordinance (Amendment #344) that shifted the zoning of the subject properties from AG Agriculture/RSF Residential Single Family to Residential Single Family with proffered conditions. That process also involved a concurrent Special Exception Permit approval for the Cluster Housing Overlay in designated locations. The resulting single family subdivision is known as Simms Farm, a portion of which has been developed in the time since its original approval.

Condition #4 included in both the 2020 zoning ordinance amendment and the corresponding Special Exception Permit states the following:

All homes constructed on the Cluster Lots shall be a Maximum of 1.5 (one and a half) stories high.

Since that time, the applicant has expressed that the aforementioned 1.5 story maximum restricts their ability to accommodate current market trends and demands preferring 2 story homes for growing families. As a result, their request is to remove the condition restricting the

height on Cluster Lots, with development on those parcels still required to be in substantial conformance with the Simms Farm Architectural Styles Package. If approved, all future development on the subject parcels will still be required to meet the remaining conditions on Amendment #344 and its corresponding Special Exception Permit.

The Future Land Use Map (FLUM) identifies this area as Residential which is consistent with the proposed future utilization of the property.

REQUIREMENTS:

The proposal meets the requirements of Section 106-202.3. Site development regulations for RSF.

OPTIONS:

Staff remains neutral on this request.

Pre-application Meeting (optional)

- Meetings with the Community Development Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.

Application Submittal

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note: incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. (See Page 4)
- PLEASE NOTE: As per 106-520(C) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the requested zoning district. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a rezoning application.

Application Distribution for City Review

- Complete applications may be routed to City departments for review.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

Planning Commission

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation is included in the Planning Commission packet. The packet is distributed approximately 1 week prior to the Planning Commission meeting.
- The Planning Commission meets on the 1st Wednesday after the 1st City Council meeting of the month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

City Council

- Signed and notarized final proffers must be submitted prior to the City Council meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears rezoning cases on the 4th Monday of every month. Cases are usually heard by Council at the meeting following the Planning Commission meeting.
- Following a public hearing on the case, the City Council may vote to approve, approve with proffered conditions, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure (Page 4)**
- c. **Signed Proffer Statement if applicable (Pages 6 & 7)**
- d. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- e. **Responses to questions on Page 5**
- f. **Historic Impact Information (if any)**
- g. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- h. **Check here** if the conceptual plan will serve as the preliminary plat.

NOTE: Elevations will be required with new development.

TO THE APPLICANT:

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this rezoning application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

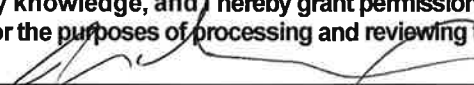
City of Salem Community Development Application

Request for REZONING or CONDITIONAL REZONING

Case #: _____

APPLICANT INFORMATION	
Owner: <u>Section 1 Lots 114-135: R. Fralin Development Corp.; Sections 3 & 4: Simms Property, LLC</u> Contact Name: <u>Kristen Viar</u> Address: <u>5211 South Concourse Drive, Roanoke, VA 24019</u>	Telephone No. <u>540-537-5907</u> Fax No. <u>540-204-4249</u> Email Address <u>kviar@rpfraalininc.com</u>
Applicant/Contract Purchaser: <u>R. Fralin Development Corp. & Simms Property, LLC</u> Contact Name: <u>Kristen Viar</u> Address: <u>5211 South Concourse Drive, Roanoke, VA 24019</u>	Telephone No. <u>540-537-5907</u> Fax No. <u>540-204-4249</u> Email Address <u>kviar@rpfraalininc.com</u>

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>Attached.</u> Deed Book _____ Page _____ Subdivision <u>Simms Farm Sections 1, 3, & 4</u> Location Description (Street Address, if applicable) _____ <u>Parker Lane & Diamond Road.</u>	Total Area (acres/square feet) <u>Attached.</u> Current Zoning <u>RSF</u> Requested Zoning <u>Remove proffer #4.</u> Requested Use <u>New single family residences.</u> Current Use <u>New single family residences.</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

SIGNATURE OF OWNER <input checked="" type="checkbox"/> CONTRACT PURCHASER <input type="checkbox"/> <i>(attach contract)</i> <input type="checkbox"/>
<p>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</p> Signature <u></u> Date <u>05-30-2024</u> Print Name <u>Brian McCahill</u> Signature _____ Date _____ Print Name _____

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>Kristen Viar</u> Address: <u>5211 South Concourse Drive, Roanoke, VA 24019</u>	Telephone No. <u>540-537-5907</u> Fax No. _____ Email Address <u>kviar@rpfraalininc.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

PLEASE RESPOND FOR ALL REZONING APPLICATIONS:

1. What is the Future Land Use Designation for the subject property? RSF.
2. Describe in detail the proposed use of the property. New single family residences. Applicant wishes to remove proffer #4 from existing proffers.
3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? NA
4. Is the subject property located within the Floodplain District? YES NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. _____
5. Is the subject property listed as a historic structure or located within a historic district? YES NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources. _____
6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? NA

PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS

1. What provisions will be made to ensure safe and adequate access to the subject property? _____
2. How will the traffic impact of this development be addressed? _____
3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? _____
4. What type of signage is proposed for the site? _____
5. Have architectural/building elevations been submitted with this application? _____

Acceptance:

The Proffers herein have been accepted as follows: ("All" or list specific proffers accepted)

by action of the Council of the City of Salem on _____
Date

ATTEST:

Clerk of Council
Salem, Virginia

Simms Farm Sections 1, 3, & 4: Addresses & Other Data

Simms Farm Section 1 Lots 114-135

<u>Lot</u>	<u>Address</u>	<u>Tax ID</u>	<u>Deed Book</u>	<u>Total Area</u>
117	113 Parker Lane	273-3-4	220000914	
118	117 Parker Lane	273-3-5	220000914	
119	121 Parker Lane	273-3-6	220000914	
120	125 Parker Lane	273-3-7	220000914	
121	129 Parker Lane	273-3-8	220000914	
122	133 Parker Lane	273-3-9	220000914	
123	137 Parker Lane	273-3-10	220000914	
124	141 Parker Lane	288-3-12	220000914	
125	142 Parker Lane	288-3-11	220000914	
127	134 Parker Lane	288-3-9	220000914	
128	130 Parker Lane	288-3-8	220000914	
129	126 Parker Lane	288-3-7	220000914	
130	122 Parker Lane	288-3-6	220000914	
131	118 Parker Lane	288-3-5	220000914	
132	114 Parker Lane	288-3-4	220000914	

Simms Farm Section 3 Lots 11 & 31 and Section 4 Lots 12-30

<u>Lot</u>	<u>Address</u>	<u>Tax ID</u>	<u>Deed Book</u>	<u>Total Area</u>
11, 31, 12-30	TBA	272-2-1	PB16-19/20	53.291

May 30, 2024

Mr. Christopher Dorsey
City Manager and
Executive Secretary of the City of Salem Planning Commission
City of Salem Community Development
21 South Bruffey Street
Salem, VA 24153

Re: Sections 1, 3 and 4 of Simms Farm, known as tax parcels 273-3-#s 4 thru 10, 288-3-#s 4 thru 9, 11 & 12 and a portion of future lots to be platted from #272-2-1.

Dear Mr. Dorsey:

On behalf of R.P. Fralin, Inc. and its affiliates, R. Fralin Development Corp. and Simms Property, LLC, which own the subject parcels, I am providing an application to request the removal of Proffer #4 from the Amendment 344 of the Zoning Ordinance passed February 10, 2020 for the Simms Farm community.

The proffer reads as follows:

“All homes constructed on the Cluster Lots shall be a maximum of 1.5 (one and a half) stories high.”

Please see attached Exhibit A from Zoning Ordinance Amendment 344 for reference to the Cluster Lots described in the proffer. In Exhibit B, I have highlighted the subject existing and future cluster lots in yellow. The existing lots #117 thru 125 and #127 thru 132 in Section 1 have not been permitted for construction and the future lots # 11 thru 31 in Sections 3 and 4 will be engineered and platted in the future. The existing cluster lots which are not highlighted and are not part of this request have either completed homes or homes under construction, all of which comply with the existing proffer.

With higher interest rates which are more commensurate with historical averages, the new home market is commanding more families and those experiencing household formation or simply want a larger new home for their family. Proffer #4 limits our ability to service demand from these potential residents of Salem, VA.

Further, and less importantly, at the time of the Amendment in 2020, the site was not engineered and therefore the final topography was not known. Topography is determined upon completion of engineering for each section, which is subject to the City’s approval prior to the recordation of a plat. The final topography of Section 1 containing the existing cluster lots is comprised mostly of sloping grade requiring basements on most of the lots. Typically, homes constructed on sloping basement lots tend to be two-stories in height to attract households with children who require more living and storage space. In contrast, homes constructed on flat slab lots, tend to be one to one and a half stories high appealing to smaller households without children or soon to be without children and particularly households preferring the majority, if not all, of the living and storage space on one level. For this reason, most purchasers of one and one and a half story homes do not value basements.

In short, we are committed to serving the demands of the market, and the market is, in large part, two story homes for families. Please notify me if there are questions. Thank you for your consideration.

Sincerely,

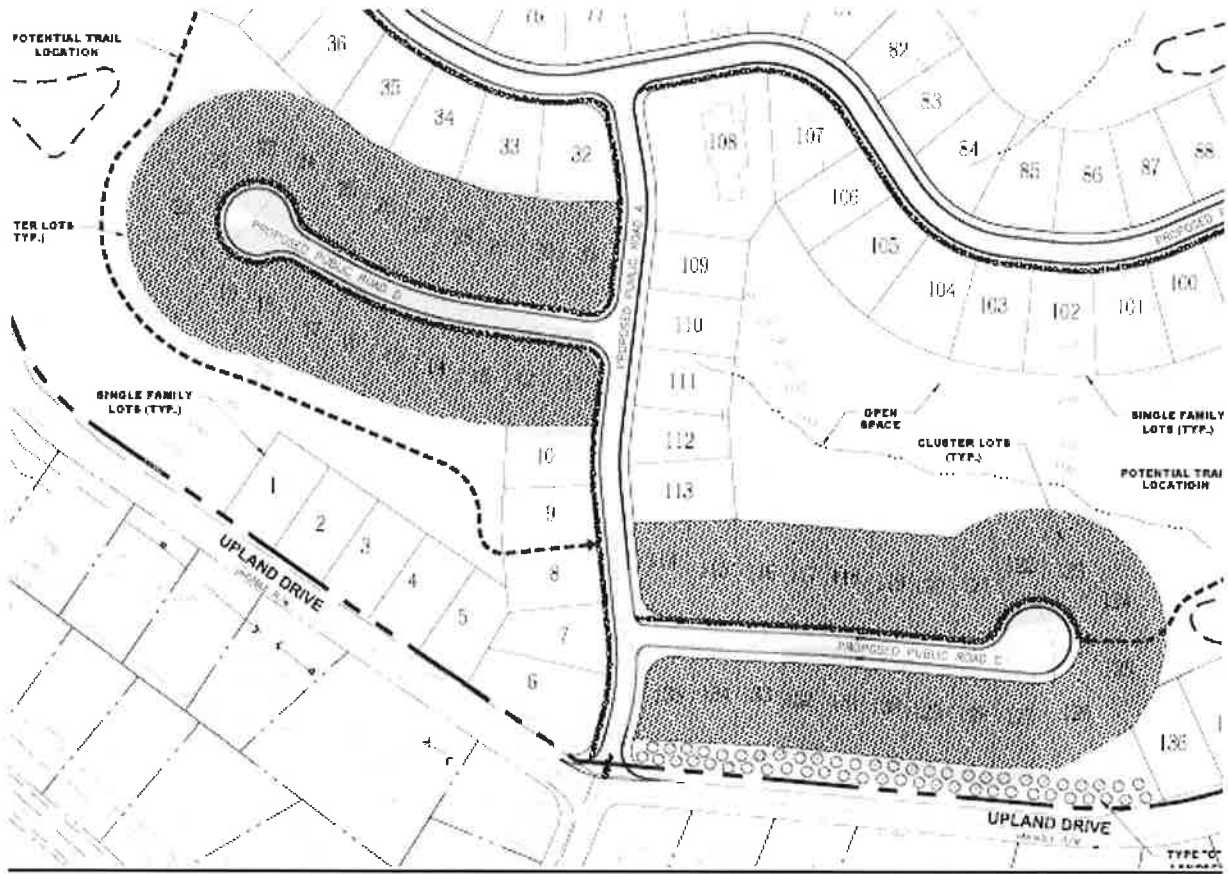


Brian R. McCahill, COO

▲ R.P. FRALIN INC. ▲

▲ R. FRALIN HOMES • R. FRALIN CONSTRUCTION • R. FRALIN & ASSOCIATES

Exhibit B



From: [Brian McCahill](#)
To: [Mary Ellen H Wines](#)
Subject: RE: [Ext.] RE: Proffer and condition amendment
Date: Friday, February 28, 2025 3:30:21 PM
Attachments: [Simms Farm Legal Descriptions.docx](#)

Hello, Mary Ellen, your note is timely. I was going to reach out to confirm if we may connect a laptop to your audio/visual equipment for both PC and Council? I am preparing a presentation and may want to share a brief video if that is logistically feasible.

Please see attached for the legal descriptions. I'll note two things. First, due to the passage of time since our initial application, lots 117 & 118 and 131 & 132 of Section 1 will no longer be included in this request as they have started construction. I removed them from the legal description in the attached. Secondly, Sections 3 and 4 are not subdivided platted (per our application narrative) so I've used the legal description for the entire parcel.

Thanks,

Brian

From: Mary Ellen H Wines <mewines@saalemva.gov>
Sent: Friday, February 28, 2025 1:50 PM
To: Brian McCahill <bmccahill@rpfralininc.com>
Subject: RE: [Ext.] RE: Proffer and condition amendment

Good afternoon. I was just reviewing the application materials and I do not see a legal description included. We will need a legal description for each parcel for Council's ordinance.

Respectfully,

Mary Ellen

Mary Ellen H. Wines, CZA CFM
Planning & Zoning Administrator
Community Development
City of Salem
(540) 375-3032

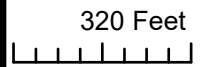


From: Mary Ellen H Wines <mewines@saalemva.gov>
Sent: Friday, January 10, 2025 1:14 PM
To: Brian McCahill <bmccahill@rpfralininc.com>; Chuck Van Allman <cvanallman@saalemva.gov>



CITY OF SALEM
 COMMUNITY
 DEVELOPMENT
 DEPARTMENT
 Geographic Information Systems Division
 21 S. Bruffey Street
 P.O. Box 869
 Salem, Virginia 24153-0869
 Phone: (540) 375-3032

**Simms Farm
 Amendment Request
 Planning Commission**



Scale:
 1 inch = 346 feet



Date:
 March 2025

Project File:
 T:\Planning\Commission\2025\March 2025\Simms conditions

The mapped information has been compiled from City Tax map records, USGS census data, Virginia Department of Transportation base mapping and 1992 Aerial Photography. Horizontal control is based on the North American Geodetic Vertical Datum of 1983. It has been computed on the Virginia State Plane NAD 83, South Zone, complying with the National Map Accuracy Standards. Efforts have been made to verify the information shown hereon. The City of Salem assumes no liability for damages arising from errors or omissions. The information is deemed accurate, but not warranted. Please notify the City of Salem Engineering Department of any inconsistency.

Sources: Esri, Airbus DS, USGS, MGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA
 Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community

Map Legend

-  Simms Subject Parcels
-  City of Salem Parcels



Pre-application Meeting (optional)

- Meetings with the Community Development Staff are recommended prior to submittal of a Special Exception/Use Not Provided For Permit application. Please bring a plat to the meeting with a sketch of your proposal.

Application Submittal

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- When submitting an application be sure to include the following: a complete application, plat of the subject property, and supplementary information to support the request (such as conceptual plans and building elevations). Please note incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. The applicant will be notified to submit the required legal ad fees prior to the meeting. (See Page 4)
- PLEASE NOTE: As per 106-524.1(A) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the zoning district or applicable use and design standards. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a Special Exception/Use Not Provided For application.

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- Complete applications may be routed to City departments for review.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

Planning Commission

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation are included in the Planning Commission packet.
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- Following a public hearing on the Special Exception/Use Not Provided For Permit case, the Planning Commission may recommend approval, approval with conditions, denial, or deferral of the application.

City Council

- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears Special Exception/Use Not Provided For Permit cases on the 4th Monday of every month.
- Following a public hearing on the case, the City Council may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:

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- b. **Acknowledgement of Application Fee Payment Procedure (Page 4)**
- c. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- d. **Responses to questions on Page 5**
- e. **Historic Impact Information (if any)**
- f. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- g. **Check here** if the conceptual plan will serve as the preliminary plat.

NOTE: Elevations will be required with new development.

TO THE APPLICANT:

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this Special Exception/Use Not Provided For Permit application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

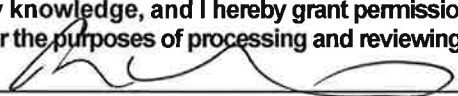
City of Salem Community Development Application

Request for SPECIAL EXCEPTION/USE NOT PROVIDED FOR PERMIT

Case #: _____

APPLICANT INFORMATION	
Owner: Section 1 Lots 117-125 & 127-132: R. Fralin Development Corp.; Sections 3 & 4: Simms Property, LLC Contact Name: Kristen Viar Address: 5211 South Concourse Drive, Roanoke, VA 24019	Telephone No. 540-537-5907 Fax No. 540-204-4249 Email Address kviar@rpfrafininc.com
Applicant/Contract Purchaser: R. Fralin Development Corp. & Simms Property, LLC Contact Name: Kristen Viar Address: 5211 South Concourse Drive, Roanoke, VA 24019	Telephone No. 540-537-5907 Fax No. 540-204-4249 Email Address kviar@rpfrafininc.com

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input checked="" type="checkbox"/>
(Tax ID #'s) Attached _____ Deed Book _____ Page _____ Subdivision Simms Farm Sections 1, 3, & 4 Location Description (Street Address, if applicable) _____	Total Area (acres/square feet) Attached _____ Current Zoning RSF _____ Requested Use <input type="checkbox"/> Special Exception <input type="checkbox"/> Use Not Provided For Remove proffer #4.

SIGNATURE OF OWNER <input type="checkbox"/> CONTRACT PURCHASER <input checked="" type="checkbox"/> (attach contract) <input type="checkbox"/> LESSEE <input type="checkbox"/>
As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.
Signature  Date 6/3/24 Print Name Brian R. McCall Signature _____ Date _____ Print Name _____

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name Kristen Viar Address: 5211 South Concourse Drive, Roanoke, VA 24019	Telephone No. 540-537-5907 Fax No. 204-4249 Email Address kviar@rpfrafininc.com
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent  Date: 6/3/24

Print Name: Brian R McCall

Signature of owner/authorized agent _____ Date: _____

Print Name: _____

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email AVIAR@PPFRALININC.COM Fax: _____

FEES:

All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:

Special Exception/Use Not Provided For/Use Not Provided For Permit application fee:

\$500

FOR STAFF USE ONLY

Staff Reviewer: _____

Application Complete? YES NO

Date: _____

PLEASE RESPOND FOR ALL SPECIAL EXCEPTION/USE NOT PROVIDED FOR APPLICATIONS:

1. This Special Exception/Use Not Provided For is being requested in order to?
Remove proffer #4.

2. Describe how you plan to develop the property for the proposed use and any associated uses.
NA

3. Describe why the proposed use or exception is desirable and appropriate for the area. What measures will be taken to assure that the proposed use or exception will not have a negative impact on the surrounding vicinity? (This could include traffic or environmental impacts.)
Please see attached narrative.

4. Is the subject property located within the Floodplain District? YES NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance.

5. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area?
NA

6. Is the subject property listed as a historic structure or located within a historic district? YES NO
If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.

AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA held in the Council Chambers of City Hall, 114 North Broad Street Salem, VA 24153

AGENDA ITEM: Amendment to the Zoning Ordinance and Special Exception Permit

Consider the request of ABoone Real Estate, Inc., contact purchaser, to rezone the properties located at 1906 Mill Ln. & 1400 blk Penley Blvd. (T/M#s 205-2-5 & 204-13-1) from RSF/AG Residential Single Family/Agriculture Districts & AG Agriculture Districts to RSF Residential Single Family District and for a Special Exception Permit to include both parcels in the Cluster Housing Overlay District.

SUBMITTED BY: Max Dillon, Planner

SUMMARY OF INFORMATION:

SITE CHARACTERISTICS:

Zoning: AG Agriculture and RSF Residential Single Family
Land Use Plan Designation: Residential
Existing Use: Vacant
Proposed Use: Residential Subdivision – Cluster Overlay

The subject properties (1906 Mill Lane and 1400 blk Penley Boulevard) together consist of an approximately 18.66-acre tract of land which currently sits within the AG Agriculture and RSF Residential Single Family zoning designations. The properties are currently vacant, but the applicant is requesting to both rezone the entirety of each property to RSF Residential Single Family and acquire a Special Exception Permit for the Cluster Housing Overlay District which reduces the minimum lot requirements for each individual parcel.

According to a litany of sources, including the American Planning Association, the United States is experiencing a housing crisis. Of course, the severity and nature of that issue is unique to each individual municipality, but Salem is not immune to availability and affordability challenges experienced nationwide. One of the most straightforward methods to addressing the housing shortage issue is simply increasing the supply of homes, an objective accomplished in landlocked areas by maximizing infill development opportunities. The concept plan for this project shows approximately 70 parcels on which a variety of detached single family home archetypes could be situated. The application includes a Turn Lane Analysis, supported by the City of Salem Engineering Department, which concluded that the proposed development does not warrant any tapers or turn lanes on Mill Lane.

While Salem’s Comprehensive Planning effort is still ongoing, countless community engagement conversations have included citizen desires for additional housing affordability, diversity, and availability. High-quality, infill projects that accommodate the construction of

smaller homes on smaller lots were described as desirable throughout the process. This project, while not necessarily targeted to directly increase the supply of “workforce housing,” can expand the variety of options available to both existing and prospective residents, enhance common open space availability, and ultimately assist with the facilitation of a healthier housing portfolio for Salem.

The Future Land Use Map (FLUM) identifies this area as Residential which is consistent with the proposed future utilization of the property.

REQUIREMENTS:

The proposal meets the requirements of Section 106-222.3., site development regulations for the Cluster Housing Overlay (COL).

OPTIONS:

Staff recommends approval of this request, as it is consistent with the Future Land Use Map and embodies planning concepts described in the Comprehensive Plan.

Pre-application Meeting (optional)

- Meetings with the Community Development Staff are recommended prior to submittal of a rezoning application. Please bring a plat to the meeting with a sketch of your proposal.

Application Submittal

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note: incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. (See Page 4)
- PLEASE NOTE: As per 106-520(C) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the requested zoning district. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a rezoning application.

Application Distribution for City Review

- Complete applications may be routed to City departments for review.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

Planning Commission

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation is included in the Planning Commission packet. The packet is distributed approximately 1 week prior to the Planning Commission meeting.
- The Planning Commission meets on the 1st Wednesday after the 1st City Council meeting of the month.
- Following a public hearing on the rezoning case, the Planning Commission may recommend approval, approval with revisions to the proffers, denial, or deferral of the application.

City Council

- Signed and notarized final proffers must be submitted prior to the City Council meeting.
- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears rezoning cases on the 4th Monday of every month. Cases are usually heard by Council at the meeting following the Planning Commission meeting.
- Following a public hearing on the case, the City Council may vote to approve, approve with proffered conditions, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure** (Page 4)
- c. **Signed Proffer Statement if applicable** (Pages 6 & 7)
- d. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- e. **Responses to questions on Page 5**
- f. **Historic Impact Information** (if any)
- g. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- h. **Check here** if the conceptual plan will serve as the preliminary plat. *There is a chance that there will ultimately be a few less lots than currently shown with several lots being a wider width but still consistent with Cluster Overlay.

NOTE: Elevations will be required with new development.

TO THE APPLICANT:

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this rezoning application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

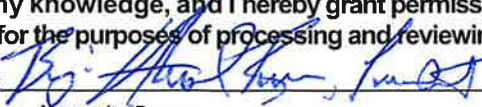
City of Salem Community Development Application

Request for REZONING or CONDITIONAL REZONING

Case #: _____

APPLICANT INFORMATION	
Owner: <u>Jeffrey L. Dorsey, Douglas R. Dorsey and Charles N. Dorsey</u> Contact Name: <u>Charles N. Dorsey</u> Address: <u>PO Box 745 Salem, VA 24153</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>
Applicant/Contract Purchaser: <u>ABoone Real Estate, Inc.</u> Contact Name: <u>Alexander Boone</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>

PARCEL INFORMATION	For multiple parcels, please attach a page <input type="checkbox"/>
(Tax ID #'s) <u>205-2-5</u> Deed Book <u>PB 16</u> Page <u>57-60</u> Subdivision <u>Dorsey Resubdivided Plat</u> Location Description (Street Address, if applicable) _____ <u>1906 Mill Lane</u>	Total Area (acres/square feet) <u>11.32 acres/493,099.2 square feet</u> Current Zoning <u>AGRSF - Agriculture District</u> Requested Zoning <u>RSF - Residential Single Family</u> Requested Use <u>Single family detached subdivision</u> Current Use <u>Vacant</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

SIGNATURE OF OWNER <input type="checkbox"/> CONTRACT PURCHASER <input checked="" type="checkbox"/> <i>(attach contract)</i> <input type="checkbox"/>
<p>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</p> Signature <u></u> Date <u>1/30/2025</u> Print Name <u>Alexander Boone</u> Signature _____ Date _____ Print Name _____

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>ABoone Real Estate, Inc.</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax _____ No. _____ Email Address <u>ab@aboonehomes.com</u>
<p>**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.</p>	

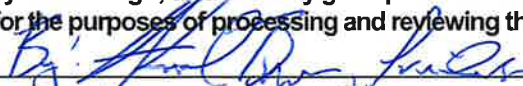
City of Salem Community Development Application

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Applicant/Contract Purchaser: <u>ABoone Real Estate, Inc.</u> Contact Name: <u>Alexander Boone</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>

PARCEL INFORMATION	For <u>multiple</u> parcels, please attach a page <input type="checkbox"/>
(Tax ID #s) <u>204-13-1</u> Deed Book <u>PB 13</u> Page <u>84</u> Subdivision <u>Dorsey Resubdivided Plat</u> Location Description (Street Address, if applicable) _____ <u>1400 Penley Boulevard</u>	Total Area (acres/square feet) <u>7.34 acres/319,730.4 square feet</u> Current Zoning <u>AG - Agriculture District</u> Requested Zoning <u>RSF - Residential Single Family with Cluster Housing Overlay (CLO) Special Exception</u> Requested Use <u>Single family detached subdivision</u> Current Use <u>Vacant</u> <input type="checkbox"/> Conditional Zoning Request: See Attached Proffer sheets

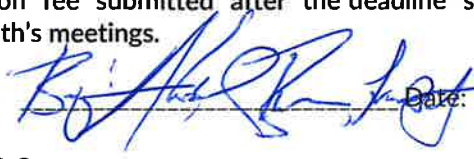
SIGNATURE OF OWNER	<input type="checkbox"/> CONTRACT PURCHASER	<input checked="" type="checkbox"/> (attach contract)	<input type="checkbox"/>
As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.			
Signature <u></u> Print Name <u>Alexander Boone</u>	Date <u>1/30/2025</u>		
Signature _____ Print Name _____	Date _____		

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>ABoone Real Estate, Inc.</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax _____ No. _____ Email Address <u>ab@aboonehomes.com</u>
**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.	

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent

 Date: 1/30/2025

Print Name: Alexander Boone

Signature of applicant/authorized agent _____ Date: _____

Print Name: _____

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email ab@aboonehomes.com Fax: _____

FEES:

All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:

Rezoning application fee \$1,000

FOR STAFF USE ONLY

Staff Reviewer: _____

Application Complete? YES NO

Date: _____

PLEASE RESPOND FOR ALL REZONING APPLICATIONS:

1. What is the Future Land Use Designation for the subject property? _____

2. Describe in detail the proposed use of the property. _____

3. List any sensitive environmental or unique features on the property. Are there any high voltage transmission lines, public utility lines, or others? _____

4. Is the subject property located within the Floodplain District? YES NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance. _____

5. Is the subject property listed as a historic structure or located within a historic district? YES NO
If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.

6. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area? _____

PLEASE RESPOND FOR COMMERCIAL REZONING APPLICATIONS

1. What provisions will be made to ensure safe and adequate access to the subject property? _____

2. How will the traffic impact of this development be addressed? _____

3. Describe why the proposed use is desirable and appropriate for the area. What measure will be taken to assure that the proposed use will not have a negative impact on the surrounding vicinity? _____

4. What type of signage is proposed for the site? _____

5. Have architectural/building elevations been submitted with this application? _____

SITE & ZONING SUMMARY:

OWNER: DORSEY, JEFFREY L &
DORSEY, DOUGLAS R &
DORSEY, CHARLES N C/O
JEFFERY L DORSEY-EXEC

OWNER ADDRESS: PO BOX 745
SALEM, VA 24153

SITE ADDRESS: TAX MAP & LOT AREA INFORMATION:

1. 1906 MILL LN
SALEM, VA 24153 205-02-05 - 11.316 AC. ±

2. 1400 BLK PENLEY BLVD
SALEM, VA 24153 204-13-01 - 7.337 AC. ±

EXISTING ZONING:

1. AGRSF: AGRICULTURAL & RESIDENTIAL SINGLE FAMILY

2. AG: AGRICULTURAL

RSF ZONING REQUIREMENTS (CLUSTER HOUSING OVERLAY):

MINIMUM LOT AREA: 4,500 SF

MINIMUM FRONTAGE: 40' ON A PUBLIC STREET

SETBACKS:

FRONT: 15'

SIDE: 5'

REAR: 10'

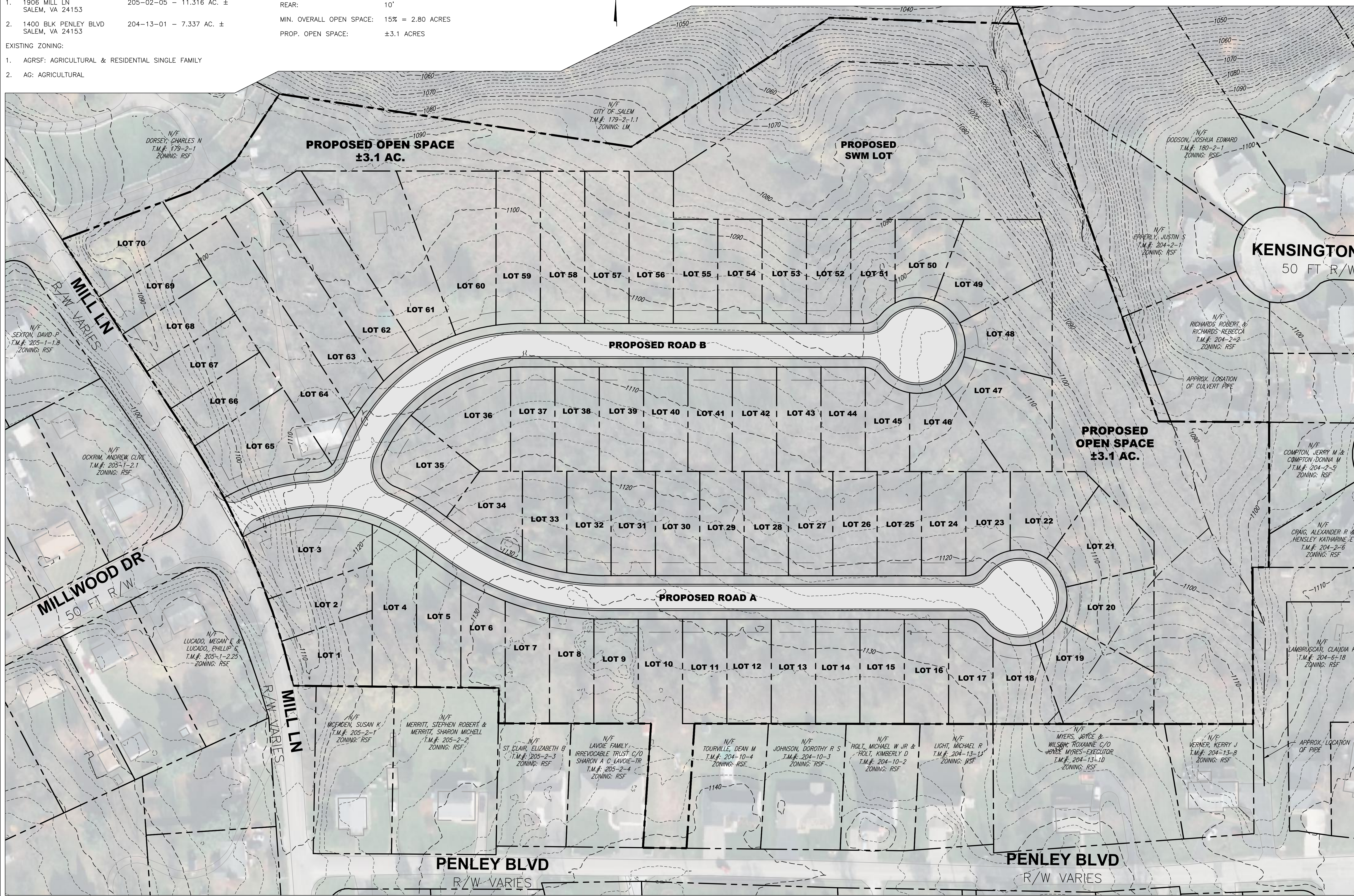
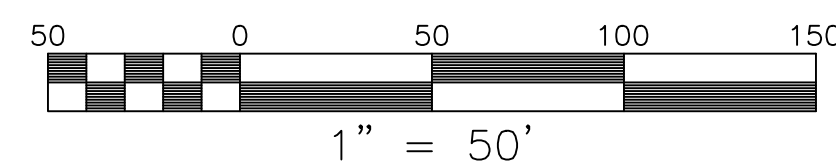
MIN. OVERALL OPEN SPACE: 15% = 2.80 ACRES

PROP. OPEN SPACE: ±3.1 ACRES

DATA SOURCE: LOCAL GOVT GIS, FEMA, FWS, USDA, USGS, VDEM, VDOT.

CONCEPT PLAN NOTE: THIS PLAN IS FOR CONCEPTUAL PLANNING PURPOSES AND HAS BEEN PREPARED USING COMPILED INFORMATION. A CURRENT FIELD SURVEY HAS NOT BEEN PERFORMED TO VERIFY ALL EXISTING CONDITIONS ON-SITE.

AERIAL IMAGERY SOURCED FROM GOOGLE EARTH IMAGE, DATED MAY 2021



BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley
Shenandoah Valley
www.balzer.cc

1208 Corporate Circle
Roanoke, VA 24018
540.772.9580

**PRELIMINARY
NOT FOR CONSTRUCTION**

STEELTON MILL

CONCEPTUAL PLAN

1906 MILL LANE
SALEM, VIRGINIA

DRAWN BY: LDS, KPG
DESIGNED BY: CPB
CHECKED BY: CPB
DATE: 1/31/2025
SCALE: 1" = 50'
REVISIONS:

EX-A
PROJECT NO. 04240091.00

Project Narrative in Support of Rezoning and Special Exception Permit

Tax Parcel 205-2-5 – 1906 Mill Lane from Agriculture District (AGRSF) to Residential Single Family (RSF) with Cluster Housing Overlay

and

Tax Parcel 204-13-1 – 1400 Penley Boulevard from Agriculture District (AG) to Residential Single Family (RSF) with Cluster Housing Overlay

Applicant: ABoone Real Estate, Inc.

Owners: Charles N. Dorsey, Douglas R. Dorsey and Jeffrey L. Dorsey

January 30, 2025

ABoone Real Estate, Inc. (“ABoone”), Jeffrey L. Dorsey, Charles N. Dorsey and Douglas R. Dorsey (together, the “Dorseys”) request to rezone City of Salem Tax Parcels 205-2-5 and 204-13-1 (the “Property”), located at 1906 Mill Lane and 1400 Penley Boulevard, more commonly known as the Dorsey Farm, from AGRSF and AG (“Agriculture District”), respectively, to Residential Single Family (“RSF”) with Cluster Housing Overlay (“COL”). The RSF designation is in keeping with the Future Land Use Designation of the Comprehensive Plan for both parcels and complements the surrounding residential single family detached neighborhoods in the immediate area. The Cluster Housing Overlay offers a greater amount of open space and creates a more community-oriented environment with a lower environmental impact.

ABoone proposes to develop the property, which will be called “Steelton Mill,” into a single-family neighborhood of new homes for all lifestyles, including homes with main floor primary bedroom suites to provide housing options for Salem residents who need one floor living options. A new home community for Salem in a convenient location will help address the acute housing shortage and, at the same time, meet the needs of Salem for newer, high-quality housing for existing residents while creating an opportunity to encourage others to move to Salem. As with virtually all communities in the United States, Salem currently suffers from a shortage of all types of housing, and the addition of this new community will play a role both in helping to reduce this shortage and meet the increasing demand and need for diverse housing options to attract and, importantly, retain existing residents who need one floor living options

The Dorsey Farm is an appropriate location for single family homes under the RSF ordinance. Lot size, layout and overall acreage under the RSF district are compatible with the existing lots in the surrounding communities. The main entrance to the new Steelton Mill will be aligned with Millwood Drive, which serves both a safety function as well as a connectivity role in the street network.

In addition to main floor and upstairs bedroom options, the Steelton Mill community will offer brand-new housing for sale starting in the mid- to upper-\$400,000 range with both walkout

basements and slabs. All homes will have garages and off-street parking with setbacks as set forth under RSF and the Cluster Housing Overlay. The concept plan makes efficient use of the property and creates a walkable neighborhood with higher density complementary to its surroundings, while preserving some open space for the enjoyment of residents. Additionally, ABoone shall dedicate the open space required under the Cluster Housing for the benefit of the Steelton Mill community and the surrounding neighbors.

The City of Salem needs housing in general but, specifically, new housing. 70% of the City's housing stock was built before 1980 and 91% of the housing stock was built before the year 2000. New home construction in Salem has declined each decade since the 1970s. This decline in new home construction over the past 50 years has made it increasingly difficult to find housing – especially housing that does not require significant and, often, financially infeasible remodeling. Economic development is listed as Objective 1 in the Comprehensive Plan Chapter IV Community Goals, Objectives and Strategies. The lack of housing is a deterrent to economic growth. Communities cannot grow if people are not able to find a place to live. Businesses do not expand or relocate without diverse forms of housing to meet the needs of their workforce. As a result, additional new housing is critical for communities to be competitive in business attraction and retention.

The Dorsey Farm is perfectly suited for this type of single-family residential development based on the topography of the property and its direct access to existing Salem utilities. The property adjoins public streets and is accessible to the Salem street network. The location along Mill Lane is less than a mile from West Main Street/Route 11, Salem's commercial corridor that affords residents safe and easy access to the shopping, schools, churches, dining and transportation of the entire region. The proposed new community will have a positive impact on the community by providing existing and new residents with new housing that can attract all lifestyles. These families will remain or become a part of the fabric of Salem and will contribute socially and economically to the life of the City.

For the reasons described above and more particularly set forth in its Application, ABoone Real Estate, Inc., Charles N. Dorsey, Douglas R. Dorsey and Jeffrey L. Dorsey respectfully request that the City of Salem adopt its application for Rezoning to Residential Single Family (RSF) with Cluster Housing Overlay in accordance with the Zoning Ordinance of the City of Salem.

Respectfully submitted this 30th day of January, 2025.

LEGAL DESCRIPTION OF AREA TO BE REZONED

**CONTAINING CITY OF SALEM TAX ID 204-13-1 (TRACT "B" AS SHOWN ON PLAT BOOK 13, PAGE 84)
AND TAX ID 205-2-5 (TRACT "A-2-B" AS SHOWN ON INSTRUMENT NO.220003675)**

NOTE: THERE IS A 0°10'11" DIFFERENCE IN THE BASIS OF BEARINGS BETWEEN THE PLATS REFERENCED ABOVE. THE BEARINGS FROM PLAT BOOK 13 PAGE 84 HAVE BEEN ADJUSTED IN THE DESCRIPTION BELOW TO MATCH INSTRUMENT NO.220003675.

BEGINNING AT A POINT ON THE EAST LINE OF MILL LANE, BEING APPROXIMATELY 0.19 MILE SOUTH OF SHOUTHSIDE DRIVE AND BEING THE COMMON CORNER BETWEEN TAX IDs 205-2-5 AND 179-2-1, SAID POINT BEING **THE POINT OF BEGINNING**.

THENCE DEPARTING THE EAST LINE OF MILL LANE, ALONG THE LINE OF TAX ID 205-2-5 THE FOLLOWING COURSES AND DISTANCES: N71°48'54"E 160.24 FEET TO A POINT; **THENCE** N51°23'23"E 50.38 FEET TO A POINT; **THENCE** N35°46'20"E 91.53 FEET TO A POINT; **THENCE** S74°37'38"E 427.61 FEET TO A POINT; **THENCE** N59°10'04"E 272.00 FEET TO A POINT, BEING A COMMON CORNER OF TAX ID 205-2-5 AND 204-13-1.

THENCE CONTINUING ALONG THE LINE OF TAX ID 204-13-1 THE FOLLOWING COURSES AND DISTANCES: S85°19'11"E 211.52 FEET TO A POINT; **THENCE** S15°58'11"E 487.15 FEET TO A POINT; **THENCE** S86°08'11"E 127.21 FEET TO A POINT; **THENCE** S03°51'49"W 170.00 FEET TO A POINT; **THENCE** N86°08'11"W 20.00 FEET TO A POINT; **THENCE** S03°51'49"W 180.00 FEET TO A POINT; **THENCE** N86°08'11"W 512.81 FEET TO A POINT; BEING A COMMON CORNER OF TAX ID 204-13-1 AND 205-2-5.

THENCE CONTINUING WITH THE LINE OF TAX ID 205-2-5 THE FOLLOWING COURSES AND DISTANCES: N84°18'11"W 126.03 FEET TO A POINT; **THENCE** S05°41'49"W 144.86 FEET TO A POINT ON THE NORTH LINE OF PENLEY BOULEVARD, **THENCE** WITH SAID LINE N84°18'11"W 50.00 FEET TO A POINT, **THENCE** DEPARTING THE NORTH LINE OF PENLEY BOULEVARD N05°41'49"E 144.86 FEET TO A POINT; **THENCE** N84°18'11"W 173.81 FEET TO A POINT; **THENCE** N04°17'17"E 38.69 FEET TO A POINT; **THENCE** N84°18'11"W 231.95 FEET TO A POINT ON THE EAST LINE OF MILL LANE, **THENCE** WITH SAID LINE ALONG A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 496.13 FEET, A LENGTH OF 133.41 FEET, AND A CHORD BEARING AND DISTANCE OF N14°54'21"W 133.01 FEET TO A POINT; **THENCE** N21°57'32"W 111.41 FEET TO A POINT; **THENCE** ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 2504.13 FEET, A LENGTH OF 188.63 FEET, AND A CHORD BEARING AND DISTANCE OF N26°41'55"W 188.59 FEET TO A POINT; **THENCE** ALONG A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 8935.17, A LENGTH OF 147.26, AND A CHORD BEARING AND DISTANCE OF N28°47'53"W 147.26 FEET TO A POINT, **BEING THE POINT OF BEGINNING**.

HAVING A TOTAL AREA OF 812,584.8 SQUARE FEET OR 18.654 ACRES, MORE OR LESS, SITUATE IN THE CITY OF SALEM, VIRGINIA, THIS DESCRIPTION BEING COMPILED FROM RECORDS.

TURN LANE ANALYSIS

FOR

STEELTON MILL

Mill Lane

City of Salem, Virginia

B&A PROJECT #04240091.00

DATE: January 28, 2025



BALZER
& ASSOCIATES

PLANNERS ARCHITECTS ENGINEERS SURVEYORS

1208 Corporate Circle Roanoke, Virginia 24018 Phone (540) 772-9580

Introduction:

This traffic study is being provided to analyze the projected traffic from a proposed single-family cluster residential development located on Mill Lane in the City of Salem. The property consists of Parcel ID's 205-2-5 and 204-13-1 and totals approximately 18 acres. The proposed development is anticipated to consist of approximately 70 single-family lots. A concept plan is included with this report as Attachment 1.

The property is currently vacant. The proposed development is expected to include a full access entrance on Mill Lane that will be located across from Millwood Drive. Please see the attached concept plan for additional information.

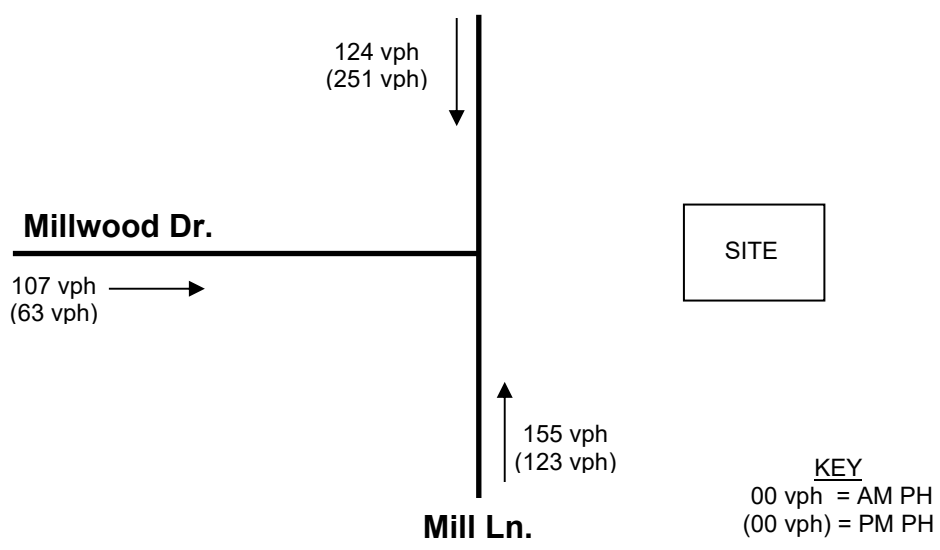
Existing Daily and Peak Hour Traffic:

Existing traffic volumes for Mill Lane was not readily available. Manual traffic counts were obtained at the intersection of Mill Lane and Millwood Drive. The counts were performed on January 22, 2025 from 7 am to 9 am and 4 pm to 6 pm to capture the AM and PM peak hours. The traffic count data is provided at the end of this report as Attachment 2.

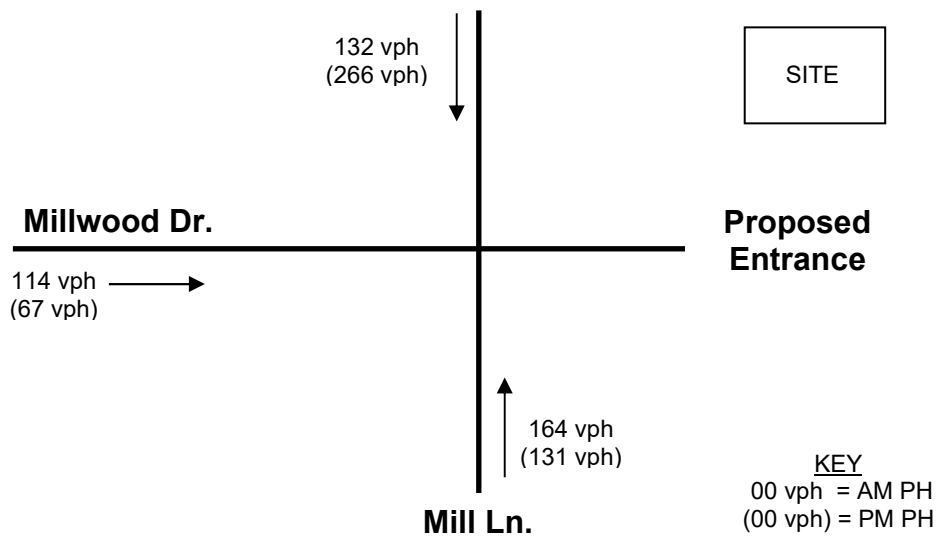
For the intersection of Mill Lane and Millwood Drive, it was determined that the AM peak hour occurred from 7:00 am – 8:00 am and the PM peak hour occurred from 5:00 pm – 6:00 pm.

It is assumed that the proposed project will be completed by the year 2028. A 2% background growth factor per year was applied to bring the background traffic to the buildout year.

Existing Peak Hour Traffic Data



Background Peak Hour Traffic Data (w/ growth rate applied)



Proposed Site Generated Traffic:

The trip generation calculations were based on the proposed land use shown on the concept plan created by Balzer and Associates, Inc. (please see Attachment 1). The policies and procedures found in the Institute of Transportation Engineers (ITE) *Trip Generation Manual, 11th Edition*, were employed to determine the potential site generated traffic volumes for the proposed development. Traffic volumes for the average weekday and weekday peak hours of the adjacent street traffic are provided and illustrated in the Table below.

Proposed Trip Generation:

LAND USE			TRIP GENERATION						
			AM PEAK HOUR			PM PEAK HOUR			DAILY
Proposed Development	ITE Code	Independent Variable	Enter	Exit	Total	Enter	Exit	Total	Total
Single-Family Detached Housing	210	70 D.U.	13	41	54	45	26	71	727

Turn-Lane Requirements:

Traffic entering the proposed development is expected to follow a similar pattern as existing traffic entering at Millwood Drive. For the purposes of this analysis, the following assumptions were made regarding entering and exiting traffic at each entrance:

PM Peak Hour:

- 70% of traffic to/from north
- 30% of traffic to/from south

PM Peak Hour:

- 80% of traffic to/from north
- 20% of traffic to/from south

The analyses to determine turn lane warrants on Mill Lane to serve the proposed development were completed by following the procedures and methodologies found in the *VDOT Road Design Manual, Volume I, Appendix F*.

Right-Turn Lane into Site from Mill Lane

AM Peak Hour Analysis:

- 4 Vehicles per Hour Turning Right into site from Mill Lane
- Approach Volume = 164 VPH + 4 VPH = 168 VPH Mill Lane
- Right Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F*:
No Turn Lane or Taper Warranted (please see Attachment 3).

PM Peak Hour Analysis:

- 9 Vehicles per Hour Turning Right into site from Mill Lane
- Approach Volume = 131 VPH + 9 VPH = 140 VPH Mill Lane
- Right Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F*:
No Turn Lane or Taper Warranted (please see Attachment 3).

Left-Turn Lane into Site from Mill Lane

AM Peak Hour Analysis:

- 9 (6.4%) Vehicles per Hour Turning Left into site from Mill Lane
- Advancing Volume = 132 VPH + 9 VPH = 141 VPH Mill Lane
- Opposing Volume = 183 VPH Mill Lane

-- Left Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F*:
No Turn Lane or Taper Warranted (please see Attachment 4).

PM Peak Hour Analysis:

- 36 (11.9%) Vehicles per Hour Turning Left into site from Mill Lane
- Advancing Volume = 266 VPH + 36 VPH = 302 VPH Mill Lane
- Opposing Volume = 140 VPH Mill Lane

-- Left Turn Lane Requirement, as per *VDOT Road Design Manual, Appendix F*:
No Turn Lane or Taper Warranted (please see Attachment 4).

Summary:

Based on the data provided, the assumptions made, and the potential site generated traffic, the results of the analysis are:

- The proposed development does not warrant any tapers or turn lanes on Mill Lane.
- The proposed entrance to the development shall be a stop condition and sight distance requirements shall be confirmed during design.

SITE & ZONING SUMMARY:

OWNER: DORSEY, JEFFREY L & DORSEY, DOUGLAS R & DORSEY, CHARLES N C/O JEFFREY L DORSEY-EXEC

OWNER ADDRESS: PO BOX 745 SALEM, VA 24153

SITE ADDRESS: TAX MAP & LOT AREA INFORMATION:

- 1906 MILL LN SALEM, VA 24153 205-02-05 - 11.316 AC. ±
- 1400 BLK PENLEY BLVD SALEM, VA 24153 204-13-01 - 7.337 AC. ±

EXISTING ZONING:

- AGRSF: AGRICULTURAL & RESIDENTIAL SINGLE FAMILY
- AG: AGRICULTURAL

RSF ZONING REQUIREMENTS (CLUSTER HOUSING OVERLAY):

MINIMUM LOT AREA: 4,500 SF

MINIMUM FRONTAGE: 40' ON A PUBLIC STREET

SETBACKS:

FRONT: 15'

SIDE: 5'

REAR: 10'

MINIMUM OVERALL OPEN SPACE: 15% OF DEVELOPMENT SIZE, OR ONE S.F. FOR EACH S.F. OF REDUCTION IN LOT SIZE BELOW 9,000 S.F.

ATTACHMENT 1

DATA SOURCE: LOCAL GOVT GIS, FEMA, FWS, USDA, USGS, VDEM, VDOT.

CONCEPT PLAN NOTE: THIS PLAN IS FOR CONCEPTUAL PLANNING PURPOSES AND HAS BEEN PREPARED USING COMPILED INFORMATION. A CURRENT FIELD SURVEY HAS NOT BEEN PERFORMED TO VERIFY ALL EXISTING CONDITIONS ON-SITE.

AERIAL IMAGERY SOURCED FROM GOOGLE EARTH IMAGE, DATED MAY 2021

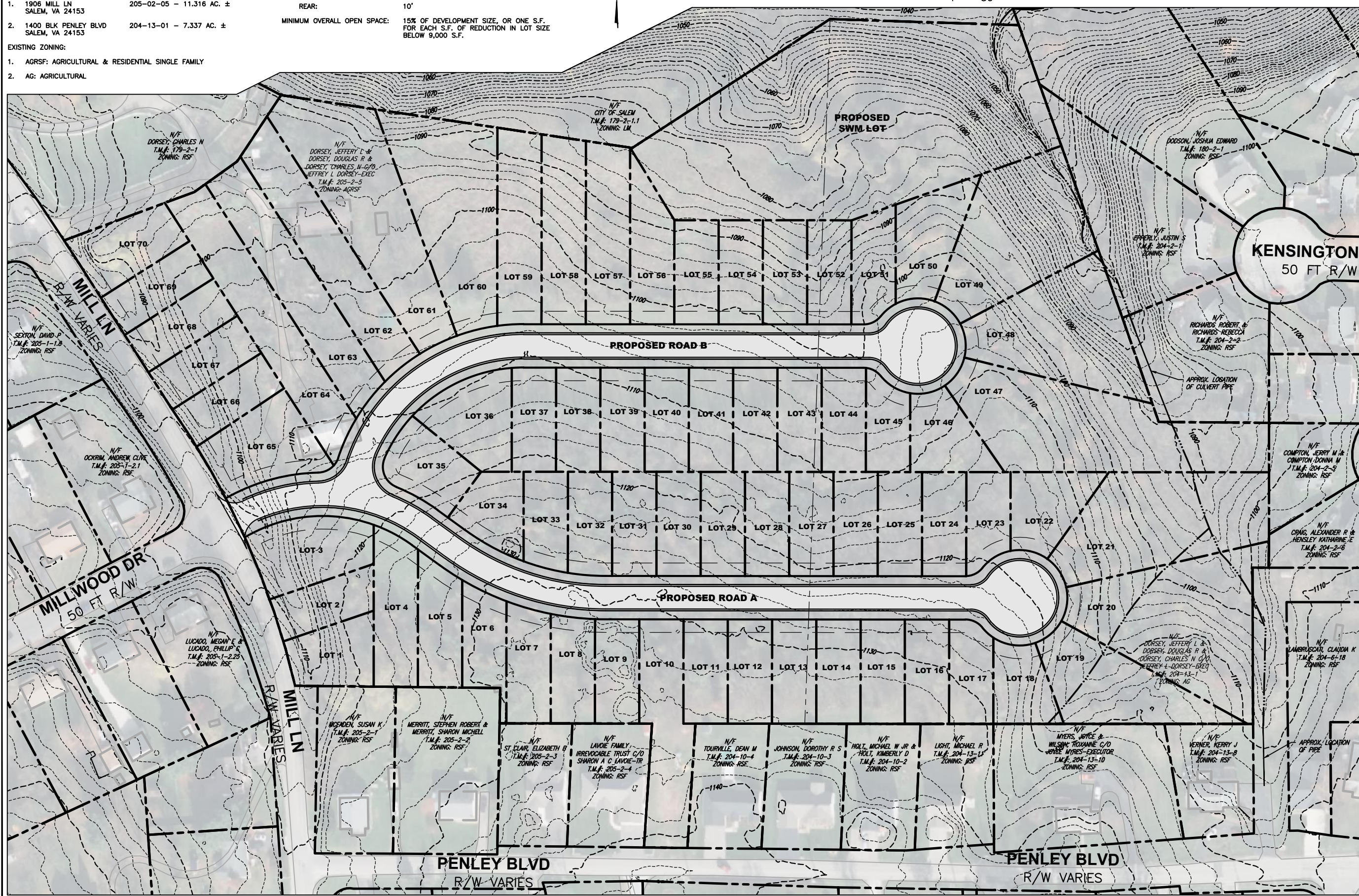
BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley
Shenandoah Valley

www.balzer.cc

1208 Corporate Circle
Roanoke, VA 24018
540.772.9580

PRELIMINARY
NOT FOR CONSTRUCTION



STEELTON MILL
CONCEPTUAL SITE PLAN

DESIGNED BY: LDS, KPG
CHECKED BY: CPB
DATE: 1/28/2025
SCALE: 1" = 50'
REVISIONS:

Mill Lane & Millwood Drive Traffic Count Summary							
	Mill Ln. SB		Mill Ln. NB		Millwood Dr. EB		
Start Time	Right	Thru	Thru	Left	Right	Left	Total
7:00 AM	7	33	21	2	5	19	87
7:15 AM	6	44	49	3	9	26	137
7:30 AM	2	17	52	3	10	18	102
7:45 AM	4	11	24	1	2	18	60
8:00 AM	1	10	33	1	2	16	63
8:15 AM	5	10	24	1	3	23	66
8:30 AM	3	18	18	0	3	5	47
8:45 AM	8	6	17	0	1	15	47
7:00 - 8:00 AM	19	105	146	9	26	81	386
4:00 PM	8	24	19	3	0	5	59
4:15 PM	19	20	23	3	0	8	73
4:30 PM	10	25	8	2	0	10	55
4:45 PM	19	26	17	5	2	10	79
5:00 PM	22	28	21	4	4	11	90
5:15 PM	28	36	31	6	2	11	114
5:30 PM	19	45	29	5	5	12	115
5:45 PM	20	53	24	3	1	17	118
5:00 - 6:00 PM	89	162	105	18	12	51	437

Intersection: Mill Lane & Millwood Drive

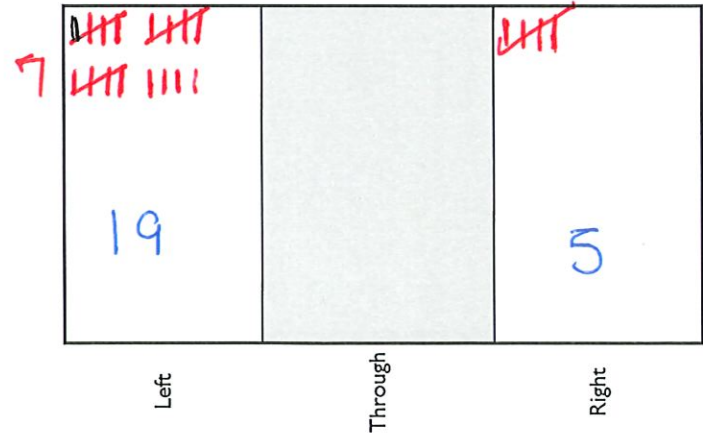
Date: 1/22/2024

Time of Day: 7:00 - 7:15 AM

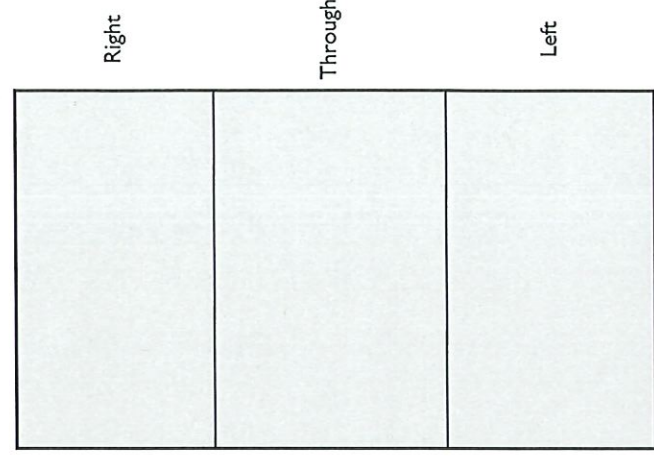
Project: 04240091.00

Counted By:

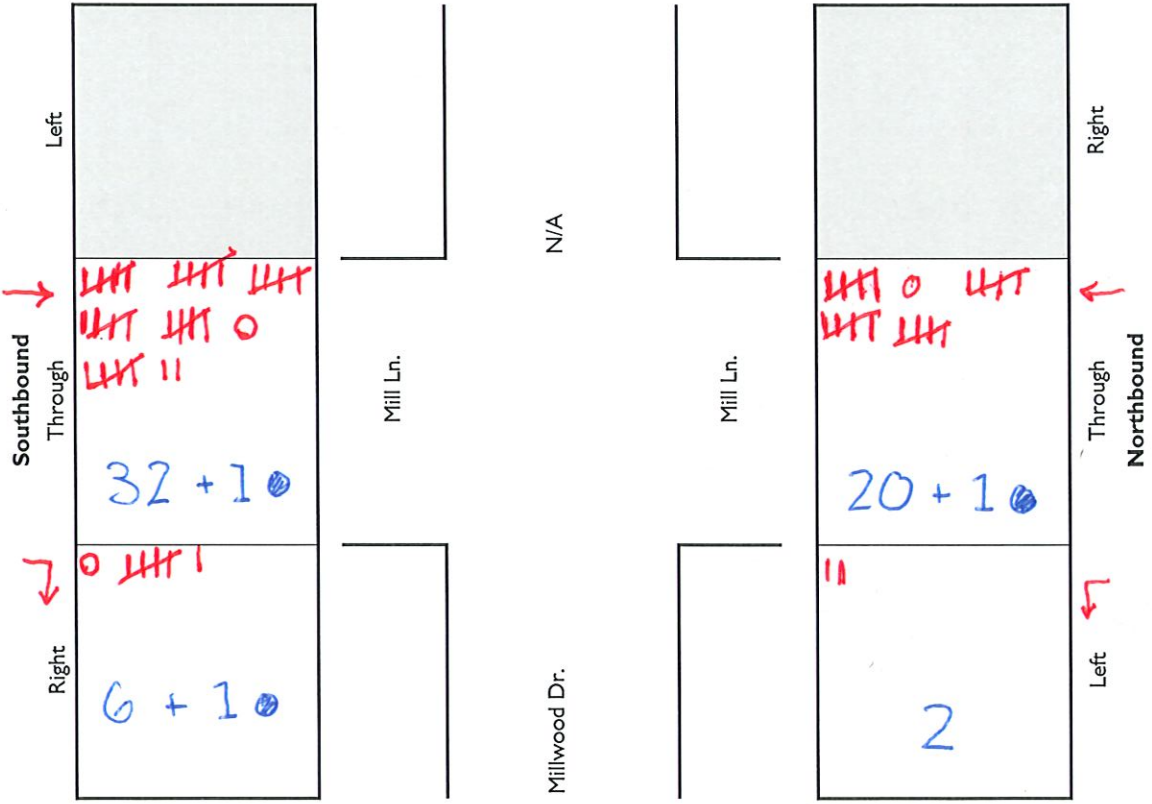
- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)



E a s t b o u n d



W e s t b o u n d



Time of Day: **7:15-7:30 AM**
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

I = passenger vehicle
 O = Heavy Vehicle
 (Bus, delivery trucks, 18-wheelers, etc)


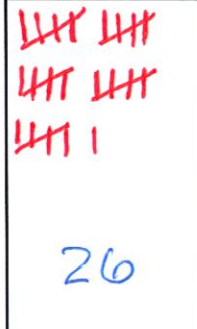
W e s t b o u n d

Right Through Left

--	--	--

Southbound	Through	Left
  $5 + 1 \text{ } \circ$	  44	  $48 + 1 \text{ } \circ$
Right	Left	Right
Mill Ln.		
N/A		
Millwood Dr.		
Mill Ln.		
  $2 + 1 \text{ } \circ$	  $48 + 1 \text{ } \circ$	  11
Left	Through	Right

E a s t b o u n d

  26	  9
Left	Right

← N

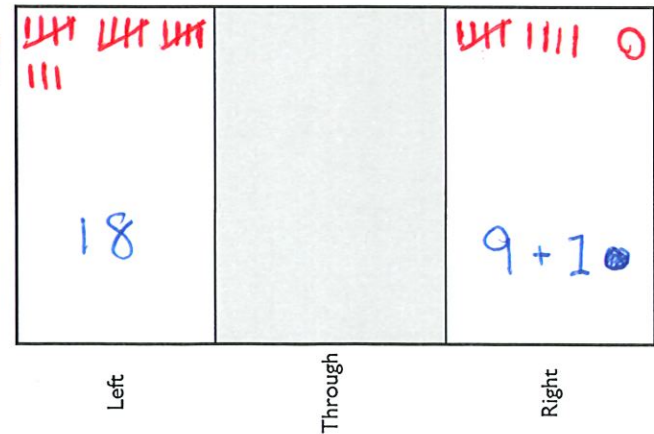
Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

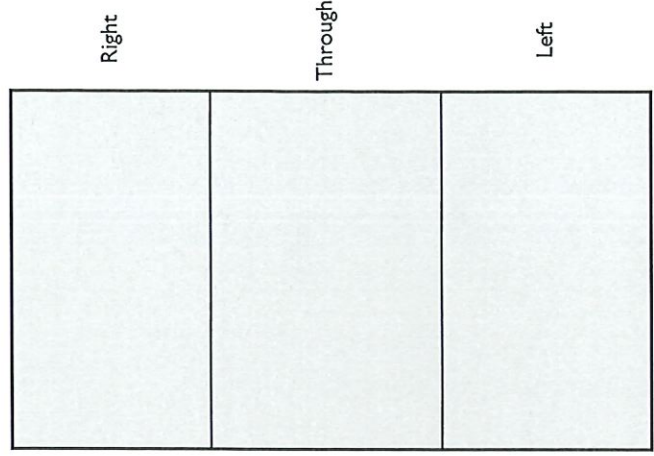
Time of Day: 7:30-7:45 AM
Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)



E a s t b o u n d



W e s t b o u n d

~~UTL VAN~~

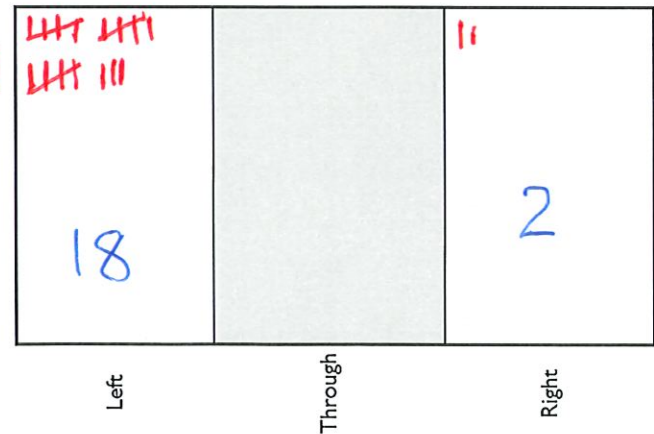
Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

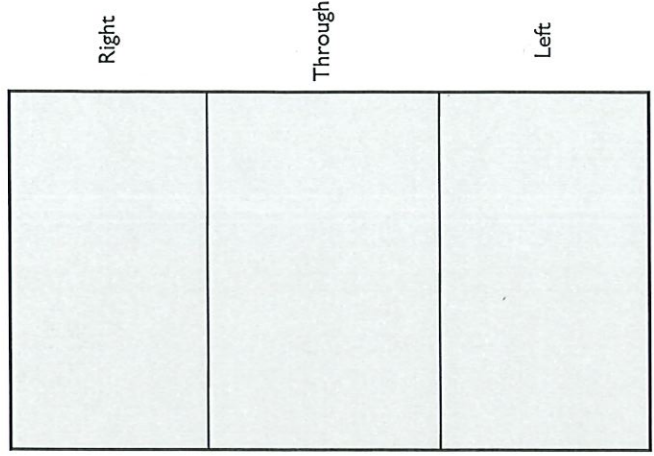
Time of Day: 7:45-8:00 AM
Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)



E a s t b o u n d



W e s t b o u n d

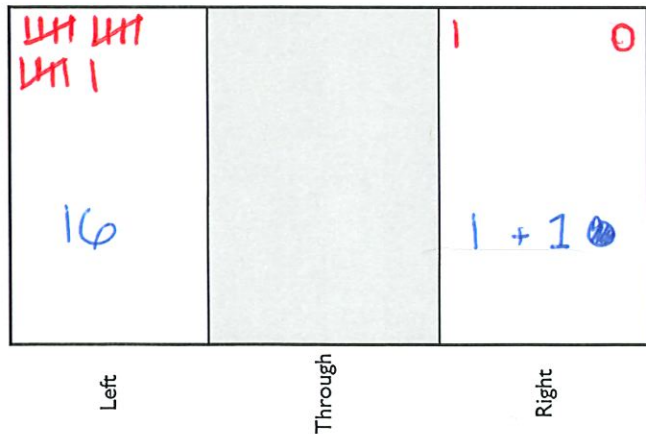
Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

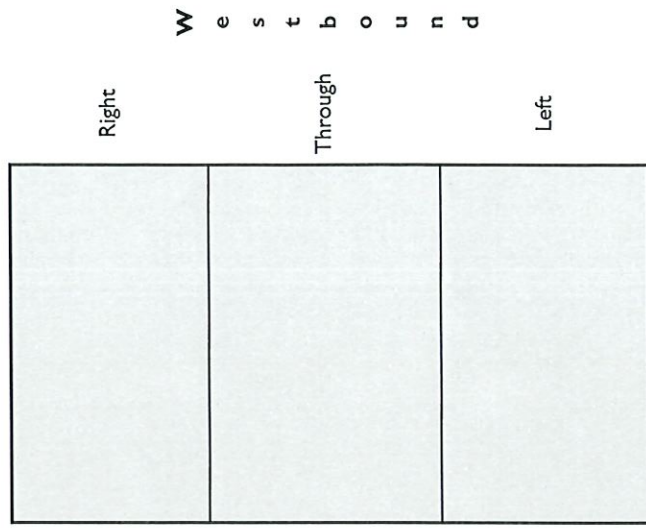
Time of Day: 8:00 - 8:15 AM
Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)



E a s t b o u n d



W e s t b o u n d

Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

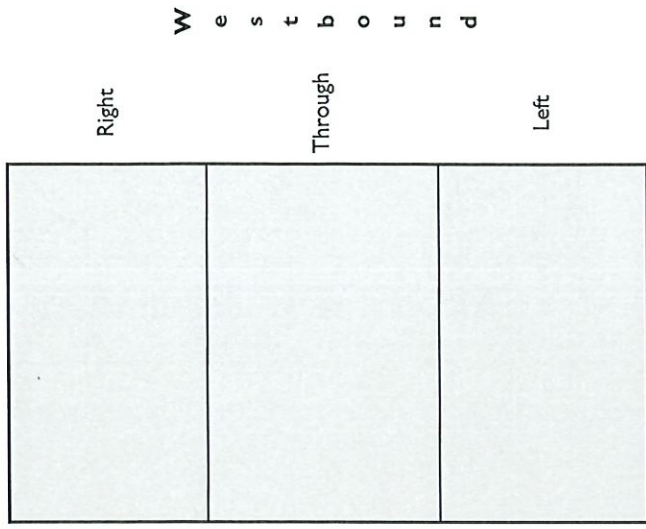
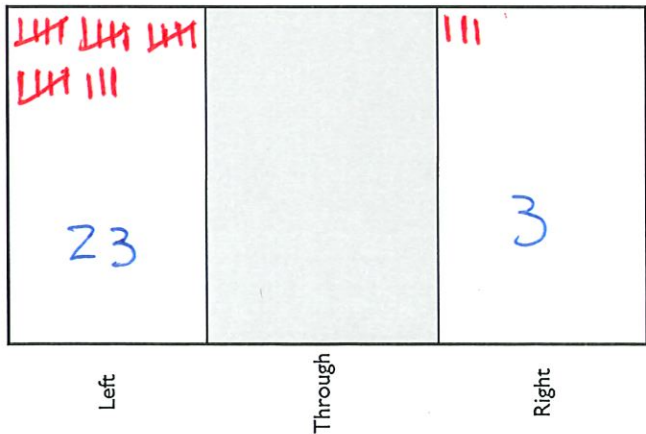
Time of Day: 8:15-8:30 AM

Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)

~~1/22/2024~~



E a s t b o u n d



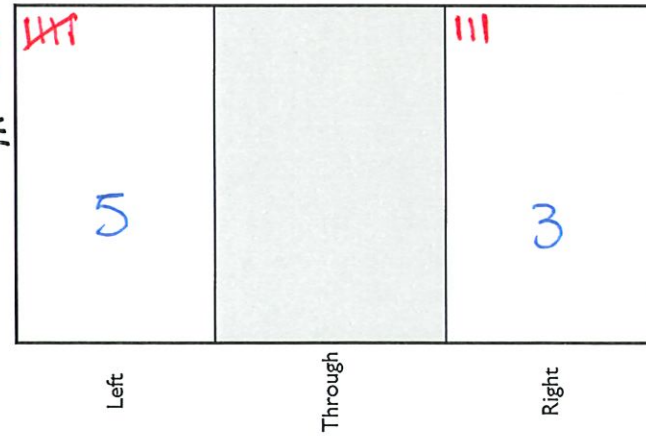
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 Project: 04240091.00

Date: 1/22/2024

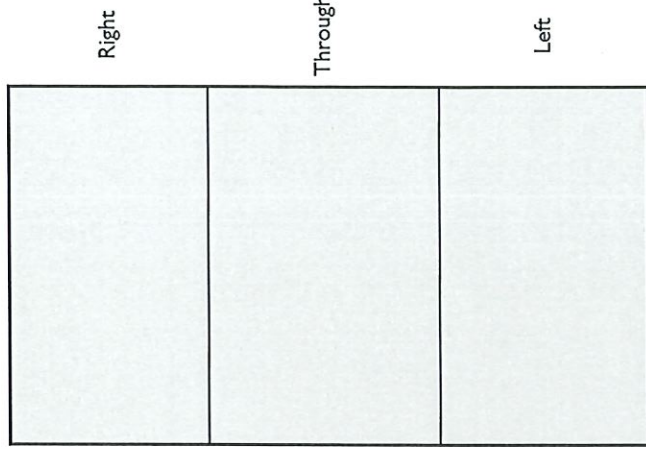
Intersection: Mill Lane & Millwood Drive

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)



E a s t b o u n d



W e s t b o u n d

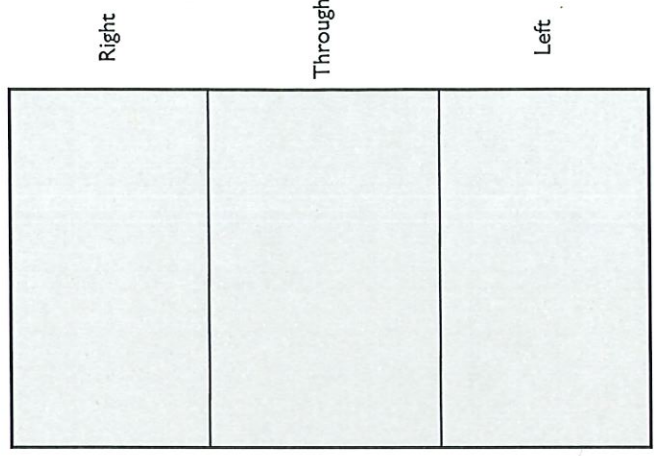
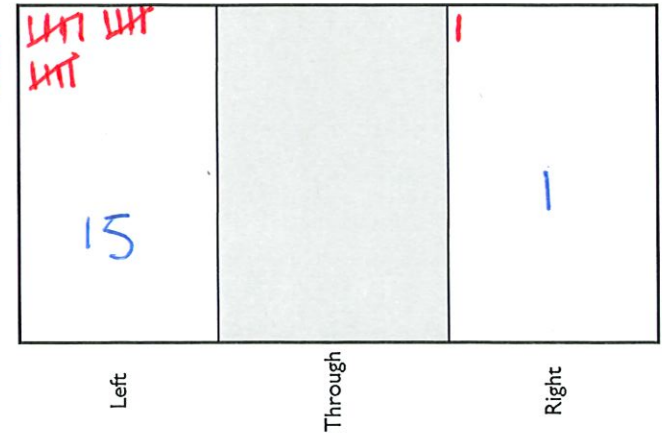
Time of Day: **8:45-9:00 AM**
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle
(Bus, delivery trucks, 18-wheelers, etc)



W e s t b o u n d

E a s t b o u n d

Time of Day: 4:00 - 4:15 PM
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle
 (Bus, delivery trucks, 18-wheelers, etc)

Left	Through	Right
5 		0

E a s t b o u n d



Right	Southbound Through	Left
8 	22 + 2 ● 	
Millwood Dr.	Mill Ln.	N/A
Left	Through Northbound	Right
3 	19 	

Right	Through	Left

W e s t b o u n d

Time of Day: 4:30-4:45 PM
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

I = passenger vehicle
 O = Heavy Vehicle
 (Bus, delivery trucks, 18-wheelers, etc)

Left	10		
Through			
Right	0		

E a s t b o u n d

W e s t b o u n d

Southbound		Northbound	
Right	Through	Left	Right
10	25	2	8
Millwood Dr.	Mill Ln.	Mill Ln.	N/A
Left	Through	Left	Right



Time of Day: 4:45-5:00 PM
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle
 (Bus, delivery trucks, 18-wheelers, etc)

Left	10		
Through			
Right	2		

E a s t b o u n d

Right	19				
Southbound	26				-
Through					
Left					

Mill Ln.

N/A

Millwood Dr.

Left	5				
Through	17				
Northbound					
Right					

Right	
Through	
Left	

W e s t b o u n d



Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

Time of Day: 5:00-5:15 PM
Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle (Bus, delivery trucks, 18-wheelers, etc)

Left	<p>==</p> <p>I I I I I I</p> <p>I I</p>
Through	
Right	<p>4</p> <p>I I I I</p>

E a s t b o u n d

Right	<p>22</p> <p>I I I I I I</p> <p>I I</p>	Left
Southbound		
Through	<p>28</p> <p>I I I I I I</p> <p>I I I I I I</p>	Right
Mill Ln.		
N/A		
Millwood Dr.		
Left	<p>4</p> <p>I I I I</p>	Right
Northbound		
Through	<p>21</p> <p>I I I I I I</p> <p>I I I I I I</p>	Left

Right		Left
Through		

W e s t b o u n d



Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

Time of Day: 5:15-5:30 PM
Project: 04240091.00

Counted By:

I = passenger vehicle
O = Heavy Vehicle
(Bus, delivery trucks, 18-wheelers, etc)

Left	== -
Through	
Right	2 ==

E a s t b o u n d



Southbound		Left
Right	Through	Left
28 	36 - 	
Millwood Dr.		Mill Ln.
N/A		
Northbound		Right
Left	Through	Right
6 - 	31 - 	
Mill Ln.		Mill Ln.

Right	Through	Left

W e s t b o u n d

Time of Day: 5:30-5:45 PM
 Project: 04240091.00

Date: 1/22/2024

Intersection: Mill Lane & Millwood Drive

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle
 (Bus, delivery trucks, 18-wheelers, etc)

Left	I I 12		Right
Through			5

E a s t b o u n d

Right	I I I I I I I I I 19	Southbound Through	Left
Millwood Dr.	Mill Ln.	N/A	Right
Left	I I I I I I I I I 4+1 O	Northbound Through	Right
Millwood Dr.	Mill Ln.	N/A	Left
Left	I I I I I I I I I 4+1 O	Northbound Through	Right

Right		Through		Left
-------	--	---------	--	------

W e s t b o u n d



Intersection: Mill Lane & Millwood Drive

Date: 1/22/2024

Time of Day: 5:45-6:00 PM
Project: 04240091.00

Counted By:

- I = passenger vehicle
- O = Heavy Vehicle
(Bus, delivery trucks, 18-wheelers, etc)

Left	17	 	
Through			
Right	1		

E a s t b o u n d

W e s t b o u n d

Right	20	 	Left
Southbound			
Right	53	 	Left
Through			
Mill Ln.			
N/A			
Millwood Dr.			
Right	3		Left
Through			
Northbound			
Right	24	 	Left



Right	Through	Left

MILL LANE RIGHT TURN WARRANT

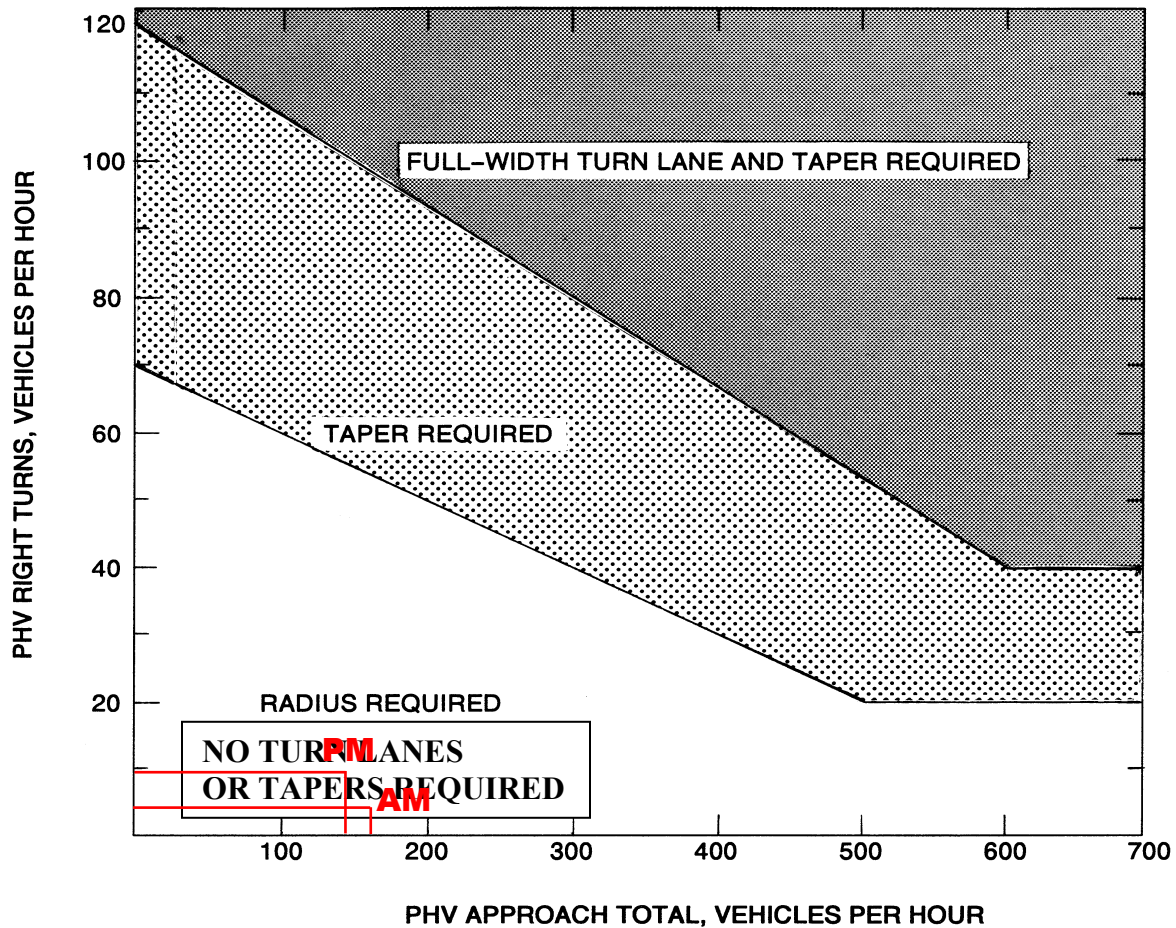


FIGURE 3-26 WARRANTS FOR RIGHT TURN TREATMENT (2-LANE HIGHWAY)

Appropriate Radius required at all Intersections and Entrances (Commercial or Private).

LEGEND

PHV - Peak Hour Volume (also Design Hourly Volume equivalent)

Adjustment for Right Turns

For posted speeds at or under 45 mph, PHV right turns > 40, and PHV total < 300.

Adjusted right turns = PHV Right Turns - 20

If PHV is not known use formula: $PHV = ADT \times K \times D$

K = the percent of AADT occurring in the peak hour

D = the percent of traffic in the peak direction of flow

Note: An average of 11% for K x D will suffice.

When right turn facilities are warranted, see [Figure 3-1](#) for design criteria.*

* Rev. 1/15

MILL LANE LEFT TURN WARRANT

WARRANT FOR LEFT-TURN STORAGE LANES ON TWO-LANE HIGHWAY

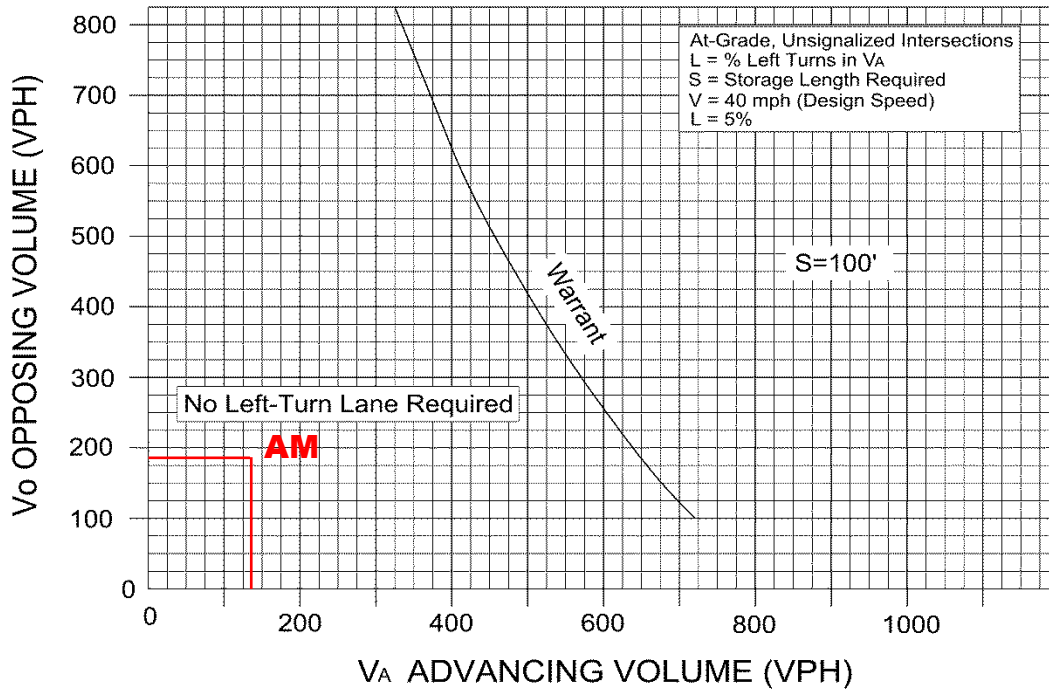


FIGURE 3-4 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY

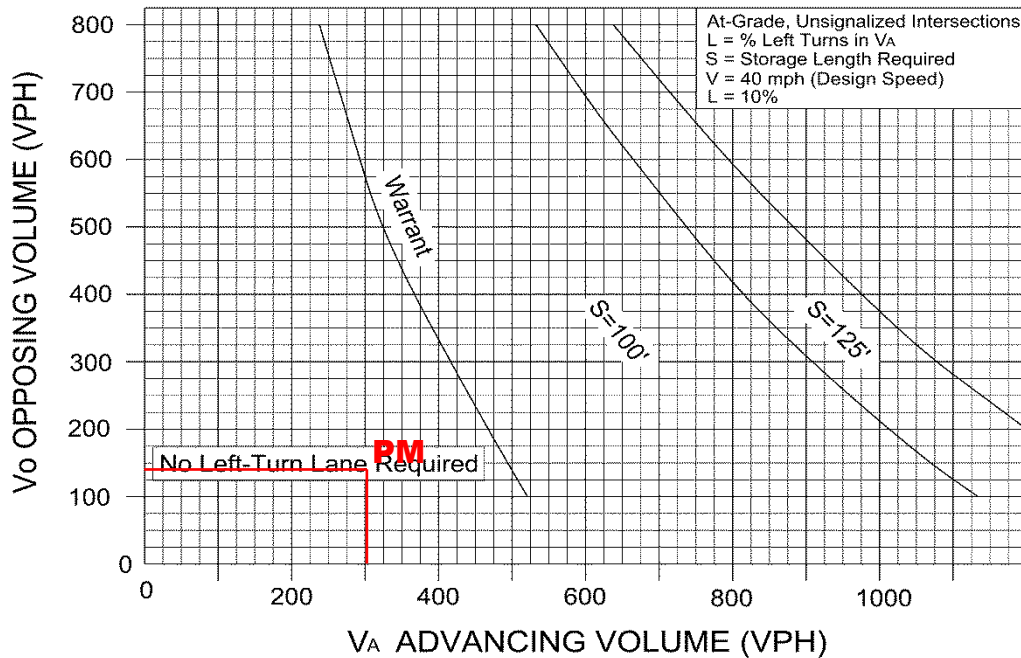


FIGURE 3-5 WARRANT FOR LEFT TURN STORAGE LANES ON TWO LANE HIGHWAY

Pre-application Meeting (optional)

- Meetings with the Community Development Staff are recommended prior to submittal of a Special Exception/Use Not Provided For Permit application. Please bring a plat to the meeting with a sketch of your proposal.

Application Submittal

- The application deadline is the first of the month for inclusion on the following month's agenda. If the first falls on a weekend or holiday, the application deadline will be the following business day.
- When submitting an application be sure to include the following: a complete application, plat of the subject property, legal description that includes metes and bounds, and supplementary information to support the request (such as conceptual plans and building elevations). Please note incomplete applications will not be accepted and will be returned to the applicant.
- The application fee is due at time of submittal. The applicant will be notified to submit the required legal ad fees prior to the meeting. (See Page 4)
- PLEASE NOTE: As per 106-524.1(A) of the City of Salem Zoning Ordinance no application shall be accepted for a lot or parcel that does not comply with the minimum lot area, width, or frontage requirements of the zoning district or applicable use and design standards. A variance from the Board of Zoning Appeals must be obtained prior to the submission of a Special Exception/Use Not Provided For application.

Application Distribution for City Review

- Complete applications may be routed to City departments for review.

Staff/Applicant Meeting

- The staff may contact the applicant to schedule a meeting to discuss comments provided by reviewing agencies, to request additional information or plan revisions, and to negotiate proffers.

Planning Commission

- Revised conceptual plans and draft proffers must be submitted prior to the Planning Commission meeting. Proffers and conceptual plans may be revised in accordance with Staff's recommendations, and revisions incorporating the staff's recommendations must be submitted prior to the Planning Commission meeting.
- A staff report and recommendation are included in the Planning Commission packet.
- The Planning Commission meets on the 1st Wednesday after the 1st City Council meeting of the month.
- Following a public hearing on the Special Exception/Use Not Provided For Permit case, the Planning Commission may recommend approval, approval with conditions, denial, or deferral of the application.

City Council

- A staff report containing the recommendation of the Planning Commission and Staff is sent to the City Council prior to the meeting.
- The City Council typically hears Special Exception/Use Not Provided For Permit cases on the 4th Monday of every month.
- Following a public hearing on the case, the City Council may vote to approve, deny, defer the application to another meeting, or remand the application back to the Planning Commission for further consideration.

ATTACHMENTS - For ALL REQUESTS you must submit the following electronically:

- a. **A fully completed signed application.**
- b. **Acknowledgement of Application Fee Payment Procedure** (Page 4)
- c. **A plat of the subject property**, which accurately reflects the current property boundaries, is drawn to scale, and shows existing structures. (Typically, available from the City Clerk's Office.)
- d. **Responses to questions on Page 5**
- e. **Historic Impact Information** (if any)
- f. **For applications requiring plans**, please submit electronically only. No hard copies will be accepted.
- g. **Check here** if the conceptual plan will serve as the preliminary plat. *There is a chance that there will ultimately be a few less lots than currently shown with several lots being a wider width but still consistent with Cluster Overlay.

NOTE: Elevations will be required with new development.

TO THE APPLICANT:

It is the policy of the City of Salem City Council, the City of Salem Planning Commission, and City of Salem Board of Zoning Appeals to require a property to be posted when a zoning action is being considered. Such a posting notifies the general public of an impending action and the location being considered.

It is incumbent on you, the applicant, to ensure the sign is in the proper location and remains there until an action has taken place. Consequently, the procedure for posting is as follows:

1. The Community Development Staff will post the sign on your property.
2. You should check the location of the sign to make certain it is in the right place on your property. If it is not, notify the Community Development Office as soon as possible.
3. You should check periodically to ensure the safety of the sign. If it is stolen or otherwise harmed, notify the Community Development Office as soon as possible.

In submitting this Special Exception/Use Not Provided For Permit application, you hereby grant permission to the agents and employees of the City of Salem to enter the referenced property for the purposes of processing and reviewing the above application.

Should you have any questions regarding this policy, please contact a member of Community Development.

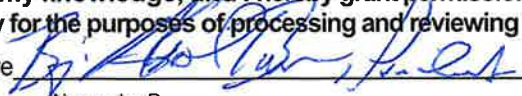
City of Salem Community Development Application

Request for SPECIAL EXCEPTION/USE NOT PROVIDED FOR PERMIT

Case #: _____

APPLICANT INFORMATION	
Owner: <u>Jeffrey L. Dorsey, Douglas R. Dorsey and Charles N. Dorsey</u> Contact Name: <u>Charles N. Dorsey</u> Address: <u>PO Box 745 Salem, VA 24153</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>
Applicant/Contract Purchaser: <u>ABoone Real Estate, Inc.</u> Contact Name: <u>Alexander Boone</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>

PARCEL INFORMATION	For multiple parcels, please attach a page <input checked="" type="checkbox"/>
(Tax ID #'s) <u>205-2-5</u> Deed Book <u>PB 16</u> Page <u>57-60</u> Subdivision <u>Dorsey Resubdivided Plat</u> Location Description (Street Address, if applicable) <u>1906 Mill Lane</u>	Total Area (acres/square feet) <u>11.32 acres/493,099.2 square feet</u> Current Zoning <u>AGRSF - Agriculture District</u> Requested Use <input checked="" type="checkbox"/> Special Exception <input type="checkbox"/> Use Not Provided For Cluster Housing Overlay (CLO)

SIGNATURE OF OWNER <input type="checkbox"/> CONTRACT PURCHASER <input checked="" type="checkbox"/> <i>(attach contract)</i> <input type="checkbox"/> LESSEE
<p>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</p> Signature <u></u> Date <u>1/30/2025</u> Print Name <u>Alexander Boone</u> Signature _____ Date _____ Print Name _____

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>ABoone Real Estate, Inc.</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>
<p>**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.</p>	

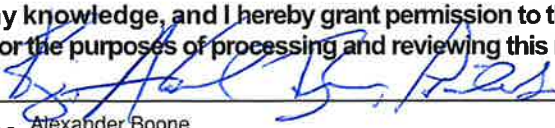
City of Salem Community Development Application

Request for SPECIAL EXCEPTION/USE NOT PROVIDED FOR PERMIT

Case #: _____

APPLICANT INFORMATION	
Owner: <u>Jeffrey L. Dorsey, Douglas R. Dorsey and Charles N. Dorsey</u> Contact Name: <u>Charles N. Dorsey</u> Address: <u>PO Box 745 Salem, VA 24153</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>
Applicant/Contract Purchaser: <u>ABoone Real Estate, Inc.</u> Contact Name: <u>Alexander Boone</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax No. _____ Email Address <u>ab@aboonehomes.com</u>

PARCEL INFORMATION	For multiple parcels, please attach a page <input checked="" type="checkbox"/>
(Tax ID #'s) <u>204-13-1</u> Deed Book <u>PB 13</u> Page <u>84</u> Subdivision <u>Dorsey Resubdivided Plat</u> Location Description (Street Address, if applicable) <u>1400 Penley Boulevard</u>	Total Area (acres/square feet) <u>7.34 acres/319,730.4 square feet</u> Current Zoning <u>AG - Agriculture District</u> Requested Use <input checked="" type="checkbox"/> Special Exception <input type="checkbox"/> Use Not Provided For Cluster Housing Overlay (CLO)

SIGNATURE OF OWNER <input type="checkbox"/>	CONTRACT PURCHASER <input checked="" type="checkbox"/> <i>(attach contract)</i>	LESSEE <input type="checkbox"/>
<p>As owner or authorized agent of this property, I hereby certify that this application is complete and accurate to the best of my knowledge, and I hereby grant permission to the agents and employees of the City of Salem to enter the property for the purposes of processing and reviewing this request.</p>		
Signature  Print Name <u>Alexander Boone</u>	Date <u>1/30/2025</u>	
Signature _____ Print Name _____	Date _____	

QUESTIONS/ LETTERS/ SHOULD BE FORWARDED TO THE FOLLOWING**:	
Name <u>ABoone Real Estate, Inc.</u> Address: <u>3934 Electric Road, SW, Suite A Roanoke, Virginia 24018</u>	Telephone No. <u>(540) 278-1365</u> Fax _____ No. _____ Email Address <u>ab@aboonehomes.com</u>
<p>**It is the responsibility of the contact person to provide copies of all correspondence to other interested parties to the application.</p>	

ACKNOWLEDGEMENT OF APPLICATION FEE PAYMENT PROCEDURE

Application fees must be submitted at the time of submittal. I hereby acknowledge that this application is not complete until the payment for all applicable fees has been received by the City of Salem Community Development Department. I acknowledge that I am responsible for ensuring that such fees are received by the City of Salem. I further acknowledge that any application fee submitted after the deadline shall result in the application being considered filed for the next month's meetings.

Signature of applicant/authorized agent *Alexander Boone* Date: 1/30/2025

Print Name: Alexander Boone

Signature of owner/authorized agent _____ Date: _____

Print Name: _____

If you would like your correspondence emailed and/or faxed, please make selections, and provide the information below:

Email ab@aboonehomes.com Fax: _____

FEES:
All application fees must be paid at the time of submittal. Please make checks payable to the City of Salem:
Special Exception/Use Not Provided For/Use Not Provided For Permit application fee:
\$500

FOR STAFF USE ONLY

Staff Reviewer: _____	Application Complete? <input type="checkbox"/> YES <input type="checkbox"/> NO
Date: _____	

PLEASE RESPOND FOR ALL SPECIAL EXCEPTION/USE NOT PROVIDED FOR APPLICATIONS:

1. This Special Exception/Use Not Provided For is being requested in order to?

2. Describe how you plan to develop the property for the proposed use and any associated uses.

3. Describe why the proposed use or exception is desirable and appropriate for the area. What measures will be taken to assure that the proposed use or exception will not have a negative impact on the surrounding vicinity? (This could include traffic or environmental impacts.)

4. Is the subject property located within the Floodplain District? YES NO If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance.

5. Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations? Are the proposed lot sizes compatible with existing parcel sizes in the area?

6. Is the subject property listed as a historic structure or located within a historic district? YES NO If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources.

SITE & ZONING SUMMARY:

OWNER: DORSEY, JEFFREY L &
DORSEY, DOUGLAS R &
DORSEY, CHARLES N C/O
JEFFERY L DORSEY-EXEC

OWNER ADDRESS: PO BOX 745
SALEM, VA 24153

SITE ADDRESS: TAX MAP & LOT AREA INFORMATION:

1. 1906 MILL LN
SALEM, VA 24153 205-02-05 - 11.316 AC. ±

2. 1400 BLK PENLEY BLVD
SALEM, VA 24153 204-13-01 - 7.337 AC. ±

EXISTING ZONING:

1. AGRSF: AGRICULTURAL & RESIDENTIAL SINGLE FAMILY

2. AG: AGRICULTURAL

RSF ZONING REQUIREMENTS (CLUSTER HOUSING OVERLAY):

MINIMUM LOT AREA: 4,500 SF

MINIMUM FRONTAGE: 40' ON A PUBLIC STREET

SETBACKS:

FRONT: 15'

SIDE: 5'

REAR: 10'

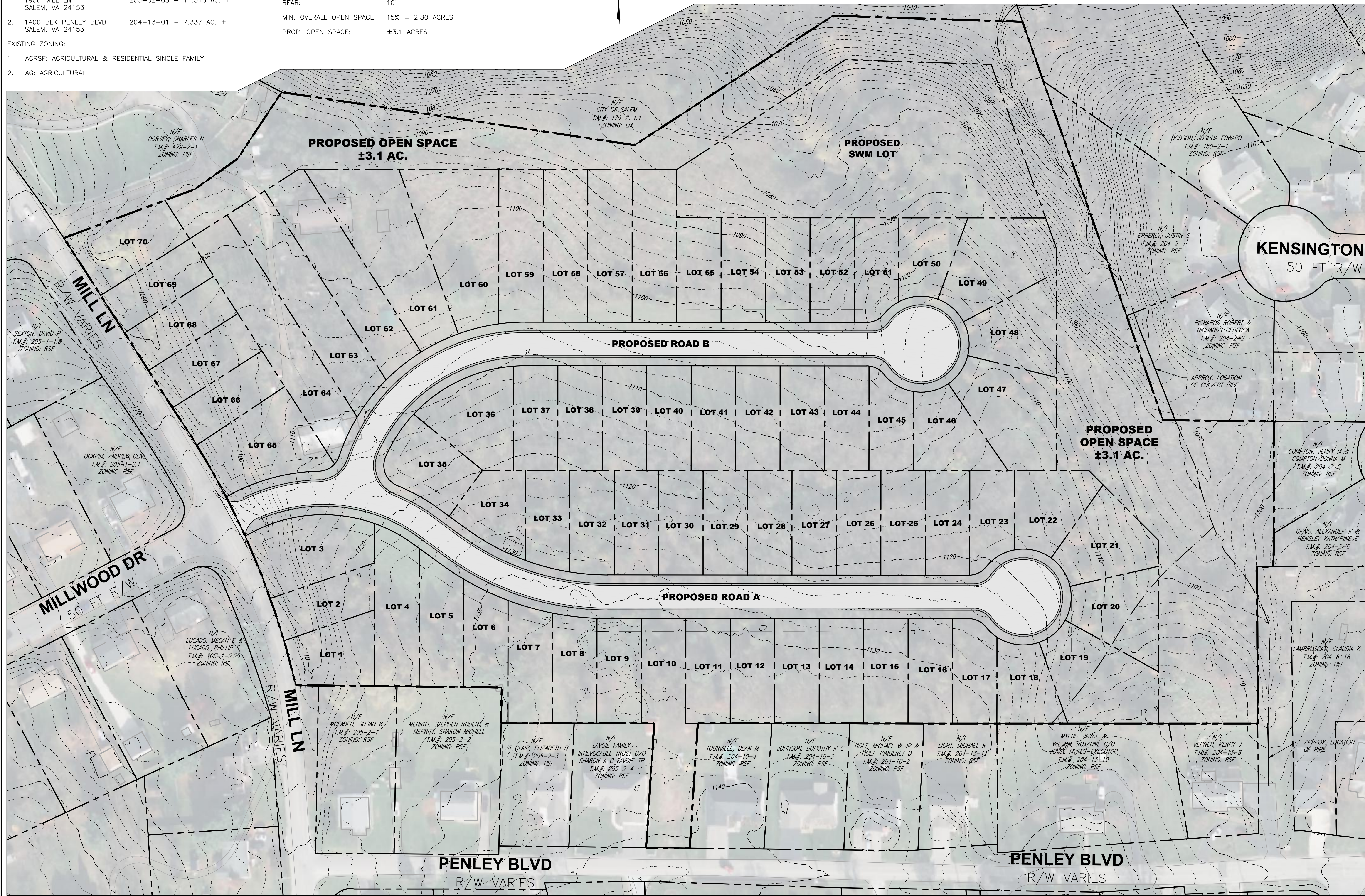
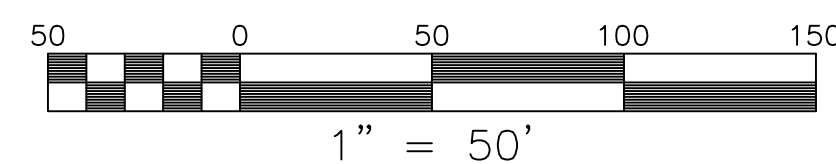
MIN. OVERALL OPEN SPACE: 15% = 2.80 ACRES

PROP. OPEN SPACE: ±3.1 ACRES

DATA SOURCE: LOCAL GOVT GIS, FEMA, FWS, USDA, USGS, VDEM, VDOT.

CONCEPT PLAN NOTE: THIS PLAN IS FOR CONCEPTUAL PLANNING PURPOSES AND HAS BEEN PREPARED USING COMPILED INFORMATION. A CURRENT FIELD SURVEY HAS NOT BEEN PERFORMED TO VERIFY ALL EXISTING CONDITIONS ON-SITE.

AERIAL IMAGERY SOURCED FROM GOOGLE EARTH IMAGE, DATED MAY 2021



BALZER & ASSOCIATES
PLANNERS / ARCHITECTS
ENGINEERS / SURVEYORS

Roanoke / Richmond
New River Valley
Shenandoah Valley

www.balzer.cc

1208 Corporate Circle
Roanoke, VA 24018
540.772.9580

**PRELIMINARY
NOT FOR CONSTRUCTION**

**STEELETON MILL
CONCEPTUAL PLAN**

DRAWN BY: LDS, KPG
DESIGNED BY: CPB
CHECKED BY: CPB
DATE: 1/31/2025
SCALE: 1" = 50'
REVISIONS:

EX-A
PROJECT NO. 04240091.00

J:\3000040091\01 DORSEY PROPERTY\RESIDENTIAL\CONCEPT PLAN\01012025\1314142.PLT

1906 MILL LANE
SALEM, VIRGINIA

LEGAL DESCRIPTION OF AREA TO BE REZONED

**CONTAINING CITY OF SALEM TAX ID 204-13-1 (TRACT "B" AS SHOWN ON PLAT BOOK 13, PAGE 84)
AND TAX ID 205-2-5 (TRACT "A-2-B" AS SHOWN ON INSTRUMENT NO.220003675)**

NOTE: THERE IS A 0°10'11" DIFFERENCE IN THE BASIS OF BEARINGS BETWEEN THE PLATS REFERENCED ABOVE. THE BEARINGS FROM PLAT BOOK 13 PAGE 84 HAVE BEEN ADJUSTED IN THE DESCRIPTION BELOW TO MATCH INSTRUMENT NO.220003675.

BEGINNING AT A POINT ON THE EAST LINE OF MILL LANE, BEING APPROXIMATELY 0.19 MILE SOUTH OF SHOUTHSIDE DRIVE AND BEING THE COMMON CORNER BETWEEN TAX IDs 205-2-5 AND 179-2-1, SAID POINT BEING **THE POINT OF BEGINNING**.

THENCE DEPARTING THE EAST LINE OF MILL LANE, ALONG THE LINE OF TAX ID 205-2-5 THE FOLLOWING COURSES AND DISTANCES: N71°48'54"E 160.24 FEET TO A POINT; **THENCE** N51°23'23"E 50.38 FEET TO A POINT; **THENCE** N35°46'20"E 91.53 FEET TO A POINT; **THENCE** S74°37'38"E 427.61 FEET TO A POINT; **THENCE** N59°10'04"E 272.00 FEET TO A POINT, BEING A COMMON CORNER OF TAX ID 205-2-5 AND 204-13-1.

THENCE CONTINUING ALONG THE LINE OF TAX ID 204-13-1 THE FOLLOWING COURSES AND DISTANCES: S85°19'11"E 211.52 FEET TO A POINT; **THENCE** S15°58'11"E 487.15 FEET TO A POINT; **THENCE** S86°08'11"E 127.21 FEET TO A POINT; **THENCE** S03°51'49"W 170.00 FEET TO A POINT; **THENCE** N86°08'11"W 20.00 FEET TO A POINT; **THENCE** S03°51'49"W 180.00 FEET TO A POINT; **THENCE** N86°08'11"W 512.81 FEET TO A POINT; BEING A COMMON CORNER OF TAX ID 204-13-1 AND 205-2-5.

THENCE CONTINUING WITH THE LINE OF TAX ID 205-2-5 THE FOLLOWING COURSES AND DISTANCES: N84°18'11"W 126.03 FEET TO A POINT; **THENCE** S05°41'49"W 144.86 FEET TO A POINT ON THE NORTH LINE OF PENLEY BOULEVARD, **THENCE** WITH SAID LINE N84°18'11"W 50.00 FEET TO A POINT, **THENCE** DEPARTING THE NORTH LINE OF PENLEY BOULEVARD N05°41'49"E 144.86 FEET TO A POINT; **THENCE** N84°18'11"W 173.81 FEET TO A POINT; **THENCE** N04°17'17"E 38.69 FEET TO A POINT; **THENCE** N84°18'11"W 231.95 FEET TO A POINT ON THE EAST LINE OF MILL LANE, **THENCE** WITH SAID LINE ALONG A NON-TANGENT CURVE TO THE LEFT, HAVING A RADIUS OF 496.13 FEET, A LENGTH OF 133.41 FEET, AND A CHORD BEARING AND DISTANCE OF N14°54'21"W 133.01 FEET TO A POINT; **THENCE** N21°57'32"W 111.41 FEET TO A POINT; **THENCE** ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 2504.13 FEET, A LENGTH OF 188.63 FEET, AND A CHORD BEARING AND DISTANCE OF N26°41'55"W 188.59 FEET TO A POINT; **THENCE** ALONG A REVERSE CURVE TO THE RIGHT HAVING A RADIUS OF 8935.17, A LENGTH OF 147.26, AND A CHORD BEARING AND DISTANCE OF N28°47'53"W 147.26 FEET TO A POINT, **BEING THE POINT OF BEGINNING**.

HAVING A TOTAL AREA OF 812,584.8 SQUARE FEET OR 18.654 ACRES, MORE OR LESS, SITUATE IN THE CITY OF SALEM, VIRGINIA, THIS DESCRIPTION BEING COMPILED FROM RECORDS.