



PLANNING COMMISSION MINUTES

Work Session, 5:30 PM, Council Chambers Conference Room, City Hall,
114 North Broad Street, Salem, Virginia 24153
Regular Session, 6:30 PM, City Hall, 114 North Broad Street, Salem, Virginia 24153

WORK SESSION

1. Call to Order

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 5:30 p.m., on Wednesday, November 12, 2025, there being present the following members of said Commission, to wit: Denise P. King, Reid Garst, Mark Henrickson, and Nathan Routt, constituting a legal quorum, with Chair King, presiding; together with Robert Light, Assistant City Manager and Deputy Executive Secretary, ex officio member of said Commission, Charles Van Allman, Director Community Development, Mary Ellen Wines, Planning & Zoning Administrator, Maxwell S. Dillon, Planner, and Jim Guynn, City Attorney; and the following business was transacted:

Chair Denise King reported that this date, place, and time had been set in order for the Commission to hold a work session. The work session meeting was called to order at 5:30 p.m.

2. New Business

A discussion was held regarding the items on the current agenda as well as the December agenda as follows:

- A. 2121 Apperson Drive – Use Not Provided For Permit
- B. RVAR Hazard Mitigation Plan
- C. Items on the December agenda
 - 1. 1000 Electric Road rezoning
 - 2. Dalewood Avenue Cluster Housing Overlay addition
 - 3. PC Bylaw amendment

3. Adjournment

Chair King adjourned at 6:17 p.m.

REGULAR SESSION

1. Call to Order

A regular 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 6:30 p.m., on Wednesday, November 12, 2025, there being present the following members of said Commission, to wit: Denise P. King, Reid Garst, Mark Henrickson, and Nathan Routt, constituting a legal quorum, with Chair King, presiding; together with Robert Light, Assistant City Manager and Deputy Executive Secretary, ex officio member of said Commission, Charles Van Allman, Director of Community Development, Mary Ellen Wines, Planning & Zoning Administrator, Maxwell S. Dillon, Planner, and Jim Guynn, City Attorney; and the following business was transacted:

Chair Denise King called the November` meeting of the City of Salem Planning Commission to order at 6:30 p.m. Chair King reported that this date, place, and time had been set in order for the Commission to hold a public meeting.

- A. Pledge of Allegiance
- B. Roll call

Mr. Routt - Here
Mr. Henrickson - Here
Mr. Beamer - Absent
Vice-Chair Garst - Here
Chair King – Here

2. Consent Agenda

- A. Minutes

Consider acceptance of the minutes from October 15th, 2025, regular meeting.

Chair King stated that under the consent agenda, they have the minutes of the October 15th, 2025, Commission work session and regular meeting. Chair King asked the Commission if anyone had any questions, additions, or comments. Hearing none the minutes will be considered accepted.

3. Old Business

Chair King asked if there was any old business to discuss. Hearing none, Chair King continued to New Business.

4. New Business

A. Use Not Provided For Permit

Hold a public hearing to consider the request of Poindexter SW Florida LLC, property owner, and Salem Area Ecumenical Ministries, lessee, for a Use Not Provided for Permit to allow the relocation of Mrs. Dorsey's Clothes Closet, a ministry of Salem Area Ecumenical Ministries, that provides free clothing to local individuals and families facing a variety of challenging life circumstances, to the property located at 2121 Apperson Drive (Tax Map #281-1-2.2).

Chair King invited anyone present representing the applicant on this matter to come forward to provide information regarding this petition. Mr. Henrickson stated that due to the relationship with family and this organization, he felt he should recuse himself from this vote.

Chair King asked Mr. Carey Harvey Cutter Jr to come forward and state his address and relationship with the applicant. Mr. R. Carey Harvey Cutter Jr. stated he resides at 644 Joan Circle, City of Salem. He continued by stating that he is the Chairman of the Board of the Salem Area Ecumenical Ministries. The organization has been helping people since 1997, when Joan Dorsey started the Clothes Closet, and it has grown exponentially. He mentioned the Clothes Closet is currently located at the property provided by Mc Clung Lumber Company and to their credit they need the space for the lumber yard. Mrs. Dorsey's Clothes Closet is looking to move to 2121 Apperson Drive. The Clothes Closet is currently serving over 1400 people a month, not only during the regular business hours Mondays, Wednesdays, and Fridays for 3 hours, but Social Services and the jails bring a lot of people there. He explained that 80% of the people that come visit the Clothes Closet have a household income of less than \$25,000 a year; with a lot of them with a household less than \$10,000 a year. The Clothes Closet is closing November 15th, 2025, boxing up, moving, and preparing to open Monday, January 5th, 2026. Mr. Harvey Cutter wanted to add that two people in the city have been very helpful, one being Mary Ellen Wines and the other being Troy Loving, Building Official for the City of Salem. He finished by offering to answer any questions from the Board.

Chair King asked for further questions or input from the Board. Hearing none, she opened the public hearing at 6:34 p.m. she also inquired if there had been any other correspondence received on this matter. Hearing none and no additional speakers came forward, and the public hearing was closed at 6:34 p.m.

Chair King entertained a motion on the matter. Vice-Chair Garst made a motion to recommend approval, and Mr. Routt seconded the motion.

Roll Call Vote.

Mr. Routt – Aye
Mr. Beamer - Absent
Vice-Chair Garst – Aye
Chair King – Aye
Mr. Henrickson – abstained

B. RVAR Hazard Mitigation Plan

Hold a public hearing to consider recommendation of resolution accepting the Roanoke Valley – Alleghany Regional Hazard Mitigation Plan – 2025 Update.

Chair King stated that someone from the Regional Commission was present. Chair King asked that she come forward and state her name and address.

Amanda McGee introduced herself as the Director of the Community Development for the Roanoke Valley – Alleghany Regional Commission, stating that she resides at 1933 Cambridge Avenue SW, Roanoke, Virginia. Ms. McGee started the presentation on the Hazard Mitigation Plan for the Roanoke Valley – Alleghany Region explaining what this project is and why her department has undertaken it. There is a required Federal Document that covers the core members of the regional commission. This document does not cover Franklin County nor Rocky Mount; they are dual members with West Piedmont Plan. The Hazard Mitigation Plan, new this year, also covers Western Virginia Water Authority and the Roanoke Valley Resource Authority. There was a 49-person steering committee, which had a lot of different representatives, and a lot of regional input was obtained for this document. The staff in the City of Salem were very helpful in providing their input on projects in your area. Ms. McGee had a slide presentation showing different aspects of the Hazard Mitigation Plan. One slide showed the timeline of work that the grant was awarded in 2023, it was originally a two-year grant, and the grant is in an extension. The first steering committee meeting was held in 2024. They were able to move through the process quickly; we were delayed due to staffing issues at the Regional Commission. The main contents of the plan can be found in chapters 3 through 7. The Hazard Risk Assessment can be found mainly in chapters 3 and 4, in chapter 5 there is a Capabilities Assessment that is specific to each adopting jurisdiction. Salem has a section in chapter 5. General region wide goals and strategies along with the mitigation action plans which list projects included in the plan, making this eligible for FEMA and VDEM funding pots associated with disasters. Ms. McGee continued by stating the hazards assessed in the plan include earthquake, extreme temperature, flooding, hurricanes, tropical storms, geological hazards. The region had a couple of hazards that occurred and included but were not assessed. That is a requirement to include anything that had a federal disaster declaration, which included Covid 19 and consultations were made with organizations about their Covid 19 response. A public survey was conducted, to which 251 responses were received across the regions and Salem's count was 80 responses out of 251. The main concerns across the regions were flooding, winter weather, and wind. In terms of mitigation goals and strategies for the region, there are 3 goals, and the strategies are for the whole region. National Flood Insurance Program is a large part of the mitigation. Salem joined in 1978 and has had 592 plans paid out in the community, which is over \$18 million. Salem has 2592 structures at risk for flooding, proving Salem does have a high flood impact. Staff in Salem have noticed the program has constraints due to staffing and funding, which is typical throughout all the regions. The City of Salem is at risk from Spring Hollow Reservoir as a potential impact from a high hazard dam should it fail. The City of Salem maintains its own critical infrastructure, which is a unique situation and its own water/sewer service and its own electrical substation. The plan has been submitted to FEMA and expects a determination by November 29th, 2025.

Chair King inquired if any of the other jurisdictions had approved the plan. Ms. McGee answered not at this time.

Chair King stated that this was not a public hearing. This was for the commission to consider a recommendation of the resolution that will go on to City Council. Chair King asked for a motion. Vice-Chair Garst made a motion to recommend approval, and Mr. Henrickson seconded the motion.

Roll call vote.

Mr. Routt – Aye
Mr. Henrickson – Aye
Mr. Beamer – Absent
Vice-Chair Garst – Aye
Chair King – Aye

5. Adjournment

Chair King stated there was no additional business for the Planning Commission and the meeting was adjourned at 6:49 p.m.