



**Planning Commission
Agenda
Wednesday, March 11, 2026, 6:30 PM**

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

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

WORK SESSION

1. Call to Order
2. New Business
 - A. March Agenda
740 North Mill Road - two family dwelling
 - B. April Agenda
213 Rutledge Circle - two family dwelling
3. Adjournment

REGULAR SESSION

1. Call to Order
 - A. **Pledge of Allegiance**
 - B. **Roll Call**
2. Consent Agenda
 - A. **Minutes**
Consider acceptance of the minutes from the January 14, 2026, work session and regular meeting.
3. Reports
 - A. **Site Plan and Subdivision Plat approvals**

B. 2025 Planning Commission Annual Report

4. Unfinished Business

5. Public Hearing Items

A. Special Exception Permit

Consider the request of WILLIAMHART LLC, property owner, for a special exception permit to allow a two-family dwelling on the property located at 740 North Mill Road (Tax Map #48-2-7)

6. Other Business

7. Adjournment



**PLANNING COMMISSION
MINUTES**

Wednesday, January 14, 2026, at 6:30 PM

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, January 14, 2026, there being present the following members of said Commission, to wit: Denise P. King, Reid Garst, Jackson Beamer, Mark Henrickson, and Nathan Routt, constituting a legal quorum, with Chair King, presiding; together with Rob Light, Assistant City Manager and Deputy Executive Secretary, ex officio member of said Commission, Charles E. Van Allman Jr., 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 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 5:34 p.m.

A discussion was held on the following items:

2. New Business

A. Items for the January agenda

1. 101 Electric Road Rezoning
2. Amendment of the PC bylaws

3. Adjournment

Chair King adjourned at 6:24 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, City Hall, 114 North Broad Street, at 6:30 p.m., on Wednesday, January 14, 2026, there being present the following members of said Commission, to wit: Denise P. King, Reid Garst, Jackson Beamer, Mark Henrickson, and Nathan Routt, constituting a legal quorum, with Chair King, presiding; together with Rob Light, Assistant City Manager and Deputy Executive Secretary, ex officio member of said Commission, Charles E. Van Allman Jr., 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 King called the January meeting of the City of Salem Planning Commission to order at 6:30 p.m. Reporting 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 - Here
Mr. Garst - Here
Chair King – Here

2. Election of Chairman and Vice-Chairman for 2026 as conducted by Chair Pro Tem, Mr. Light.

A. Election of Chairman for 2026

Mr. Light asked for nominations for Chairman for the Planning Commission for the year 2026. Mr. Garst nominated Mrs. King and Mr. Beamer seconded the nomination.

Roll call vote

Mr. Routt – Aye
Mr. Henrickson – Aye
Mr. Beamer – Aye
Mr. Garst – Aye
Chair King – Aye

Chair King stated she accepted the role of Chairman for the year 2026, continuing to the next order of business to elect a Vice Chairman for the year 2026.

B. Election of Vice Chairman for the Planning Commission for the year 2026

Chair King asked if anyone would like to make a nomination.

Mr. Henrickson nominated Mr. Reid Garst to be Vice Chairman and Mr. Routt seconded the nomination. Chair King hearing no other nominations she called for the roll call vote.

Roll call vote

Mr. Routt - Aye
Mr. Henrickson - Aye
Mr. Beamer – Aye
Mr. Garst – Aye
Chairman King - Aye

3. Consent Agenda

A. Minutes

Consider acceptance of the minutes from the December 10th, 2025, work session and regular meeting.

Chair King stated that under the consent agenda, are the minutes of the December 10th, 2025, Planning Commission work session and regular meeting. Chair King asked the Commission if anyone had any questions, additions, or comments. Hearing none the minutes were accepted.

4. New Business

A. Amendment of the Planning Commission Bylaws

Consider amending the bylaws of the Planning Commission to reflect the state code directed amendments regarding the designated agent, state code reference corrections, and clarification regarding the secretary and deputy secretary positions. (Continued from the December 10th 2025, meeting.)

Chair King asked if anyone had any comments, hearing none, she asked if there was a motion. Mr. Garst made a motion to approve and Mr. Routt seconded the motion.

Roll Call Vote

Mr. Routt – Aye
Mr. Henrickson – Aye
Mr. Beamer – Aye
Mr. Garst – Aye
Chair King – Aye

5. Amendment to the Zoning Ordinance

A. Hold a public hearing and consider the request of Mc Donald’s Corporation, property owner, to rezone the property located at 101 Electric Road (Tax Map # 80-

4-1) from HBD Highway Business District with condition to HBD Highway Business District.

Proper legal notice has been given and all adjoining property owners have been notified of said hearing.

Chair King asked if there was anyone on the staff wanting to say something about this item. Ms. Wines stated that there have been no correspondence or public comments received. Chair King invited the representative of the Applicant to come forward and appraise the council of what information there is to be had.

Kim Lacy, 1519 Summit Avenue, in Richmond, Virginia, stated that she is an attorney with Roth Jackson, acting agent for the applicant. Pilar Martin accompanied her as she is the engineer on this job and can answer any technical questions. Ms. Lacy described the proposal to demolish and reconstruct the McDonald's restaurant to add a second drive-through lane, which would merge into a single lane at the service window. Additional signage and traffic control measures were proposed to improve pedestrian and vehicle safety.

Chair King asked if anyone had any questions or concerns. Mr. Henrickson asked the engineer about the time frame of the entirety of the project.

Pilar Martin, 706 Country Club Road, New Port News, Virginia. The timeline would be approximately six months, with potential reopening one month thereafter. Chair King asked if the plan was to still use the same color scheme gray and white. Ms. Martin agreed that was the plan. Mr. Van Allman asked Ms. Martin if she had any discussions with the Community Development Department, specifically the City Engineer, concerning the greenway and construction in that area. Ms. Martin answered that this project is going through the full site plan process and comments have been received from some of the city departments, including the City Engineer. Mr. Beamer asked if there was a start date set. Mr. Martin said that it may be early 2027 but the developer would like to move that date up if possible.

Chair King, hearing no other comments or questions, opened the public hearing portion of the meeting at 6:38 p.m. stating that anyone who wished to speak please come forward and state their name and address for the record. Hearing none Chair King closed the public meeting at 6:40 p.m.

Chair King entertained a motion on the matter. Mr. Garst moved to recommend approval to change the zoning at 101 Electric Road from HBD Highway Business District with condition to HBD Highway Business District with no condition. Mr. Routt seconded the motion.

Roll call vote

Mr. Routt – Aye
Mr. Henrickson – Aye
Mr. Beamer – Aye
Mr. Garst – Aye
Chair King – Aye

Chair King stated that motion carries. The process in the City of Salem is that the Planning Commission serves as a recommending and research body to City Council and that the request would be forwarded with a recommendation for approval. The applicant would be notified once

the item was placed on the City Council agenda.

6. Cancellation of February meeting

Chair King stated that no agenda items were scheduled for February and requested a motion to cancel the February Planning Commission meeting.

Mr. Routt moved to cancel the February meeting. The motion was seconded by Mr. Beamer.

Roll call vote

Mr. Routt – Aye
Mr. Henrickson – Aye
Mr. Beamer – Aye
Mr. Garst – Aye
Chair King – Aye

7. Adjournment

Chair King stated there was no additional business for the Planning Commission and the meeting was adjourned at 6:42p.m.

SALEM VA



COMMUNITY DEVELOPMENT

Site Plan Approvals

January 2026	
Name/Location	Type
No Plan Approvals	N/A

February 2026	
Name/Location	Type
1357 Southside Drive – Storage Lot	Minor
630 Union Street – Union Street Plaza	Major

Subdivision Approvals

January 2026	
Name/Location	Type
418 North Broad Street	Combination Plat
912 Homestead Drive	Resubdivision Plat

February 2026	
Name/Location	Type
710 8 th Street – Valleydale	Resubdivision Plat
2910 West Main Street	Resubdivision Plat
672 Dalewood Avenue	Resubdivision Plat

Planning Commission Annual Report



Members & Staff

Current Members

Chair:	Mrs. Denise P. King
Vice-Chair:	Mr. Reid A. Garst
Commissioner:	Mr. N. Jackson Beamer
Commissioner:	Mr. Mark W. Henrickson
Commissioner:	Mr. Nathan A. Routt

Staff

Christopher J. Dorsey - Executive
Secretary, City Manager

H. Robert Light – Deputy Executive
Secretary, Assistant City Manager

Charles E. Van Allman, Jr. -
Community Development Director

Mary Ellen Wines – Planning and Zoning
Administrator

Maxwell S. Dillon – Planner

Jim H. Guynn, Jr. - City Attorney

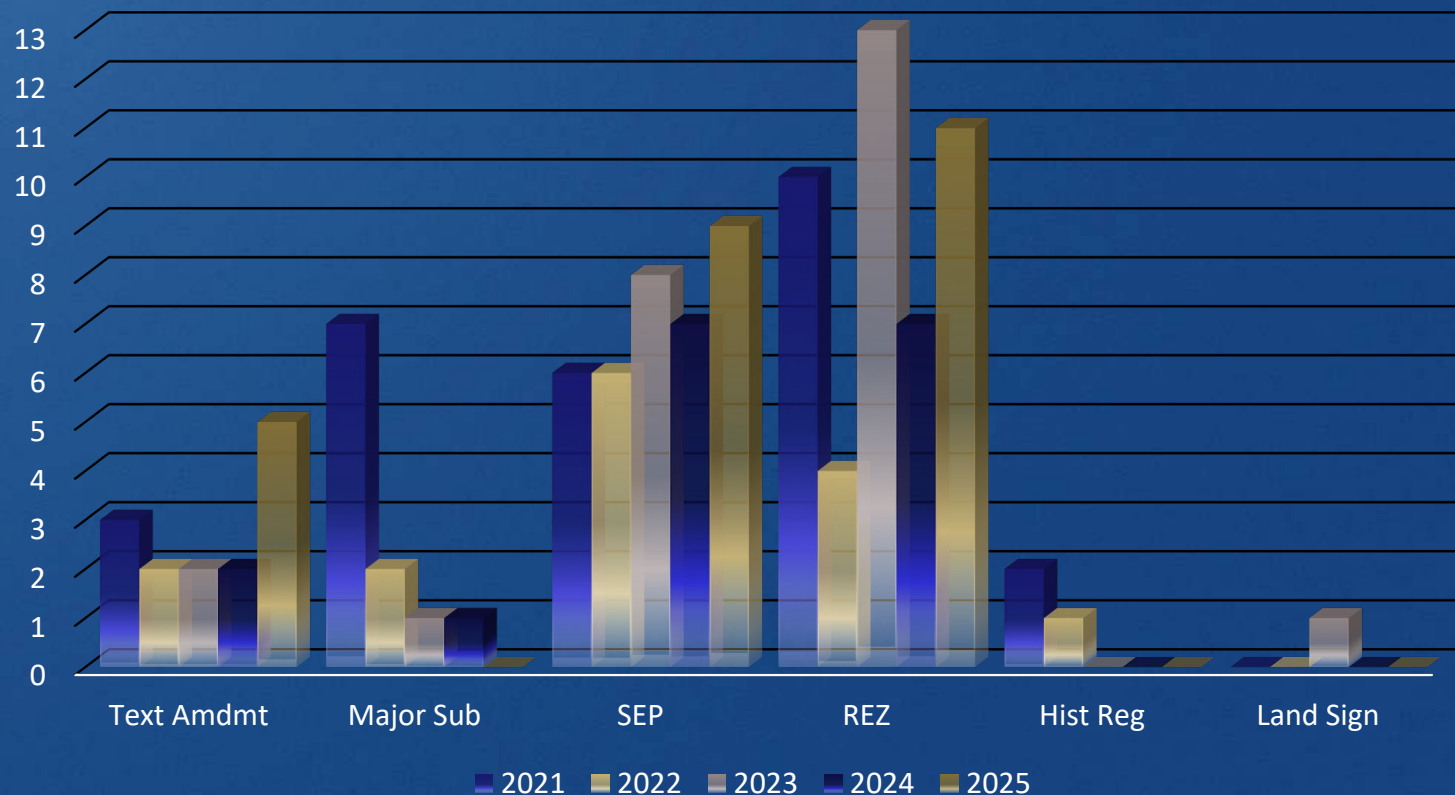
Summary of Matters

Action	Approved	Denied
Code Text Amendment	5	0
Plan Approval (HMP & Comp Plan)	2	0
Energy Storage Project	1	0
Home Occupations	0	0
Special Exception Permits	9	2
Rezoning	1	2
Landmark Signs	0	0
Historic Registry	0	0

Planning Commission held one Joint Work Session in addition to their regular meetings for a total of 12 meetings in 2025.

Historical Data

CHART TITLE



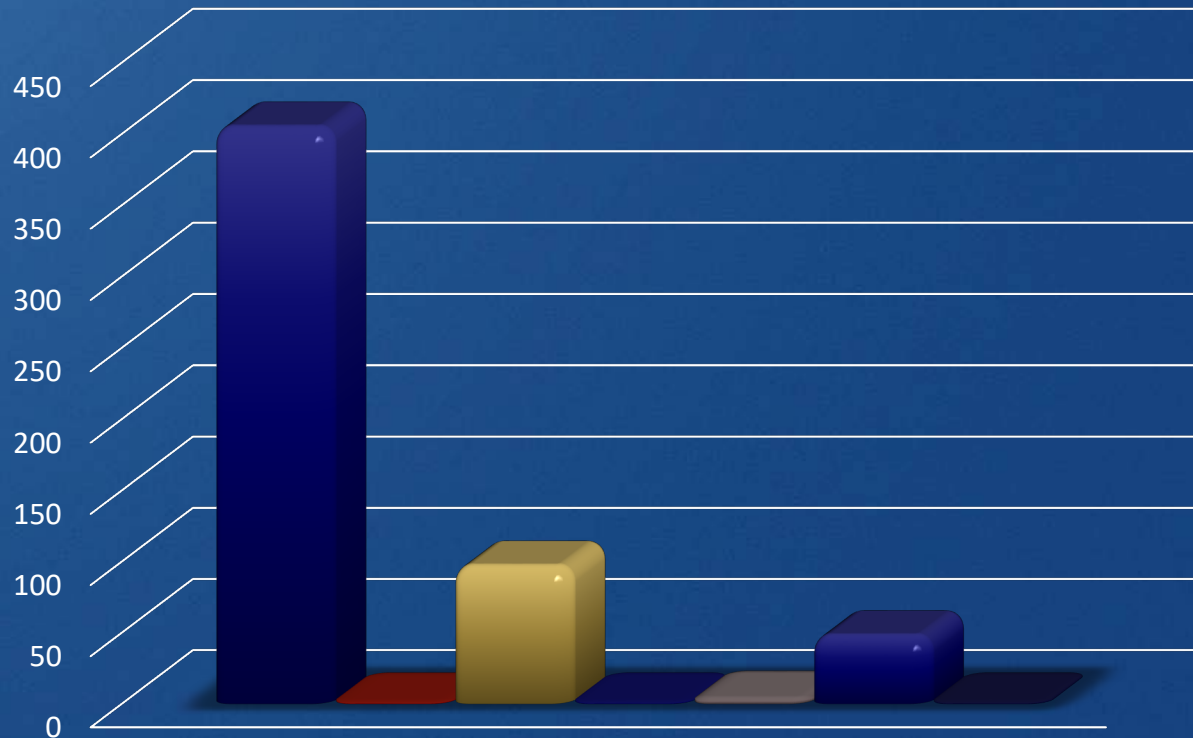
Site Plan Review

Project Title	Address	Approval Granted
Wings Etc.	260 Wildwood Road	Approved
Sherwood Memorial Cemetery Expansion	1221 Lynchburg Turnpike	Approved
Cookout	1251 West Main Street	Approved
Wawa	1941 West Main Street	Approved
Garcia's Bistro	349 Wildwood Road	Approved
Gravel Lot	1371 Southside Drive	Approved
Gravel Lot	1383 Southside Drive	Approved
Integer Parking Lot Expansion	200 South Yorkshire Street	Approved
VICE display area	200 blk Apperson Drive	Approved
Qualichem renovation	616 Idaho Street	Approved
Tidy Services grading	2011 Cook Drive	Approved
Roanoke College container housing	Hawthorn Road	Approved
7 Brew	1229 West Main Street	Approved
Savory Ventures	602 West 4th Street	Approved
Street Department maintenance shed	1228 Indiana Street	Approved
Carter Machinery Couverette Auxiliary Building	565 Electric Road	Approved
Panda Express	816 West Main Street	Approved
Salem Battery Storage	407 Electric Road	Approved
Union Street Plaza	630 Union Street	In Review
Industrial Development - New Buildings	416 Electric Road	In Review
Steelton Mill Subdivision	1401 Penley Boulevard	Approved
New Cell Tower	319 Rowan Street	Approved
Storage Building	730 Kessler Mill	Approved
Carter Machinery Access Road Extension	444 Glenmore Drive	Approved
Virginia Varsity Fuel Tanks	2087 Apperson Drive	Approved
Carter Machinery Tractor Bay Expansion	1330 Lynchburg Turnpike	Approved
Phoenix Warehouse Renovation	1501 Roanoke Boulevard	Approved
Parking Improvements	2245-2259 West Main Street	Approved
McDonald's renovation	101 Electric Road	In Review
Gravel Lot	1357 Southside Drive	In Review
Domino's Upfit	105 East 4th Street	Approved

Subdivision Plats - Approved Administratively

Project Name	Street	Type of Plat
Mabes	Pulaski Street	Vacation/Combination
Harmon/Hodges	Upland/Baier Drive	Vacation/Combination
Par/Hubbard	Tara Lane	Lot Line Adjustment
Kimball Avenue Townhomes	Kimball Avenue	Subdivision
Summit Realty Holdings	4 th Street	Vacation/Combination
Markham/Musgrove	Butt Hollow Road	Survey
Harmon/Hodges	Upland/Baier Drive	Vacation/Combination
Simms Farm Section 3	Upland Drive	Subdivision
Carilion Properties	West Main Street	Combination/Resubdivision
Hunter	Thompson Memorial Drive	Combination/Vacation
Conley	12 O'clock Knob Road	Survey
City of Salem	Indiana Street	Vacation/Combination
City of Salem	West Main Street	Vacation/Combination
Truth Tabernacle Salem	East Main Street	Vacation/Combination
Wilkinson	Fairview Avenue	Vacation/Combination
Sowder	West Calhoun Street	Vacation/Combination
City of Salem	West Main Street	Survey
Crabtree	Craig Avenue	Combination/Resubdivision
Lloyd/Burns	Penguin/Mountainview Drive	Combination/Resubdivision

Zoning Permits



Permits Issued - 553

- Zoning - 404
- ROW - 1
- HOP - 96
- Energy Storage-1
- Urb Ag - 3
- Signs-47
- Telecomm-1



HONORING OUR PAST INNOVATING THE FUTURE

2025

2025 was an eventful year for the Back to Salem's Future comprehensive planning effort. During the first quarter, open houses were held to provide the community with an opportunity to review and comment on details related to the document's primary content - major themes and strategies. After a thorough review of public feedback and final drafting/organizing of complementary chapters, the final draft of Back to Salem's Future: Plan 2045 was released publicly for review and input. The plan touches on a litany of topics, including transportation, housing, parks, commercial redevelopment, and much more. With the understanding that these topics rarely operate independently from one another, the plan is thoughtfully organized into themes and strategies specifically designed to capture that natural overlap.

Prior to the plan's presentation to Planning Commission in September, the Virginia Department of Transportation issued a memo confirming the plan's consistency with broader regional and state transportation plans. Planning Commission unanimously recommended approval of the plan in September, and after a series of subsequent textual tweaks, the plan was ultimately adopted by City Council in December of 2025. Perhaps the most important element embedded in the planning process and the document's presentation is a commitment to regularly review the plan and its progress to ensure it remains relevant and actionable for years to come.

*This report is respectfully submitted
pursuant to Section 15.2-2221(5) of the
Code of Virginia.*



Item #: 5.A.

AT A REGULAR MEETING OF THE PLANNING COMMISSION OF THE CITY OF SALEM, VIRGINIA HELD AT CITY HALL

MEETING DATE: March 11, 2026

AGENDA ITEM: **Special Exception Permit**
Consider the request of WILLIAMHART LLC, property owner, for a special exception permit to allow a two-family dwelling on the property located at 740 North Mill Road (Tax Map #48-2-7)

SUBMITTED BY: Maxwell Dillon, Planner

SUMMARY OF INFORMATION:

Zoning: RSF Residential Single Family
Land Use Plan Designation: Residential
Existing Use: Vacant
Proposed Use: Two family dwelling

The subject property (740 North Mill Road) consists of an approximately 0.74-acre tract of land which currently sits within the RSF Residential Single Family zoning district. The surrounding parcels are primarily single family homes, though there are a few two-family dwellings in the neighborhood. Additionally, the property to the rear of 740 North Mill Road was recently rezoned to RMF Residential Multi Family to be developed with townhomes.

Because of its irregular shape, this parcel is considered a pipestem (or flag) lot by the Salem Zoning Ordinance. As a result, the long, narrow "stem" is not buildable, and all setbacks are measured in the "pipe" portion of the lot. A portion of the stem is located within the 100-year floodplain, though the buildable portion of the pipe is not impacted. The applicant is requesting a Special Exception Permit to allow the construction of a two family dwelling (duplex), and the concept plan indicates each unit will contain three bedrooms.

Upon review by City Departments, Fire/EMS expressed concern about the width of the drive access for larger vehicles. If approved, development standards will require the entire driveway/parking area to be bituminous concrete or concrete from the right

of way to the rear building line. The minimum number of parking spaces is satisfied on the concept plan (2 per dwelling unit). Building plans will be required to meet all applicable codes to ensure adequate and safe separation between units.

FISCAL IMPACT:

STAFF RECOMMENDATION:

Staff recommends approval of the request, provided that Fire/EMS access concerns are satisfied during the permitting and construction process.

ATTACHMENTS:

1. 740 North Mill Road SEP application
2. Concept Plan
3. Signed Affidavit mailing list



Application Data for Application Number: Z26-30031

Application Type	Zoning		
Application Sub-Type	Special Exception		
Applicant	Brushy Mountain Engineering, PLLC		
Location	740 NORTH MILL RD SALEM VA 24153		
Applicant Address	3553 Carvins Cove Road	Property Owner	WILLIAMHART LLC
	Salem,VA,24153	Owner Address	808 PENDLETON DR
Tax Parcel	48-2-7		SALEM, VA,24153

Application Information

Section	Question	Answer
Details and Scope of Work	Please provide a detailed description of the work associated with this application.	Special Exception Permit requested to allow for a two-family residence.
Existing Structure Info	Year Built	
	Property Description	Vacant Land
	Number of Stories	
	Number of Rooms	
	Number of Bedrooms	
	Number of Bathrooms	
	Type of Roof	
	Type of Exterior	
	Type of Basement	
	Finished Square footage of Primary Building	0.00
Parcel Information	Lot Size Acres	0.74
	Lot Size SQFT	32252.00
	Zoning Classification	RSF
	Legal Description	NEW TRACT A 0.7404 AC WILLIAMHART LLC &
	PID	8383
Special Exception Details	Please advise Current Zoning type	RSF - Residential Single Family District
	Please advise current use	Undeveloped vacant
	Please advise future use	Two-family residence
	Please advise designation from the future land use map	Residential
	Is the building or parcel in a district currently designated as historic	No
	If yes, describe the proposed measures for meeting the standards of the Department of Historic Resources	

SALEM VA



COMMUNITY DEVELOPMENT

Special Exception Details	This Special Exception/Use Not Provided For is being requested in order to?	Allow for construction of a new two-family residence in RSF.
	Describe in detail how you plan to develop the property for the proposed use and any associated uses	See attached concept plan.
	Describe why the proposed use or exception is desirable and appropriate for the area	The subject property is an unusual shape and the proposed development plan allows for financially feasible development.
	What measures will be taken to assure that the proposed use or exception will not have a negative impact on the surrounding vicinity?	The proposed structure will be quality new construction with a paved driveway.
	Is the subject property located within the Floodplain District?	Yes
	If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance	Proposed residence will be constructed with lowest opening to be more than 2 feet above the 100-year flood elevation.
	Have you provided a conceptual plan of the proposed development, including general lot configurations and road locations?	Yes
	Are the proposed lot sizes compatible with existing parcel sizes in the area?	Existing lot. Proposed concept plan complies with building setback requirements.

AFFIDAVIT OF MAILING PURSUANT TO S15.2-2204

CODE OF VIRGINIA

PLANNING COMMISSION

ITEM#

MARCH 11, 2026

This is to certify that I mailed letters in reference to the special exception request of William Hart LLC, property owner, to allow for a two-family residence to be built on the property located at 740 North Mill Road, Tax Map # 48-2-7.

37-1-7	JOHNSON-HARRIS, SANDRA ELLEN	801 NORTH MILL RD	SALEM	VA	24153
48-1-11.1	HARTZ, THOMAS FRANCIS II	811 NORTH MILL RD	SALEM	VA	24153
48-1-9.1	JIANG, PINGPING	2800 DEVONSHIRE PL NW APT 103	WASHINGTON	DC	20008-3437
48-1-9.2	NGUYEN, TAM XUAN T	711 NORTH MILL RD	SALEM	VA	24153
48-1-9.3	FICK KENNETH T	713 NORTH MILL RD	SALEM	VA	24153
48-1-9.4	PEREZ, ELADIO	717 NORTH MILL RD	SALEM	VA	24153
48-1-9.5	GANO, RAYMOND	721 NORTH MILL RD	SALEM	VA	24153
48-1-9.6	GANO, RAYMOND	721 NORTH MILL RD	SALEM	VA	24153
48-2-10	TATUM, ROBERT EDWARD JR	810 NORTH MILL RD	SALEM	VA	24153
48-2-11.1	GRUBB, JERRY WAYNE JR	725 STONEWOOD DR	SALEM	VA	24153

48-2-3	HODGES, MELANIE A	708 NORTH MILL RD	SALEM	VA	24153
48-2-3.1	KLINE, LEONARD P JR	712 NORTH MILL RD	SALEM	VA	24153
48-2-4	THOMPSON, NANCY W	716 NORTH MILL RD	SALEM	VA	24153
48-2-5	MCGUIRE ROSEMARY A	720 NORTH MILL RD	SALEM	VA	24153
48-2-6	HAWLEY DARLENE E	732 NORTH MILL RD	SALEM	VA	24153
48-2-7	WILLIAMHART LLC	808 PENDLETON DR	SALEM	VA	24153
48-2-8	CANTRELL, PHILLIP A II	58 NEW LONDON DR	LYNCHBURG	VA	24502-6668
48-2-9	MORAN, HEATHER RENE	802 NORTH MILL RD	SALEM	VA	24153
58-1-1	MEL WHEELER INC	3934 ELECTRIC RD	ROANOKE	VA	24018
59-2-1	HARMON SHERRY S	201 RUTLEDGE CIR	SALEM	VA	24153
59-2-2	MAYHUE PROPERTIES LLC	PO BOX 957	BLUE RIDGE	VA	24064
59-2-2.1	GONZALEZ, ALEXANDER E	205 RUTLEDGE CIR	SALEM	VA	24153
59-2-3.1	NICELY STEFANIE U	209 RUTLEDGE DR	SALEM	VA	24153

Signed  Date 2/19/26

City of Salem

Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 19 day of February 26, by Tammy Dunn



Notary Public

My commission expires: 10/31/2028





Date Created: 2/5/2026
Created By: anonymous

Neighbor List

1 inch = 606 feet

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