PLANNING COMMISSION
MINUTES
Wednesday, May 13, 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, May 13, 2026, 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 Rob Light, Assistant City Manager and Deputy Executive Secretary, ex officio member of said Commission. Charles Van Allman Jr., Director of Community Development; Mary Ellen Wines, Planning and Zoning Administrator; Maxwell S. Dillon, Planner; Jim Guynn, 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. The work session meeting was called to order at
5:31 p.m.

A discussion was held on the following items:

2. New Business

A. Items for the May agenda

1. 213 Rutledge Circle – Two family dwelling
2. June agenda – No items

B. Additional Discussion Items

1. Code Changes
2. CDBG grant
3. Stormwater Utility Fee

3. Adjournment

Chair King adjourned at 6:25 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, May 13, 2026, 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 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 and Zoning Administrator; Maxwell S. Dillon, Planner; and Jim Guynn, City Attorney, and the following business was transacted:

Chair King called the May 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 - Absent
Mr. Garst - Here
Chair King – Here

2. Consent Agenda

A. Minutes

Consider acceptance of the minutes of April 15, 2026, work session and regular meeting.

Chair King asked the Commission if anyone had any questions, additions, or comments. Hearing none, the minutes were accepted.

3. Reports

A. Site Plan and Subdivision Plat approvals

Max Dillon referenced a one-page report included in the agenda packet acknowledging the number of approved site plans and subdivisions over the past month. The report shows two site plan approvals. One was a major and one was a minor site plan. The major site plan was located at 101 Electric Road, McDonalds. The minor site plan was for 4th Street for an office/contractor's yard. One subdivision approval is located on the corner of Highland Road and Midland Road.

Chair King asked the Commission if anyone had any questions, additions, or comments. Hearing none, the site plan and subdivision plat report was accepted.

4. Public Hearing Item

> Hold a public hearing to consider the request of DSB PROPERTIES LLC, property owner, for a special exception permit to allow a two Family dwelling on the property located at 213 Rutledge Circle (Tax Map #59-2-3.2).

Proper legal notice has been given, and the property owner has been notified of said hearing.

Chair King asked if the applicant's representative was present and able to provide information

Barney Horrell, Brushy Mountain Engineering, 3553 Carvins Cove Road, representing the property owner, Daniel Dyer who is also present. Mr. Dyer is proposing that this current lot which is vacant, be allowed to have a two-family dwelling built on it. The applicant provided a concept with the understanding a plot plan and a site plan will need to be provided and to be approved by the zoning department.

Chair King, noticing that the concept plan shows one side of the duplex extending out farther on one side than the other questioned if that what just part of the concept plan or is that a representation of the way the building would be built.

Mr. Horrell answered that detail would be worked out in the future. The applicant's main purpose is to see if a duplex would even be allowed on that parcel of land.

Mr. Garst stated that the concept shows that it follows the plat showing the frontage allowed.

Chair King opened the public hearing at 6:33 p.m.

Chair King asked for clarification that there were trees shown in the proposed driveways and a telephone pole located in the middle of the parcel.

Mr. Horrell and Mr. Dyer stated that the removing of the telephone pole is not part of the plan. Mr. Dyer went on to explain that the road to the property is a private road.

Chair King asked Ms. Wines if there had been any correspondence concerning this matter.

Ms. Wines stated that one neighbor was concerned with maintenance of the property, or the lack of, being that it is a vacant lot. The neighbor has had issues with mowing in the

past. The neighbor was concerned about what the future maintenance would be of a two-family residence.

Mr. Horrell stated that once a structure was built on the site the mowing would be more regular and it will provide the owner with more opportunities to stop by and visit the property on a regular basis.

Chair King asked if there was anyone else who would like to speak, seeing no one, she closed the public hearing at 6:37 p.m.

Mr. Garst made a motion to recommend approval. Mr. Henrickson 2nd the motion.

Roll Call	Mr. Routt	aye
	Mr. Henrickson	aye
	Mr. Beamer	absent
	Mr. Garst	aye
	Chair King	aye

5. Other Business

   A. Cancellation of June Meeting

Chair King stated that there are no items on the June agenda.

Mr. Routt made a motion to cancel the June meeting. Mr. Henrickson 2nd the motion.

Roll Call	Mr. Routt	aye
	Mr. Henrickson	aye
	Mr. Beamer	absent
	Mr. Garst	aye
	Chair King	aye

6. Adjournment

Chair King stated there was no additional business for the Planning Commission and the meeting was adjourned at 6:38p.m.