



**Planning Commission
Agenda
Wednesday, August 12, 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. **August Agenda**
 1. 432 Chestnut Street - SEP- Two Family Dwelling
 2. Section 66-11.1 - Minor signs during voting - City Code Change
 - B. **September Agenda**
 1. 1704 Brad Court - SEP/Home Occupation
 2. 102 North Market Street - Rezoning
3. Adjournment

REGULAR SESSION

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

Consider acceptance of the minutes from the July 15, 2026, work session and regular meeting.
3. Reports
 - A. **Site Plan and Subdivision Plat Approvals**

4. Public Hearing Items

A. **Special Exception Permit**

Hold public hearing and consider the request of Terry Properties of VA Inc., property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 432 Chestnut Street, (Tax Map # 161-3-1).

B. **City Code Amendment**

Hold public hearing and consider amending Chapter 66, Signs, Article I In General, Section 66-11.1 Minor signs during voting, of the CODE OF THE CITY OF SALEM, VIRGINIA, pertaining to minor signs during voting.

5. Adjournment



PLANNING COMMISSION
MINUTES

Wednesday July 15, 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, July 15, 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 Chris Dorsey, City Manager and Executive Secretary, ex officio member of said Commission. William L. Simpson Jr., Assistant 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 5:30 p.m.

A discussion was held on the following items:

2. New Business

A. Items for the July agenda

1. 1923 East Main Street -SEP – Educational Facilities, primary/secondary
2. 501 West 4th Street -SEP – Retail Sales, smoke shop
3. 1936 West Main Street – SEP & Use Not Provided For

B. August Agenda

1. 432 Chestnut Street -SEP – Two family dwelling

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, July 15, 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 Chris Dorsey, City Manager and Executive Secretary, ex officio member of said Commission, William L. Simpson Jr., Assistant 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 July 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

2. Consent Agenda

A. Minutes

Consider acceptance of the minutes of May 13, 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

Mr. Dillon presented the Site Plan and Subdivision Plat Report, noting that no

Planning Commission meeting was held in June; therefore, the report encompassed activity for both May and June. He reported that no site plans were approved in May. One site plan was approved in June for the property located at 23 Dixie Drive, where the owners are completing building renovations and associated site improvements. He further reported that two subdivision plats were approved in May, one located on South Colorado Street and one at the corner of West 4th Street and Elm Street. No subdivision requests were approved in June.

Chair King asked if there were any questions, additions, or comments from the Commission. Hearing none, the Site Plan and Subdivision Plat Report was accepted.

4. Public Hearing Item

- A. Hold a public hearing and consider the request of Community Church Inc., property owner and Cornerstone Classical Academy, lessee, for the issuance of a Special Exception Permit to allow for an Educational Facility, Primary/Secondary, on the property located at 1923 East Main Street (Tax Map # 78-1-14). Proper legal notice had been given, and the property owner had been notified of the public hearing.

Chair King asked if the applicant's representative was present to provide information regarding the request.

Keith Dalton, 817 Craig Avenue, representing Community Church, Inc., appeared before the Commission stating that the church was requesting a Special Exception Permit to allow Cornerstone Classical Academy to operate as a ministry partner within the existing church facility.

Chair King asked Mr. Dalton to provide additional information regarding the academy.

Mr. Dalton deferred to Heather Case, Principal of Cornerstone Classical Academy.

Heather Case, 1862 Bridle Lane, Roanoke, appeared before the Commission explaining that Cornerstone Classical Academy is a hybrid homeschool academy serving students in kindergarten through twelfth grade. She stated that students attend classes two to three days per week, depending on the educational option selected. Current enrollment is 286 students. The academy operates approximately 87 to 90 instructional days during the school year, from September 9 through May 14, with classes held from 7:30 a.m. until 2:55 p.m. The academy operates on Mondays, Wednesdays, and Thursdays.

Chair King stated that concerns had been raised regarding traffic circulation, student drop-off, and pick-up procedures and asked how those concerns had been addressed.

Ms. Case explained that the academy experienced traffic issues during the

previous school year and had worked with both Salem City Schools Transportation and the Salem Police Department to improve traffic flow. She stated that dismissal times were adjusted to avoid conflicts with school bus routes, and staggered dismissal procedures were implemented. Students are dismissed in two groups, with the first dismissal occurring between 2:15 p.m. and 2:25 p.m., allowing Salem City School buses to pass through the area between approximately 2:30 p.m. and 2:35 p.m. A second dismissal begins at 2:45 p.m., with all students typically picked up by 2:55 p.m. She stated these adjustments had significantly improved traffic circulation.

Chair King asked if there were any questions from the Commission.

Mr. Beamer requested clarification regarding the academy's operating schedule of two to three days per week and approximately 87 to 90 instructional days annually.

Ms. Case explained that Cornerstone Classical Academy is designed to supplement homeschooling families by providing classroom instruction, teacher support, and opportunities for student interaction and community engagement. Because all enrolled students are homeschooled, the academy's annual instructional schedule is intentionally shorter than that of a traditional public school.

Mr. Beamer stated that he had previously resided on Hillmount Drive and recalled significant traffic congestion during morning drop-off periods. He noted that many motorists accessed the church through American National University's private property, making it difficult for nearby residents to enter or leave their driveways. He further disclosed that he had attended Tabernacle Baptist Church for many years and was familiar with the property's layout.

Ms. Case acknowledged that the academy had not anticipated the extent of the traffic congestion when operations first began, noting that similar issues had not occurred at previous locations.

Mr. Beamer observed that the presence of a dedicated turning lane at Hillmount Drive, but not at Point Pleasant Avenue, contributed to the traffic concerns.

Ms. Case stated that, after consulting with the Salem Police Department, the academy implemented revised traffic circulation procedures intended to prevent backups onto East Main Street. Parents were directed to utilize the turning lane where possible, and arrival and dismissal times were staggered to improve vehicle movement. She noted that while occasional backups still occur, they are generally brief and traffic clears within a few minutes.

Mr. Beamer asked approximately how many vehicles arrive each morning.

Ms. Case responded that approximately 100 to 115 vehicles arrive during the morning drop-off period.

Chair King confirmed that the revised traffic management procedures had been implemented before the end of the previous school year and appeared to be effective.

Ms. Case agreed and added that American National University had permitted parents to queue on its property rather than along the roadway. Parents were also instructed not to arrive before designated drop-off times.

Chair King requested that Mr. Dalton return to the podium. She asked whether there was a difference between a certificate of occupancy for a church and one for an educational facility, whether City staff had discussed those requirements with the applicant, and whether the church understood that additional building improvements could be required before occupancy.

Mr. Dalton stated that the church had retained an architectural engineer to evaluate the building and identify improvements necessary to comply with applicable City codes. He stated that the church intended to obtain the appropriate certificate of occupancy required for the proposed use.

Chair King stated that the Commission wanted to ensure applicants understood that additional requirements could apply before concluding the public hearing.

Mr. Dalton acknowledged that the church understood those requirements and was actively working with City staff to address them. He noted that the necessary improvements would likely not be completed before the beginning of the school year but appreciated staff's willingness to work cooperatively throughout the process.

Ms. Wines stated that, based upon discussions with the Building Official and the Fire Chief, several building deficiencies had been identified. While staff would work with the applicant regarding the timely submission and review of plans, life-safety requirements could not be waived. She emphasized that all life-safety issues must be corrected before the building could be occupied for the proposed educational use.

Chair King asked whether any comments or concerns had been received from neighboring property owners.

Ms. Wines stated that no correspondence had been received from neighboring property owners. She noted that the Fire Chief had submitted a memorandum outlining life-safety concerns and requested that it be entered into the official record.

Mr. Beamer asked when the academy would begin and end its school year.

Ms. Case stated that classes would begin on September 9 and conclude on May 14.

Chair King opened the public hearing at 6:42 p.m.

Chair King asked if anyone wished to speak regarding the request and hearing

none, she closed the public hearing at 6:42 p.m.

Mr. Henrickson asked whether the City would permit the school to open on September 9 if the required improvements had not yet been completed.

Ms. Wines stated that, based upon discussions with the Building Official and Fire Chief, the facility would not be permitted to open until all required life-safety improvements had been completed and approved.

Mr. Garst made a motion to recommend approval of the Special Exception Permit, subject to the following conditions:

1. A minor site plan shall be submitted to the Department of Community Development within one month of approval to verify adequate on-site parking and ensure safe traffic circulation throughout the property and surrounding area.
2. Approval for the operation of the primary and secondary educational facility shall remain valid only while a religious assembly continues to operate on the property, ensuring that the educational use does not become an independent principal use.

Mr. Henrickson seconded the motion.

Roll Call:
Mr. Routt Aye
Mr. Henrickson Aye
Mr. Beamer Aye
Mr. Garst Aye
Chair King Aye

Chair King stated that the Planning Commission serves as an advisory and recommending body to City Council. She noted that the request had been recommended for approval, subject to the stated conditions, and would be forwarded to City Council for final consideration.

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- B. Hold a public hearing and consider the request of Robertson Family Revocable Trust, property owner and Amer Alsayadi, lessee, for the issuance of a Special Exception Permit to allow retail sales, smoke shop, on the property located at 501 West 4th Street (Tax Map # 143-3-14).

Chair King requested that the applicant come forward, state his name, and provide his address.

Amir Alsayadi appeared before the Commission and stated that he currently owns and manages tobacco retail businesses within the region. He explained that his experience has emphasized the importance of operating a clean, safe, and professional business in compliance with all applicable federal, state, and local regulations. He stated

that the proposed business would generate additional tax revenue, improve utilization of the property, and attract customers to neighboring businesses. Mr. Alsayadi then deferred to his manager to provide additional details regarding the request.

Badruddin Mustafa, 1508 Yang's Mill Road, Greensboro, North Carolina, stated that he has managed one of Mr. Alsayadi's tobacco retail establishments for several years. He explained that the business is committed to complying with all applicable federal, state, and local laws governing the sale of tobacco products and requests approval of a Special Exception Permit to operate a tobacco retail establishment at 501 West 4th Street.

Mr. Henrickson inquired whether a representative of the property owner was present.

Mr. Mustafa stated that Mr. Alsayadi had discussed the proposed use with the property owner, who had authorized the request and agreed to lease the property upon receipt of the necessary approvals.

Ms. Wines clarified that staff had received written authorization from the property owner supporting the request; however, the correspondence was received too late to be included in the Planning Commission agenda packet.

Chair King asked what products, in addition to tobacco, would be offered for sale.

Mr. Mustafa stated that the business would sell cigars, cigarillos, traditional tobacco products, and other tobacco-related merchandise.

Chair King asked whether vaping products would also be sold. Mr. Mustafa confirmed that vaping products would be available; however, the primary focus of the business would be the sale of traditional tobacco products, including cigarettes and cigars obtained through established distributors.

Chair King inquired whether customers would be permitted to sample tobacco products or smoke within the building.

Mr. Mustafa stated that the business would strictly enforce the minimum legal purchasing age of 21 by verifying customer identification. Employees would educate customers regarding available products and their intended use. He added that certain products may be sampled or distributed as promotional items where permitted by law.

Chair King expressed concern regarding the close proximity of adjacent residential properties. She noted that the building appeared to be located approximately ten feet from the neighboring residence and questioned whether smoking inside the establishment could negatively affect nearby homeowners.

Mr. Mustafa stated that the business intended to be a responsible neighbor and

would operate in a manner that was respectful of the surrounding residential community.

Chair King asked whether the applicant was aware that another smoke and vape shop was located approximately one and one-half blocks from the proposed location.

Mr. Mustafa stated that he was aware of the nearby business but believed the proposed establishment would distinguish itself through customer service, product knowledge, and honest business practices.

Chair King noted that there are currently eleven smoke and vape shops operating within the City of Salem and asked whether the applicant had considered the number of existing establishments when developing the business plan.

Mr. Mustafa stated that he believed the proposed location was well suited for the business and that it would complement surrounding commercial activity. Chair King asked whether any comments or concerns had been received by telephone or email regarding the request.

Ms. Wines stated that no written or telephone correspondence had been received. She did note that one individual, while visiting the Planning and Zoning Office on an unrelated matter, verbally expressed opposition to a smoke shop at the proposed location but declined to provide a name or address.

Chair King opened the public hearing at 6:55 p.m.

Chair King asked if anyone wished to speak regarding the request. Hearing no comments, she closed the public hearing at 6:56 p.m.

Mr. Garst explained that the requirement for a Special Exception Permit was established by legislation adopted by the Virginia General Assembly in 2004 authorizing localities to regulate tobacco retail establishments. He noted that while market competition or business saturation is generally not a land use consideration, the enabling legislation specifically permits consideration of the number and proximity of existing tobacco retailers. He referenced several existing tobacco retail establishments within the City, including WC Vapor, Tobacco City, Main Street Smoke City, Wildwood Tobacco, and Tobacco Hut, stating that the concentration and proximity of existing businesses may be considered when evaluating the appropriateness of an additional tobacco retail establishment at the proposed location.

Mr. Routt made a motion to recommend denial of the Special Exception Permit.

Mr. Henrickson seconded the motion.

Roll Call
Mr. Routt Aye

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

Chair King stated that the Planning Commission serves as an advisory and recommending body to City Council. She noted that the Commission had unanimously recommended denial of the Special Exception Permit and that the request would be forwarded to City Council for final consideration. She further advised the applicant that notification would be provided regarding the date and time of the City Council public hearing.

- C. Hold a public hearing and consider the request of Preston Place Preservation Foundation Inc., property owner, for a Special Exception Permit to allow an assembly hall and nonresidential uses in an accessory structure, nonresidential uses out of doors and a Use Not Provided For Permit for outdoor gatherings of fewer than 500 people on the property located at 1936 West Main Street (Tax Map # 138-2-7).

Chair King asked if there was a representative present to speak on behalf of the applicant.

Dave Robbins, 620 High Street, President of the Preston Place Preservation Foundation, Inc., introduced the request. He stated that the Foundation was seeking approval of a Special Exception Permit and a Use Not Provided For Permit to allow outdoor events on the property adjacent to Preston Place and to permit assembly and other nonresidential activities within a proposed accessory structure.

Mr. Robbins referenced materials distributed to the Commission, which included the Foundation's Articles of Incorporation, Board of Trustees, and conceptual illustrations of a Brown Swiss step-back barn. He explained that the proposed barn design represents a traditional German-Swiss step-back barn commonly found in Virginia's Shenandoah Valley and is recognized by the Virginia Department of Historic Resources as an architecturally appropriate historic building type.

Chair King asked whether the Virginia Department of Historic Resources had approved construction of the proposed barn at this location.

Mr. Robbins responded that no approval had been granted at this time. He explained that the Foundation's objective is to create revenue-generating opportunities through activities such as weddings, croquet tournaments, antique automobile shows, art events, and similar community functions. He stated that adequate parking remains the Foundation's greatest challenge.

Mr. Robbins noted that the Salem Economic Development Authority had awarded the Foundation \$50,000 toward construction of an expanded parking lot and that revised parking plans would provide approximately 14 additional parking spaces. He emphasized the Foundation's desire to preserve one of Salem's oldest historic properties while maintaining the remaining green space along West Main Street. He stated that preserving the landscape is important because additional paving would negatively affect both the property's historic character and existing stormwater conditions.

Mr. Robbins further explained that occupancy within the historic house is limited by the Fire Marshal to approximately 68 occupants at one time. With the existing parking and the proposed parking expansion, the Foundation estimates that approximately 96 attendees could be accommodated before off-site parking would become necessary. Larger events would require agreements with nearby businesses for overflow parking or the future acquisition of adjacent property.

Mr. Robbins stated that the Foundation was established after the Salem Museum declined to operate the property. The Foundation's mission is to preserve both the historic Brown House and its surrounding green space while ensuring continued public access. He noted that Preston Place is protected by a preservation easement held by the Virginia Department of Historic Resources, making it the only property within the City subject to such restrictions. As a result, no alterations to the property may occur without Department approval.

Mr. Robbins explained that discussions with representatives of the Department of Historic Resources confirmed that a historically appropriate barn could be considered on the property, provided it accurately reflects the architectural period. However, no approval has been granted regarding the proposed location of the structure.

Mr. Henrickson asked whether the proposed barn would have to be a relocated historic structure or whether it could be newly constructed to replicate a historic barn.

Mr. Robbins stated that either option would be acceptable, provided the final structure accurately reflected the historic period. He explained that preliminary concepts had been prepared with architect Sheldon Henderson. Due to the property's floodplain location, the building would likely be elevated above grade and designed as a three-story structure. The first level would accommodate weddings, civic meetings, and similar events, with accessibility provided by ramps and an elevator. Large barn doors would allow the facility to function as both an indoor and outdoor event venue depending upon the season.

Mr. Robbins stated that the upper floors could accommodate museum exhibits, meeting rooms, or potentially a Veterans Memorial Museum. He estimated that construction of such a facility would cost approximately \$1.7 million and noted that any future expansion would require additional parking improvements.

Mr. Garst asked about the Foundation's anticipated annual operating costs.

Mr. Robbins stated that the Foundation's first-year operating budget is approximately \$70,000. He explained that significant capital improvements have already been completed, including a new roof, HVAC system, and other building improvements. While annual maintenance costs remain uncertain because of the age of the structure, he estimated future maintenance expenses at approximately \$20,000 per year.

Mr. Garst asked whether the Foundation's business model depended upon the property generating sufficient revenue to support its ongoing preservation.

Mr. Robbins confirmed that it did, explaining that occupancy limitations within the historic house significantly restrict revenue opportunities and make outdoor events essential to the Foundation's long-term financial sustainability.

Mr. Garst observed that the Foundation has limited financial resources.

Mr. Robbins agreed, stating that expanded event opportunities are necessary to generate revenue for continued preservation of the property.

Chair King commented that the proposed event venue appeared to function primarily as a fundraising mechanism supporting preservation of the historic property.

Mr. Robbins agreed and stated that a future event barn could also provide space for a Veterans Memorial Museum, creating an additional attraction for visitors traveling through Salem.

Chair King asked approximately how many people the proposed barn could accommodate.

Mr. Robbins stated that a structure comparable to the barn at Smithfield Plantation accommodates approximately 120 people. The Foundation's conceptual design would likely be somewhat larger and could potentially accommodate approximately 200 attendees, although the upper floors would contain museum exhibits and therefore provide less usable assembly space.

Chair King asked whether the facility would also be suitable for reunions, anniversary celebrations, and similar social gatherings and whether kitchen facilities would be provided.

Mr. Robbins stated that the building would include restrooms, accessibility features, elevators, and climate control but that kitchen facilities had not been planned. Catering services would instead be provided by outside vendors. He emphasized that the Foundation's objective is to provide a community gathering place while preserving one of Salem's most significant historic resources.

Chair King asked about the existing tree line shown on the concept plan.

Mr. Robbins explained that the trees currently exist on the property and include a registered Osage orange tree recognized as the third-largest specimen in Virginia. He stated that the Foundation is working with regional garden clubs to raise funds for preservation of the tree and to restore the historic landscaping using plant materials appropriate to the property's period of significance.

Mr. Garst commended the Foundation for its preservation efforts. He noted that, while preserving Preston Place is an admirable goal, the Planning Commission must also evaluate the property's long-term viability and consider the limitations imposed by the historic preservation easement. He observed that relying exclusively upon the property itself to generate sufficient revenue for long-term preservation could present financial challenges.

Mr. Routt again asked about the Foundation's annual operating budget.

Mr. Robbins stated that the current operating budget is approximately \$70,000. He reviewed several recent improvements, including installation of a new garage roof, appliances, fire protection systems, security improvements, and a Knox Box for emergency responders. He also announced that Preston Place would hold a soft opening for invited donors and supporters on August 14, featuring one of Southwest Virginia's finest collections of Revolutionary War documents and artifacts. He explained that attendance at the opening would be staggered because of occupancy limitations.

Mr. Robbins added that Preston Place will also function as an informational resource for visitors to Salem by providing brochures and, eventually, digital resources highlighting local attractions, restaurants, sporting events, and community activities. He further described the Foundation's plans to develop educational programming centered on Dr. Esther Brown and the history of the property.

Chair King asked if there were any additional comments or questions from the Commission.

Mr. Henrickson asked whether the requested Use Not Provided For Permit could be modified to limit the maximum attendance, noting that the application referenced gatherings of fewer than 500 people.

Ms. Wines stated that the occupancy limit could be modified as a condition of approval. She explained that the application referenced fewer than 500 people because the City's Zoning Ordinance specifically identifies assemblies exceeding 500 occupants as a separate use category.

Mr. Routt asked what attendance level would be appropriate based upon the parking available on the property.

Mr. Robbins stated that the Foundation anticipates hosting primarily boutique weddings and similar events with attendance generally ranging from 75 to 100 people.

He noted that designated rooms within the historic house would be available for bridal parties and other event preparations.

Mr. Garst asked whether the Foundation intended to model its operations after the West Main Reserve Event Venue business plan prepared by a Roanoke College graduate class.

Mr. Robbins explained that the document represented a conceptual long-range planning exercise rather than the Foundation's actual business plan. He stated that the study proposed borrowing funds to acquire additional property and construct facilities; however, the Foundation does not intend to pursue that approach. He further explained that the building illustrated in the study would not likely receive approval from the Virginia Department of Historic Resources because it would not meet the required historic design standards.

Mr. Robbins discussed his previous fundraising experience with the Salem Museum, noting that successful historic preservation projects require significant community support and private fundraising. While he remains optimistic, he acknowledged that generating similar financial support today presents additional challenges.

Mr. Beamer asked whether the projected event revenue identified in the study, approximately \$8,400 for a small wedding, was a realistic estimate.

Mr. Robbins stated that a typical wedding would more likely generate approximately \$6,000, depending upon the services requested. He explained that tents would likely be rented from an outside vendor and retained for multiple weekends to maximize their use. He also discussed the possibility of hosting additional community events, including gospel music performances, to increase public use of the property.

Chair King asked whether staff had received any comments or concerns regarding the request.

Ms. Wines stated that no comments had been received by the Planning and Zoning Office.

Mr. Dorsey advised the Commission that an email had been submitted in support of the request.

Mr. Dorsey read into the record an email from John Breen expressing support for the application.

Chair King opened the public hearing at 7:47 p.m.

Karita Knisely, 115 Union Street, addressed the Commission. Ms. Knisely stated that although she had originally planned to reside at Preston Place as the caretaker, she

would instead remain at her current residence. She encouraged the Commission to view Preston Place as a historic property in the early stages of restoration, noting that the Preston Place Preservation Foundation had owned the property for only a few months but had already accomplished a significant amount of preservation work.

Ms. Knisely explained that many comparable historic properties in the region benefit from municipal or parks and recreation funding, whereas Preston Place must rely almost entirely upon community support and private fundraising. She highlighted several examples of community involvement, including sponsorship proceeds from the Salem Distance Run, strong enrollment in educational programming, and partnerships with local garden clubs supporting preservation of the historic Osage orange tree.

Ms. Knisely stated that public awareness of Preston Place continues to grow and expressed confidence that ongoing community support would contribute to the Foundation's long-term success.

Chair King asked if anyone else wished to speak regarding the request. Hearing none, closed the public hearing at 7:50 p.m.

Chair King clarified that any conditions attached to the Special Exception Permit, including occupancy limitations based upon available parking, could be amended in the future should additional parking become available through property acquisition or other approved improvements.

Chair King requested a motion regarding the Special Exception Permit for an assembly hall and nonresidential uses within an accessory structure and for nonresidential uses conducted outdoors.

Mr. Beamer confirmed that approval of the request would not require the Foundation to pave additional portions of the existing green space for parking.

Mr. Garst clarified that the proposal relied upon the existing parking facilities together with the planned parking improvements.

1. Mr. Henrickson made a motion to recommend approval of the Special Exception Permit.

Mr. Routt seconded the motion.

Roll Call
Mr. Routt Aye
Mr. Henrickson Aye
Mr. Beamer Aye
Mr. Garst Aye
Chair King Aye

Chair King then requested a motion regarding the Use Not Provided For Permit.

2. Mr. Garst made a motion to recommend approval of the Use Not Provided For Permit, subject to the following conditions:

- a. An updated site plan shall be submitted for review illustrating both the existing parking configuration and the proposed parking lot expansion. Any future site development shall require submission and approval of an amended site plan.
- b. The existing brownstone parking surface shall be properly maintained through the removal of grass, weeds, and other vegetation. Routine maintenance shall preserve the approved brownstone surface, and standard gravel shall not be substituted.
- c. Because the City's standard parking requirements do not apply to a Use Not Provided For Permit, a parking overflow and traffic management plan, together with any supporting documentation, including parking agreements or property owner authorizations, shall be submitted to and approved by the City prior to the operation of any special event.
- d. Total occupancy on the property at any one time shall be limited to 200 persons, including attendees, staff, vendors, volunteers, and participants.

Mr. Routt seconded the motion.

Roll Call
Mr. Routt Aye
Mr. Henrickson Aye
Mr. Beamer Aye
Mr. Garst Aye
Chair King Aye

Chair King stated that the Planning Commission serves as an advisory and recommending body to City Council. She noted that both requests had been unanimously recommended for approval, subject to the stated conditions, and would be forwarded to City Council for final consideration. She further advised the applicant that notification would be provided regarding the date and time of the City Council public hearing.

5. A. Consider resolution to adopt a remote participation policy for commissioner participation in Planning Commission meetings for fiscal year 2026-2027.

Chair King asked for a motion.

Mr. Henrickson made a motion for approval.

Mr. Jackson 2nd the motion.

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

B. Election of Vice Chair for the remainder of 2026.

Chair King announced that Mr. Garst had expressed his desire to step down as Vice Chair of the Planning Commission and requested nominations to fill the position for the remainder of the 2026 term.

Mr. Henrickson expressed his appreciation for Mr. Garst's service to the Commission, noting that his knowledge, attention to detail, and thoughtful contributions had been invaluable. He encouraged Mr. Garst to reconsider his decision, emphasizing the significant value he brings to the Commission.

Mr. Garst thanked Mr. Henrickson for his remarks and placed the name of Nathan Routt into nomination for the position of Vice Chair.

Chair King called for a second to the nomination. Hearing none, the nomination failed for lack of a second.

There being no further business to come before the Commission, Chair King adjourned the meeting at 8:00 p.m.



Site Plan Approvals

July 2026	
Name/Location	Type
311 West Main Street	Minor
231 South College Avenue	Minor

Subdivision Approvals

July 2026	
Name/Location	Type
None	N/A



Item #: 4.A.

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

MEETING DATE: August 12, 2026

AGENDA ITEM: **Special Exception Permit**
Hold public hearing and consider the request of Terry Properties of VA Inc., property owner, for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 432 Chestnut Street, (Tax Map # 161-3-1).

SUBMITTED BY: Mary Ellen Wines, Planning & Zoning Administrator

SUMMARY OF INFORMATION:

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

The subject property (432 Chestnut Street) consists of an approximately 0.161-acre tract of land which currently sits within the RSF Residential Single Family zoning district. The current parcel structure was created through the vacation of an interior lot line, resulting in the combination of two nonconforming lots. The surrounding neighborhood consists of a mixture of single-family homes, two family dwellings, townhomes, and apartments. Across the public alley are civic and commercial properties that front West 4th Street.

The applicant is requesting a Special Exception Permit to allow the construction of a two family dwelling (duplex), with the concept plan showing a single driveway off the rear alley. Four parking spaces are shown on the concept plan as required in accordance with Section 106-404 of the Salem Zoning Ordinance. Pedestrian access will be provided from Chestnut Street, utilizing existing sidewalks while preserving the existing street tree. If approved, zoning ordinance requirements will be in effect and building plans will be required to meet all applicable codes to ensure adequate and safe separation between units. Salem's Comprehensive Plan encourages the permission of compatible infill development where appropriate, and this proposal meets the intent of that objective.

FISCAL IMPACT:**STAFF RECOMMENDATION:**

Staff recommends approval of the special exception permit request.

ATTACHMENTS:

1. 432 Chestnut Street SEP application
2. 432 Chestnut Street concept plan
3. 432 Chestnut Street - potential front elevation
4. 432 Chestnut Street - potential side/rear elevations
5. 432 Chestnut Street - Affidavit
6. 432 Chestnut Street - neighbor notification map



Application Data for Application Number: Z26-30125

Application Type	Zoning		
Application Sub-Type	Special Exception		
Applicant	Westwood Professional Services, Inc.		
Location	432 CHESTNUT ST SALEM VA 24153		
Applicant Address	1208 CORPORATE CIRCLE	Property Owner	TERRY PROPERTIES OF VA INC
	ROANOKE, VA, 24018	Owner Address	215 ACADEMY ST
Tax Parcel	161-3-1		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.	This property was comprised of two 25' non-conforming lots. There has been a combination plat to vacate the existing line creating a less-non-conforming lot that matches the area closely. The plan is to develop a site plan for a Duplex Structure to match the use of the block face and add much needed homes to the City.
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	0.16
	Lot Size SQFT	7000.00
	Zoning Classification	RSF
	Legal Description	LT 18A 0.161 AC TERRY PROPERTIES PLAT H
	PID	2823
Special Exception Details	Please advise Current Zoning type	RSF - Residential Single Family District
	Please advise current use	Institutional
	Please advise future use	Multi-Family Residential
	Please advise designation from the future land use map	Commercial

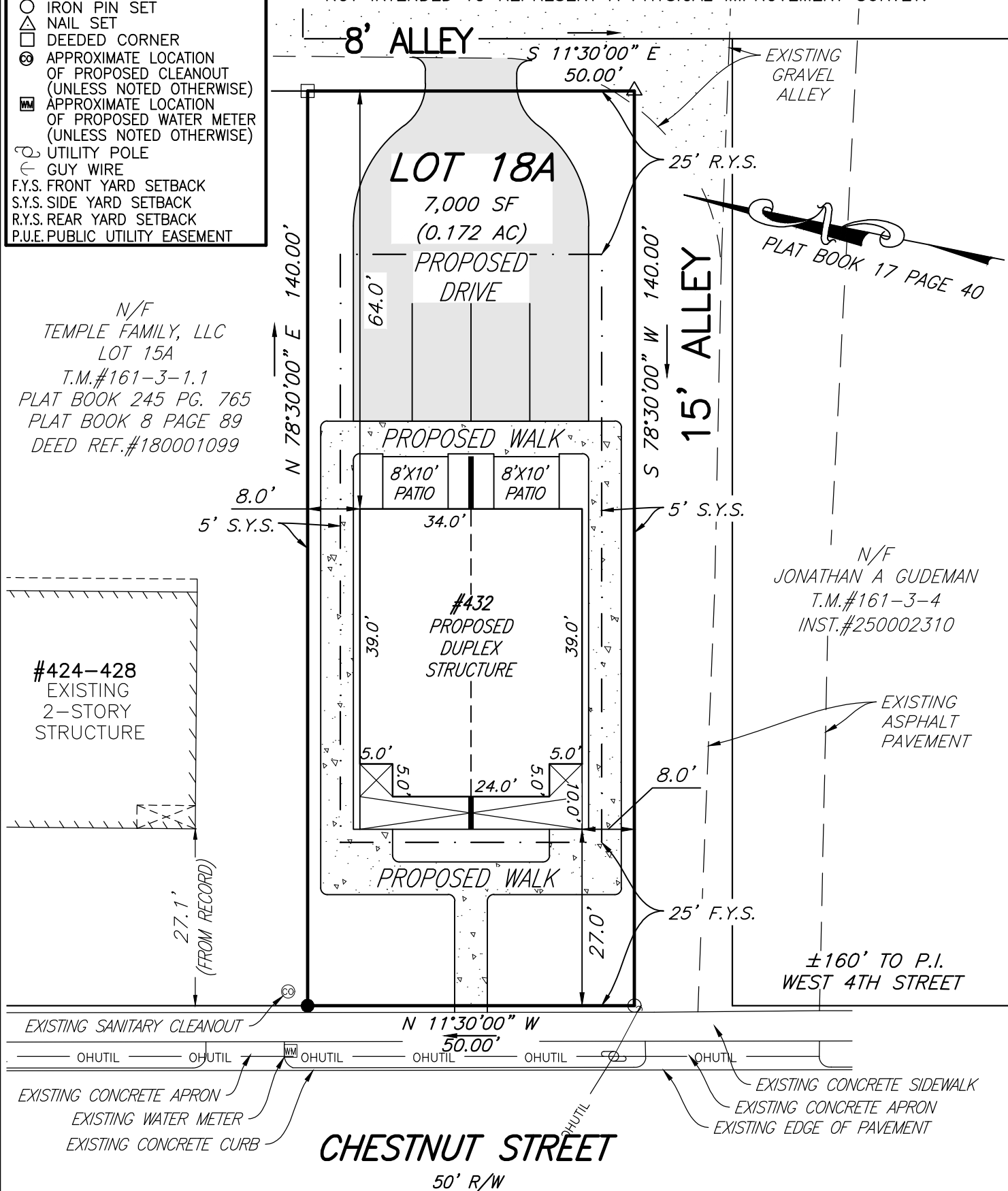
SALEM VA

COMMUNITY DEVELOPMENT

Special Exception Details	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	
	This Special Exception/Use Not Provided For is being requested in order to?	Build a Duplex on a currently vacant RSF Parcel.
	Describe in detail how you plan to develop the property for the proposed use and any associated uses	The proposed duplex will front on Chestnut Street. The developments proposed use and access will primarily be from the rear alley for the proposed tenants and accessible routes via sidewalk connections to Chestnut street for foot traffic and guests if necessary. This also ensures the preservation of the street tree along Chestnut. This new build adds value to the neighborhood as well as revenue for the City with additional housing.
	Describe why the proposed use or exception is desirable and appropriate for the area	This parcel lies amongst various multi-family use lots ranging from townhomes, apartments and duplexes. It is the last vacant lot separated by public alley to current institutional and future commercial use and adjoins an existing Duplex at address 424-428 Chestnut Street. This is desirable to help alleviate part of the housing crisis in the City of Salem.
	What measures will be taken to assure that the proposed use or exception will not have a negative impact on the surrounding vicinity?	This development matches the various multi-family uses existing on the block face. There is no plan to allow for commercial development as this lot is separated by public alley from that use and is attached to residential use.
	Is the subject property located within the Floodplain District?	No
	If yes, describe the proposed measures for meeting the standards of the Floodplain Ordinance	
	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?	Generally yes

- IRON PIN FOUND
- IRON PIN SET
- △ NAIL SET
- DEEDED CORNER
- ⊗ APPROXIMATE LOCATION
OF PROPOSED CLEANOUT
(UNLESS NOTED OTHERWISE)
- WM APPROXIMATE LOCATION
OF PROPOSED WATER METER
(UNLESS NOTED OTHERWISE)
- ⤵ UTILITY POLE
- ⊂ GUY WIRE
- F.Y.S. FRONT YARD SETBACK
- S.Y.S. SIDE YARD SETBACK
- R.Y.S. REAR YARD SETBACK
- P.U.E. PUBLIC UTILITY EASEMENT

THE INTENT OF THIS PLAT IS TO SHOW THE LOCATION OF A PROPOSED DWELLING FOR BUILDING PERMIT PURPOSES AND IS NOT INTENDED TO REPRESENT A PHYSICAL IMPROVEMENT SURVEY.



NOTES:

1. OWNERS OF RECORD: TERRY PROPERTIES OF VA, INC. 
2. LEGAL REFERENCE: INST.#250002314 SCALE: 
3. TAX MAP NUMBER: 161-3-1
4. PROPERTY MAY CONTAIN UNDERGROUND UTILITY SERVICE LINES.
5. THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A
TITLE REPORT AND IS SUBJECT TO INFORMATION WHICH
MAY BE DISCLOSED BY SUCH.
6. PROPERTY IS WITHIN F.E.M.A. DEFINED ZONE X UNSHADED.
7. PROPERTY IS CURRENTLY ZONED RSF.

BUILDING PERMIT PLAT FROM SURVEY FOR
TERRY PROPERTIES OF VA, INC.

432 CHESTNUT STREET
LOT 18A

AS SHOWN ON

PLAT OF LINE VACATION AND COMBINATION FOR
TERRY PROPERTIES OF VA, INC.

PLAT BOOK 17 PAGE 40

CITY OF SALEM, VIRGINIA

SURVEYED JANUARY 16, 2026

DATED JUNE 10, 2026

JOB #R0077519.00 SCALE: 1" = 20'

DRAWN BY: EJP
CHECKED BY: DSH

Westwood

Westwood Professional Services, Inc.

1208 CORPORATE CIRCLE

ROANOKE, VA 24018

T: 540.772.9580

westwoodps.com

GENERAL NOTES

DESIGN NOTES

- 1. Floor: 40 lbs. Live load, 15 lbs. Dead load
- 2. Roof: 30 lbs. Live load, 20 lbs. Dead load
- 3. Soil bearing capacity-2000 PSF
- 4. Live loads, dead loads, wind loads, snow loads, lateral loads, seismic zoning and any specialty loading conditions will need to be confirmed before construction and adjustments to plans made accordingly. See your local building officials for verification of your specific load data, zoning restrictions and site conditions.

CONCRETE AND FOUNDATIONS

- 1. All slabs on grade shall be 4 inch 3000 PSI (28-day compressive strength concrete), unless noted otherwise.
- 2. All slabs on grade shall bear on four inch compacted granular fill with 6 by 6 10-10 welded wire mesh.
- 3. Interior slabs shall have 6 mil. polyethylene vapor barrier underneath.
- 4. Provide proper expansion joints and control joints as per local requirements.
- 5. Provide additional bearing points as required by floor "I" joist manufacturer. and loading transfers.
- 6. Foundation details may vary with local codes and conditions, verify with contractor or engineer.
- 7. Provide foundation access and vents as required by local codes and conditions.
- 8. Foundation wall and footing sizes reinforcing must conform with your local building requirements.
- 9. Foundation walls are not to be backfilled until house is completely framed and roof is in place.
- 10. Verify depth of footings with your local codes.
- 11. Provide termite protection as required by HUD minimum property standards.

BASEMENT

- 1. Basement stairs are calculated as 10 inch treads with 1 inch nosing (11 inch total) and 7.75 inch risers.
- 2. Water heater and air conditioner may be located in basement when using basement option.
- 3. Provide sump pumps as required.
- 4. Some soil conditions may require a 12 inch concrete retaining wall, verify with contractor or engineer.
- 5. Provide exterior windows and door as grade allows.
- 6. Provide venting as local codes and conditions dictate.

FRAMING

- 1. Contractor to confirm the size, spacing and species of all framing and structural members to meet your local code requirements.
- 2. Any structural or framing members not indicated on the plan are to be sized by the contractor.
- 3. Double floor joists under all partition walls, unless otherwise noted.
- 4. All angled walls are 45 degree angles unless noted otherwise.
- 5. Provide collar ties, cross-bridging and bracing as required.
- 6. Provide additional bearing points as required by loading transfers.
- 7. Framing lay-out and size may vary with local codes and conditions.
- 8. Roof framing plan is for general layout only, do no use for rafter count.

MISC. NOTES

- 1. Prefabricated fireplaces and flues are to be U.L. approved and installed per manu. specifications.
- 2. All materials, supplies and equipment to be installed per manu. specifications and local codes.
- 3. Provide type "x" firecode sheetrock on garage walls and ceilings.
- 4. Confirm window openings for your local egress requirements and minimum light and venting.
- 5. The mechanical and electrical layouts are suggested only. Consult your mechanical and electrical contractors for exact specifications, locations and sizes.
- 6. Minor alterations to this plan can be made by the builder. Please contact our drafting department for information price quotes if major changes are required.

This plan was designed and drafted by W.L. Martin Home Designs to meet average conditions and codes at the time it was designed. Because codes and regulations can change and may vary from jurisdiction to jurisdiction, W.L. Martin Home Designs cannot warrant compliance with any special code or regulation. Consult your local building official to determine the suitability of these plans for your specific site and applicaion. This plan can be adapted to your local building codes and requirements, but also, it is the responsibility of the purchaser and/or builder of this plan to see that the structure is built in strict compliance with all governing municipal codes [city,county,state, and federal]. The purchaser and/or builder of this plan releases W.L. Martin Home Designs, its owner and employees from any claims or lawsuits that may arise during the construction of this structure or any time thereafter.



FRONT ELEVATION

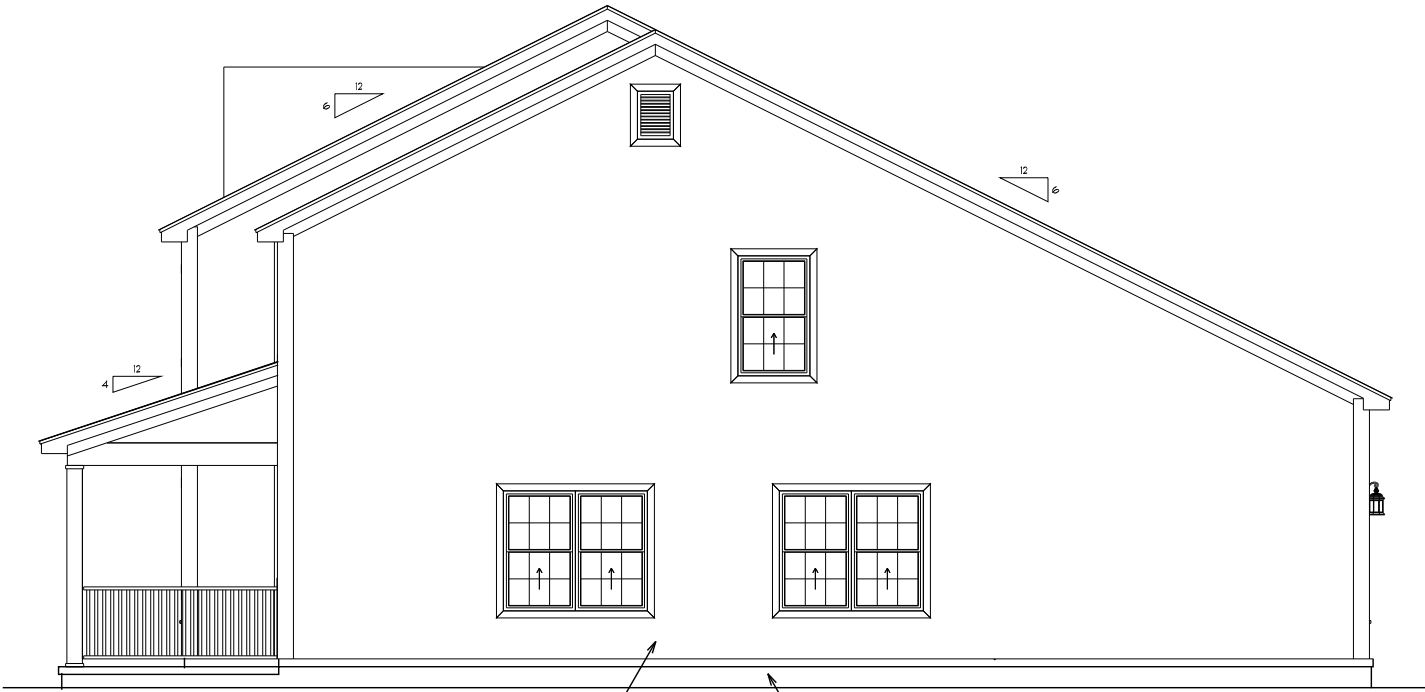
REVISIONS	BY
W.L. Martin Home Designs Duplex Plan #24649	
for Contact Information www.wlmartinhomes.com	
Date	
Scale 1/4" = 1'-0"	
Drawn	
Job	
Sheet 1	
Of Sheets	

REVISIONS	BY

W.L. Martin Home Designs
for Contact Information
www.wlmartinhomes.com

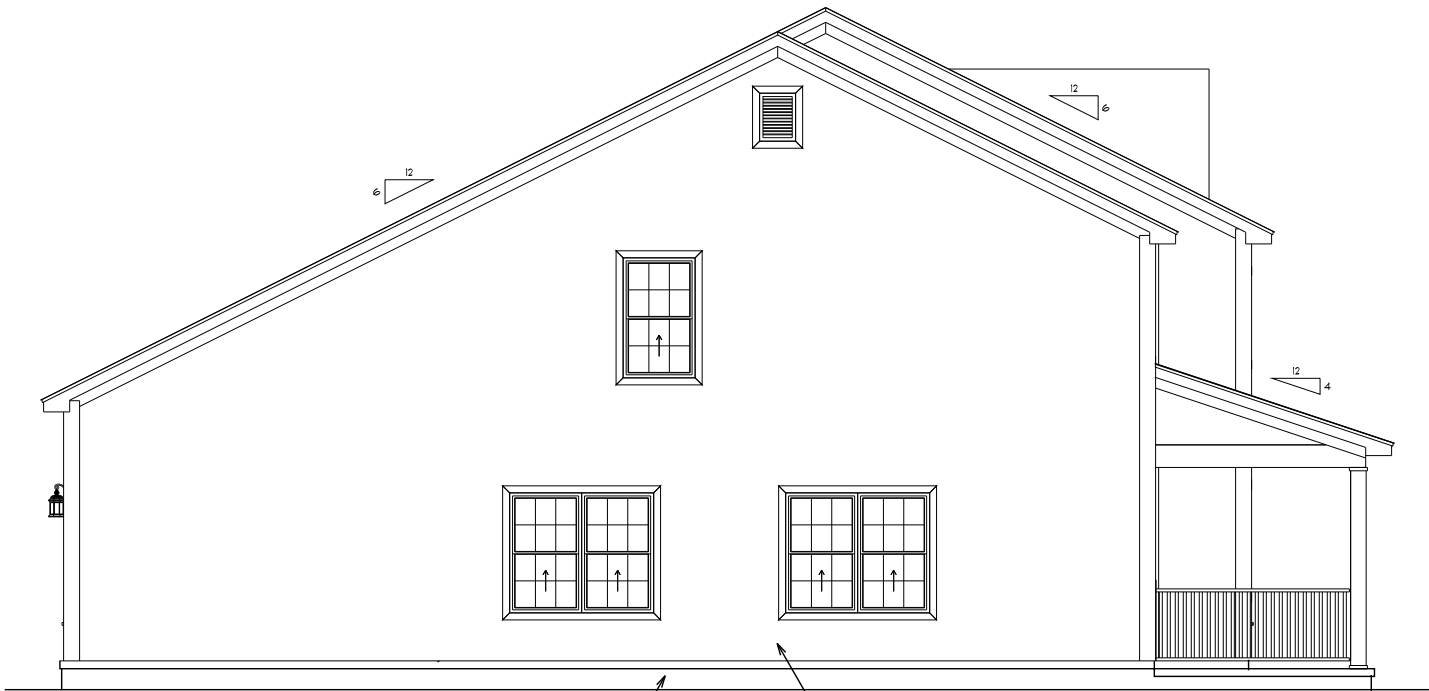
Duplex Plan #24649

Date
Scale
Drawn
Job
Sheet 2
Of Sheets



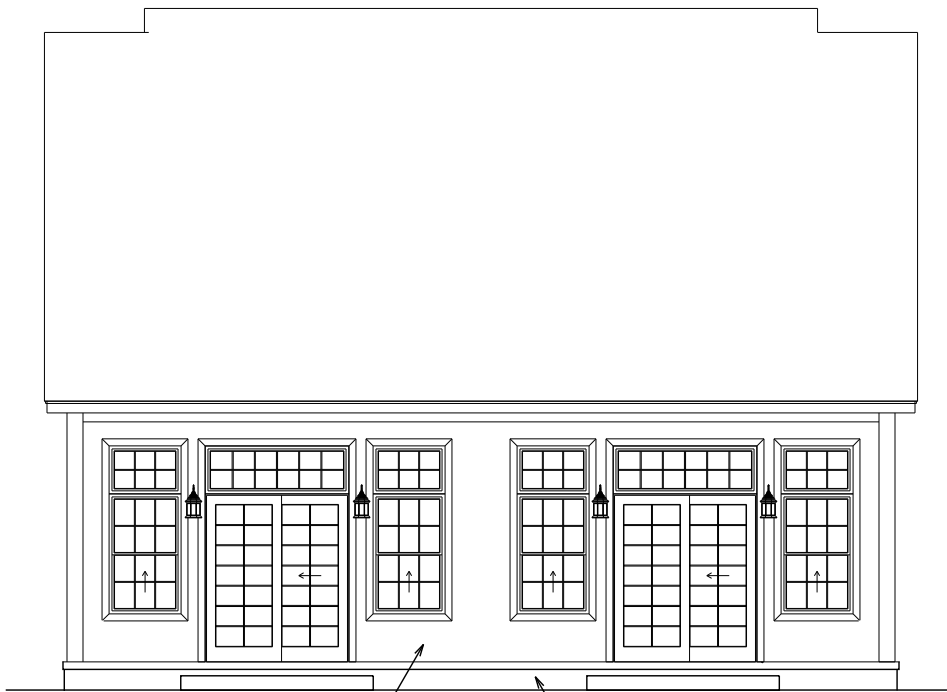
Siding Brick

Right Side Elevation



Brick Siding

Left Side Elevation



Siding Brick

Rear Elevation

AFFIDAVIT OF MAILING PURSUANT TO S15.2-2204**CODE OF VIRGINIA****PLANNING COMMISSION****ITEM #****August 12, 2026**

This is to certify that I mailed letters in reference to the request of Terry Properties of VA Inc., for the issuance of a Special Exception Permit to allow a two family dwelling on the property located at 432 Chestnut Street, (Tax Map # 161-3-1) to the following property owners and adjacent property owners on July 27, 2026 in the 2:00 p.m. mail.

144-5-7	426 WHITE ST LLC	25 N WASHINGTON ST	TARRYTOWN	NY	10591
144-6-4	SIETE QUATRO VENTURES LLC	3735 FRANKLIN RD STE 253	ROANOKE	VA	24014
144-6-7	MYERS, THOMAS C	421 WHITE ST	SALEM	VA	24153
144-6-7.1	PORTER JASON L	415 WHITE ST	SALEM	VA	24153
161-2-2	THOMAS, WILLIAM C JR	423 CHESTNUT ST	SALEM	VA	24153
161-2-4	SUTPHIN ERIN M	427 CHESTNUT ST	SALEM	VA	24153
161-2-5	HUNTER REAL ESTATE GROUP LLC	2514 WILLIAMSON RD	ROANOKE	VA	24012
161-2-7	TANN INVESTMENTS LLC	PO BOX 12	DALEVILLE	VA	24083
161-3-1	TERRY PROPERTIES OF VA INC	215 ACADEMY ST	SALEM	VA	24153
161-3-1.1	TEMPLE FAMILY LLC	132 FERRUM DR	SALEM	VA	24153
161-3-2	DOYLE, CAMERON W	429 WHITE ST	SALEM	VA	24153
161-3-2.1	HORN LYNN	1440 PARADISE POINT DR UNIT 31	NAVARRE	FL	32566
161-3-3	TRUSTEES FAITH ASSEMBLY OF GOD	PO BOX 1025	SALEM	VA	24153

161-3-4	GUDEMAN, JONATHAN A	101 W 4TH ST	SALEM	VA	24153
161-3-5	TRUSTEES FAITH ASSEMBLY OF GOD	PO BOX 1025	SALEM	VA	24153
161-4-1	BEHRENS BARBARA BUCKNER	502 WHITE ST	SALEM	VA	24153
161-4-2	JS SALEM LLC	101 W 4TH ST	SALEM	VA	24153

Signed:  Date: 7-27-2026

City of Salem

Commonwealth of Virginia

The foregoing instrument was acknowledged before me this 27th day of July, 2026 by



Notary Public

My commission expires 10/31/2028





Date Created: 7/24/2026

Created By: anonymous



Item #: 4.B.

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

MEETING DATE: August 12, 2026

AGENDA ITEM: **City Code Amendment**
Hold public hearing and consider amending Chapter 66,
Signs, Article I In General, Section 66-11.1 Minor signs
during voting, of the CODE OF THE CITY OF SALEM,
VIRGINIA, pertaining to minor signs during voting.

SUBMITTED BY: Mary Ellen Wines, Planning & Zoning Administrator

SUMMARY OF INFORMATION:

Section 66-11.1 of the City Code currently permits the display of minor signs on designated public property during periods when active voting is taking place. The proposed amendment provides additional clarification regarding the timing for the placement and removal of such signs.

The amendment would allow minor signs to be placed no earlier than twelve (12) hours prior to the beginning of an official voting period and require that all such signs be removed no later than four (4) hours after the conclusion of the applicable voting period. The amendment also authorizes the City to remove signs that remain on public property beyond the established time limits.

This revision establishes a more clear and consistent standard for the display of temporary political signs on public property.

FISCAL IMPACT:

STAFF RECOMMENDATION:

In conjunction with the Director of Elections, staff recommends approval of the proposed code amendment.

ATTACHMENTS:

1. Section 66-11.1 proposed sign code change

Sec. 66-11.1. - Minor signs during voting.

Minor signs may be displayed on public property in areas designated by the city for such signs during periods when active voting is taking place **in connection with any election, referendum, primary, special election, or other official voting period.**

Such signs may be placed no earlier than twelve (12) hours prior to the start of the voting period and shall be removed no later than four (4) hours after.

Signs remaining on public property beyond the time periods established herein may be removed by the City.