Dr. Leffel called the July 14, 2025 work session of the Botetourt County Planning Commission to order at 4:00 PM, in the Botetourt County Administration Center Conference Room 229 in Daleville, Virginia.

PRESENT: Dr. Elizabeth Leffel, Chair,
Mr. Tim Snyder, Vice-Chair,
Mr. Steve Kidd, Member,
Mr. Tim Lucas, Member,
Mrs. Nicole Pendleton, Director of Community Development,
Mr. Jon McCoy, Planning Supervisor,
Mr. Mike Lockaby, County Attorney,
Mr. Brandon Nicely, ex-officio member,
Mr. Matthew Lindsay, Planner

ABSENT: Mr. Sam Foster, Member
Mrs. Laura Goad, Administrative Assistant

Dr. Leffel opened the work session at 4:00 PM.

Mr. McCoy reviewed the Community Facilities and Services Chapter of the Comprehensive Plan. He discussed the increase of law enforcement 2023 call numbers; public schools (enrollment levels, review by the School Board); parks, greenways and trails (formatting and including additional community facilities); water and wastewater (definitions, possible consolidation with the Western Virginia Water Authority); objectives and strategies (feasibility and arranging of joint meeting; timing of completion of the first draft).

On motion by Mr. Kidd and seconded by Mr. Snyder, the Planning Commission agreed to discuss the current request with a preview of August with the following recorded vote:

AYE: Dr. Leffel, Mr. Snyder, Mr. Kidd, Mr. Lucas,
NAY: None
ABSTAIN: None
ABSENT: Mr. Foster

Mr. Rich Evans, Capital Projects Manager, briefed the Planning Commission on the Special Exception Permit request.

Staff discussed upcoming ordinance revisions to the floodplain ordinance, and the addition of a food truck ordinance. They also reviewed the fee structure and decided to send it to the Board of Supervisors without a recommendation.

At 5:53 PM, Mr. Kidd motioned to recess until 6:00 PM, which was seconded by Mr. Snyder, and approved 4:0:0:1 with the following recorded vote:

On motion by Mr. Kidd and seconded by Mr. Snyder, the Planning Commission agreed to discuss the current request with a preview of August with the following recorded vote:

AYE: Dr. Leffel, Mr. Snyder, Mr. Kidd, Mr. Lucas,

NAY: None
ABSTAIN: None
ABSENT: Mr. Foster

Dr. Leffel reconvened the July 14, 2025, Botetourt County Planning Commission to order at 6:00 PM, in the Botetourt County Administration Center.

PRESENT: Dr. Elizabeth Leffel, Chair
Mr. Tim Snyder, Vice-Chair
Mr. Steve Kidd, Member
Mr. Tim Lucas, Member
Mrs. Nicole Pendleton, Director of Community Development
Mr. Jon McCoy, Planning Supervisor
Mr. Matthew Lindsay, Planner
Mr. Mike Lockaby, County Attorney
Mr. Brandon Nicely, ex-officio member

ABSENT: Mr. Sam Foster, Member
Mrs. Laura Goad, Administrative Assistant

After Dr. Leffel reconvened the meeting and welcomed those in attendance, she introduced Staff and Planning Commission members, and then read the procedures for the public hearing, noting that anyone wishing to speak should complete a "Request to Speak" form and give it to a Staff member.

Dr. Leffel stated the Board of Supervisors would hear this on July 22, 2025, at 6:00 PM, here at the Botetourt County Administration Center.

Dr. Leffel announced that the Planning Commission would meet at the Botetourt County Administration Building on August 11, 2025 beginning at 4:00 PM for a field review and comprehensive plan work session.

Mr. Kidd motioned to approve the June 9, 2025 minutes as written. Mr. Lucas seconded the motion, which was approved 4:0:0:1 with the following recorded vote:

AYE: Dr. Leffel, Mr. Snyder, Mr. Kidd, Mr. Lucas
NAY: None
ABSTAIN: None
ABSENT: Mr. Foster

Valley District: Shadwell Properties LLC requests a rezoning of a 7.0458-acre parcel from the Agricultural (A-1) Use District to the Residential (R-3) Use District with possible proffered conditions. This parcel is located on 7812 Sanderson Drive, Roanoke, including a portion extending across Sanderson Drive (State Route 605) adjacent to the Norfolk-Southern railroad tracks, identified on the Tax Map as 107-1E. ***Applicant has withdrawn their request.***

On motion by Mr. Lucas and seconded by Mr. Kidd, the Planning Commission accepted the applicants' request to withdraw their application, which was approved 4:0:0:1 with the following recorded vote:

AYE: Mr. Snyder, Dr. Leffel, Mr. Lucas, Mr. Kidd

NAY: None
ABSTAIN: None
ABSENT: Mr. Foster

Valley District: Botetourt County requests a Special Exception Permit with possible conditions, for government buildings, functions for the purpose of a 911 complex on a 2.225-acre parcel in the Industrial, M-1 Use District. This parcel is located at 43 East Park Drive, Roanoke, identified on the Tax Map as 108(13)1.

Mr. Lindsay read the request aloud, as he displayed the zoning and aerial maps on PowerPoint. Mr. Lindsay explained that the Special Exception Permit request was to allow continued government use, adding that government building, functions was not in the ordinance as a by-right use in the mid-1980s. He stated that approval would allow expansion of the fire station, relocate the 911 dispatch center, and construct an additional structure for radio communications.

Mr. Rich Evans, Capital Projects Manager, was present and spoke on behalf of Botetourt County. He emphasized the short turnaround time to test emergency radio equipment.

After questioning from Mr. Snyder, Mr. Evans said they hoped to have permits by the beginning of this September, the radio support building must be online by April 2026, with completion of the project in September 2026. Mr. Evans noted the command center would most likely be in the Fincastle Fire Department, and the current 911 center would be used as backup.

Mrs. Pendleton stated that SEPs, variances or text amendments would be required for proposed towers at the old dump, and across the road from the Read Mountain Fire Department.

Mr. Lucas motioned to forward the Botetourt County Special Exception Permit for government buildings request to the Board of Supervisors with a recommendation of approval.

This recommendation is made on the basis that the requirements of Article V, Division 6 of the Zoning Ordinance have been satisfied, and that the proposal would serve the public necessity, convenience, general welfare and is good zoning practice.

Mr. Snyder seconded the motion, which was approved 4:0:0:1 with the following recorded vote:

AYE: Mr. Snyder, Mr. Lucas, Dr. Leffel, Mr. Kidd
NAY: None
ABSTAIN: None
ABSENT: Mr. Foster

The Botetourt County Board of Supervisors propose text amendments to amend Chapter 25 Zoning Ordinance, Chapter 21 Subdivision Ordinance, and Chapter 24 Water, Sewers and Sewage Disposal for compliance with 2025 House Bill 2660 and other amendments. A descriptive summary of the proposed ordinance changes includes:

- **Revisions to procedures and timelines for approval of preliminary and final subdivision plats**
- **Updated provisions for administrative review and bonding of public improvements**

- **Clarification of definitions and development standards**
- **Updates to mandatory utility connection and off-site infrastructure provisions**
- **Streamlined site plan review procedures under the zoning ordinance**

Mrs. Pendleton read the request for the text amendments aloud. She stated that effective July 1, 2025 two bills, SB 974 and HB 2660 were signed into law. Mrs. Pendleton further stated that HB 2660 shortened statutory timelines for local government and authority action on subdivision plats and site plans, and limited the extent of permissible review. She explained that as a result, Chapters 21 (Subdivision), 24 (Water and Sewer), and 25 (Zoning) Ordinances required appropriate revisions.

Mr. Kidd moved to recommend approval to the Board of Supervisors for the proposed amendments to Chapters 21, 24, and 25 of the Botetourt County Code as presented, to comply with 2025 state legislation, and to improve consistency, administrative clarity, and regulatory efficiency in the subdivision and site plan review processes.

Mr. Snyder seconded the motion, which was approved 4:0:0:1 with the following recorded vote:

AYE:	Mr. Snyder, Mr. Lucas, Dr. Leffel, Mr. Kidd
NAY:	None
ABSTAIN:	None
ABSENT:	Mr. Foster

Mr. Kidd moved to adjourn at 6:45 PM, which was seconded by Mr. Lucas and approved 4:0:0:1 with the following recorded vote:

AYE:	Dr. Leffel, Mr. Snyder, Mr. Kidd, Mr. Lucas
NAY:	None
ABSTAIN:	None
ABSENT:	Mr. Foster