TOWN OF GROTTOES
PLANNING COMMISSION MEETING
March 25, 2025
6:00 p.m.

MEETING CALLED TO ORDER BY CHAIRMAN

- Roll Call

PUBLIC EXPRESSION

APPROVAL OF MINUTES – from the meeting on November 26, 2023

REPORT FROM SECRETARY

REPORT FROM TOWN MANAGER

REPORT OF STANDING COMMITTEES

- **Economic Development Committee-**
- **Comprehensive Plan Committee-**
- **Land Use Committee-**
- **Capital Improvements Committee-**
- **Zoning Committee-**

NEW BUSINESS

1. Nominations for Chairman
2. Nominations for Vice-Chairman
3. Request for Conditional Use Permit - 800 Block Dogwood Avenue, B2 zoning

OLD BUSINESS

ADJOURNMENT

November 26, 2024

The Planning Commission meeting was held on Tuesday, November 26, 2024, at 6:00 p.m. at the Grottoes Town Hall, Grottoes, Virginia.

CALL TO ORDER

Chairman Nicely called the meeting of November 26, 2024 of the Grottoes Planning Commission to order at 6:01 p.m. Chairman Nicely requested a roll call.

ATTENDANCE: Commission Members present: Brooke Haas, Dylan Nicely, Darrel Baker and Maite Taylor. Absent Rene Ehlenfeldt and Michael Kohl.

Other Town Officials present: Town Clerk Jennifer Whetzel; Town Manger Kyle O'Brien, Assistant Town Manager Tara Morris and Police Chief Jason Sullivan.

PUBLIC EXPRESSION – no one signed up to speak

APPROVAL OF MINUTES.

On motion by Commission member Taylor, seconded by Commission member Baker, and carried by a vote of 4-0, voting recorded as follows: Haas – AYE; NICELY – AYE; BAKER – AYE; TAYLOR – AYE, the Commission approved the minutes from the meeting on October 29, 2024.

REPORT FROM SECRETARY – nothing to report.

REPORT FROM THE TOWN MANAGER - nothing to report.

REPORTS OF STANDING COMMITTEES

- **Comprehensive Plan Committee**- Taylor, Chair; Kohl
- **Capital Improvements Committee-** Baker, Chair; Haas
- **Land Use & Zoning Committee-** Ehlenfeldt, Chair

NEW BUSINESS – none

OLD BUSINESS

Jeremy Crute submitted handouts to all Commission members and town staff present regarding the Transportation Chapter, Housing Chapter, and Community Facilities Chapter of the

comprehensive plan. Mr. Crute went over portions of the handouts and asked for any questions or concerns from the commission.

ADJOURN

Chairman Nicely adjourned the meeting at 6:30 pm

_____
Chairman

_____
Secretary

TOWN OF GROTTOES CONDITIONAL (SPECIAL) USE PERMIT

APPLICATION CHECKLIST: Before this application can be accepted for processing, the applicant must submit the following:

A. Complete the application in full and sign. (If not landowner, the landowner must also sign).

B. Enclose sketch as required in application. The sketch must be to scale and no larger than 8-1/2" x 11"

C. Please contact the Assistant to the Town Manager (249-5896) for appointment to review the completed application.

If application is not complete, it will not be accepted.

APPLICANT: KW & DR Properties LLC

Circle if: owner purchaser other

MAILING ADDRESS: 7000 Raines Road Daytime Phone: 540-271-3315

Grottoes VA 24441 Kenny May

City/Town State Zip Contact Person

EMAIL ADDRESS: kennywmay63@gmail.com & erbaughb@outlook.com

PROPERTY ADDRESS: TBD - lots between 8th & 9th St. on Dogwood Ave.

USE APPLIED FOR: A storefront and four-family duplex

PARCEL INFORMATION:

ACREAGE IN PARCEL: .32 acres ZONING: Town

TAX MAP NO: 160D2-1-B61-35,36,37,38 ACREAGE IN REQUEST, IF NOT WHOLE PARCEL:

SIZE AND HEIGHT OF EXISTING OR PROPOSED BUILDING: Proposed - Approx. 6,000 sq ft building, four-family duplex and storefront.

REQUIRED INFORMATION

Section 15.2-2284 of the Code of Virginia states that, "Zoning ordinances and districts shall be drawn and applied with reasonable consideration for the existing use and character of property, the comprehensive plan, the suitability of property for various uses, the trends of growth and change, the current and future requirements of the community as to land for various purposes as determined by population and economic studies and other studies, the transportation requirements of the community, the requirements for airports, housing, schools, parks, playgrounds, recreation areas and other public services, the conservation of natural resources, the preservation of flood plains, the preservation of agricultural and forestall land, the conservation of properties and their values and the encouragement of the most appropriate use of land throughout the locality."

Please answer the following questions and where required, attach additional information to this application. The information provided will be reviewed by Town staff in their analysis of your request.

An application for a conditional use permit shall be considered incomplete when an applicant fails to provide the following required information.

A. Are there any historical features, listed on a national or state registry, located on the property? If so, please provide documentation. No

B. Are there any wetlands or sinkholes, as delineated by a professional engineer, located on the property? If so, please provide documentation. No

C. Are there any known cemeteries located on the property? No

D. Explain in detail your proposal, hours of operation, number of employees, customer trips expected, etc.

Building approx. 6,000 sq ft building - four-family duplex and storefront.

If the applicant wishes to offer any conditions for this special use request, please provide a copy of the of those conditions signed by those property owners listed on the deed of ownership.

FURNISH ON 8 1/2" X 11 PAPER, ONE (1) COPY OF A DRAWING SHOWING:

(1) Size and shape of parcel of land where use or building is to be located.
(2) Location of use of proposed and/or existing buildings---distance from streets and from adjoining property.
(3) Size and shape of proposed and/or existing buildings.
(4) Access to and from property.
(5) Any planned screening or landscaping.
(7) Number and location of off-street parking spaces.
(8) Specify proposed use of area (if not contained in building).

Applicant Signature

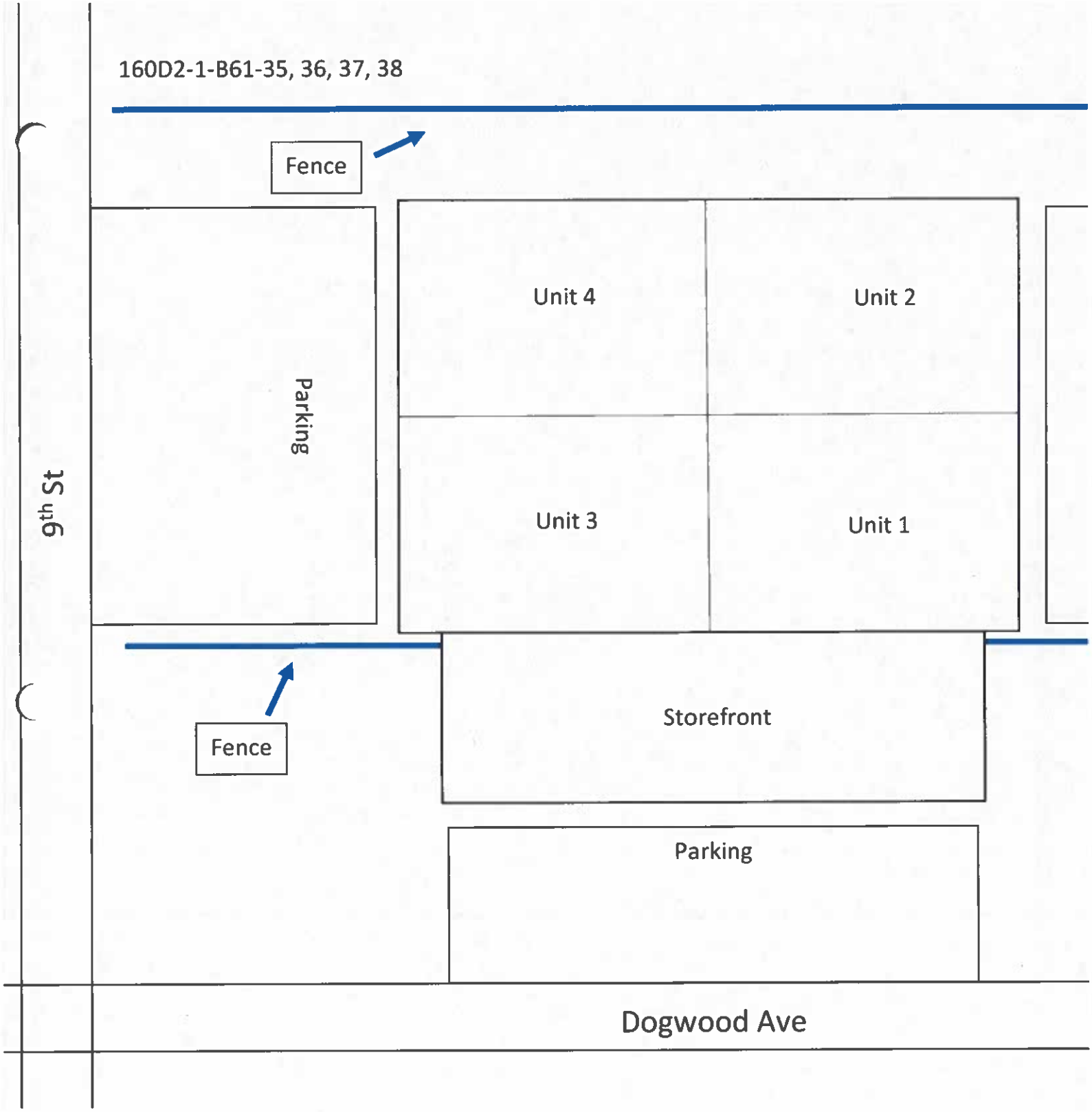
Landowner's Signature
(if different from applicant)

NOTE: ALL APPLICANTS OR LANDOWNERS MUST SIGN THE APPLICATION

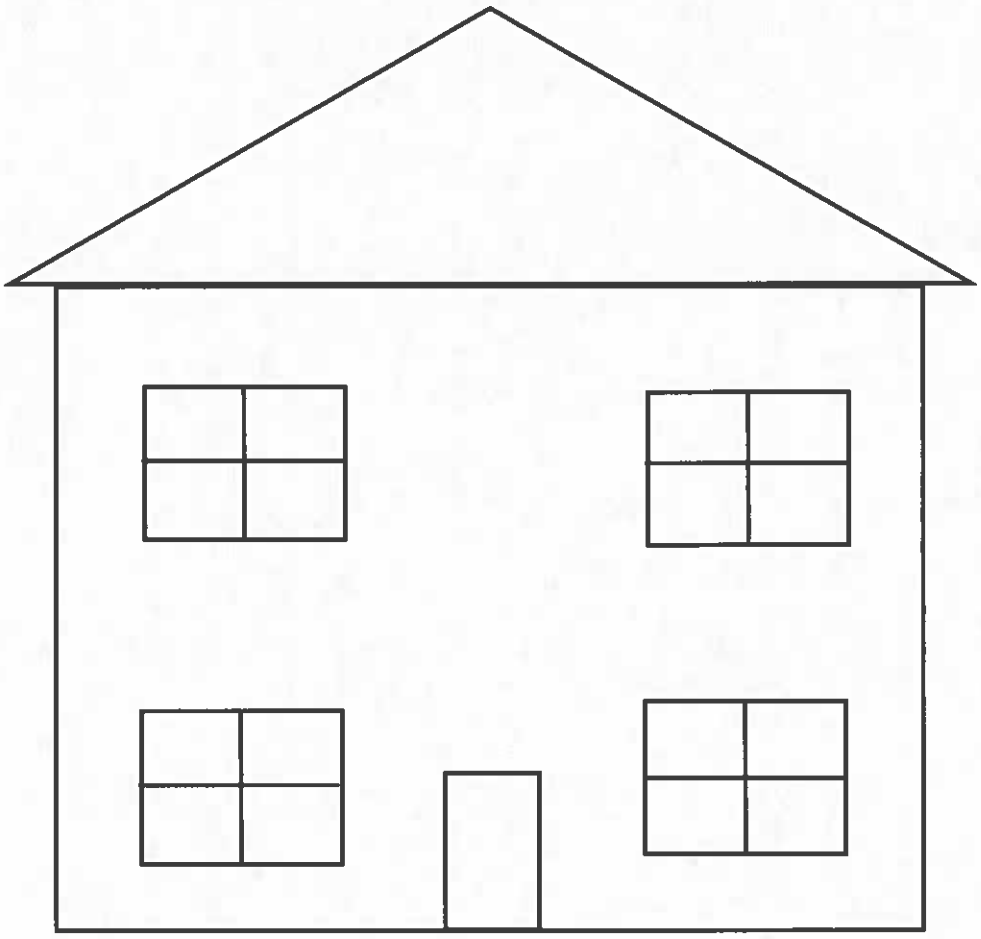
*************FOR OFFICE USE ONLY************

FEE: $200.00 DATE REC: _____ TAXES PAID _____

HEARING DATE: _____ APPROVED / DENIED


160D2-1-B61-35, 36, 37, 38
Fence
Parking
Unit 4
Unit 2
Unit 3
Unit 1
9th St
Fence
Storefront
Parking
Dogwood Ave

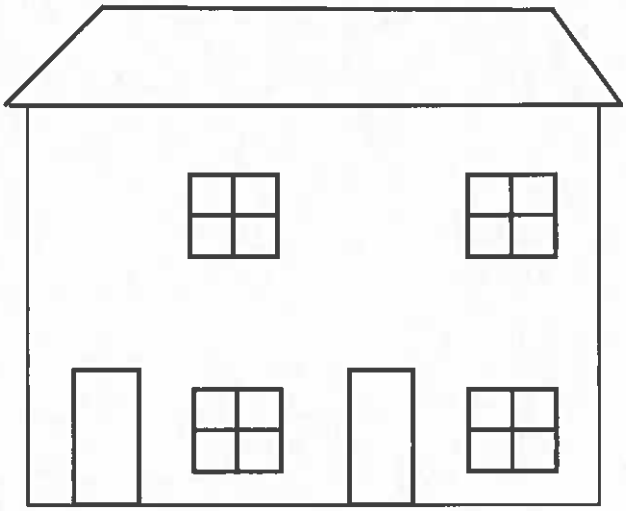
Storefront



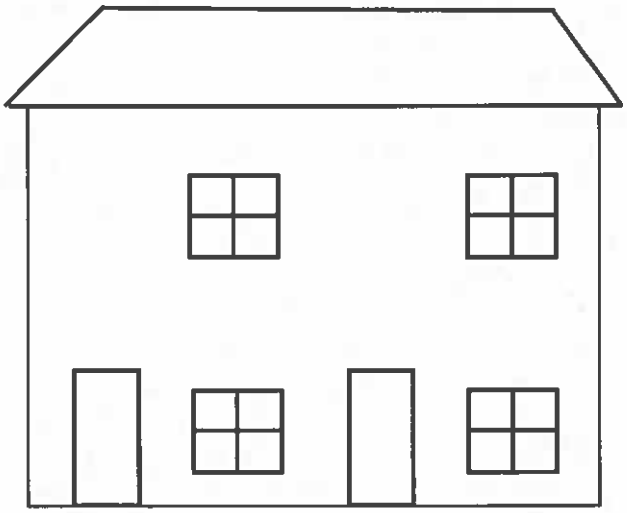
160D2-1-B61-31, 32, 33, 34 and 160D2-1-B61-35, 36, 37, 38

4 Total Duplexes – 2 bedrooms, 1.5 baths –
To be attached on the rear side of the Storefront

2 Duplexes to be attached on the right rear side of the storefront, to be accessed from driveway



2 Duplexes to be attached on the left rear side of the storefront, to be accessed from 9th St.



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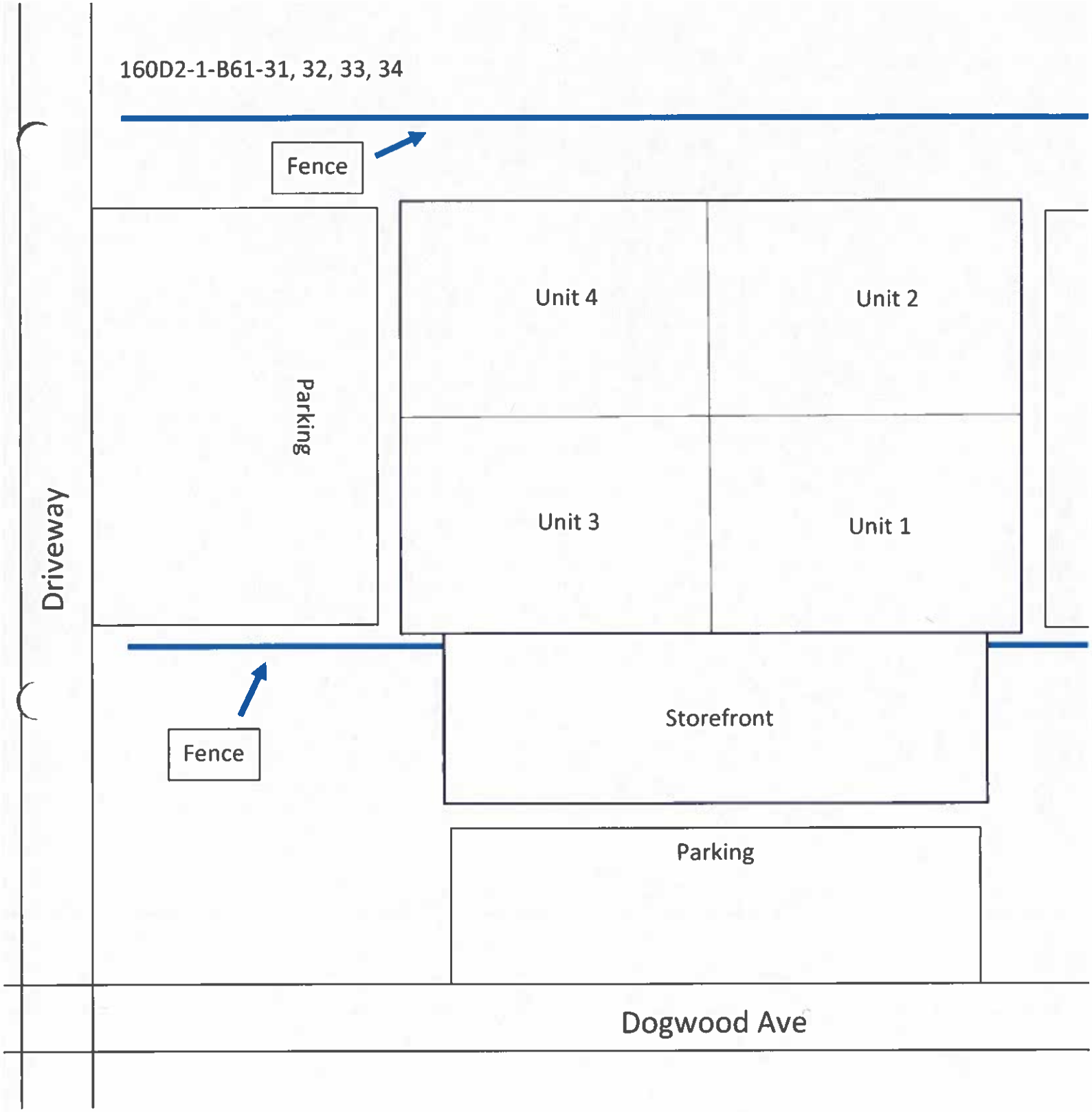
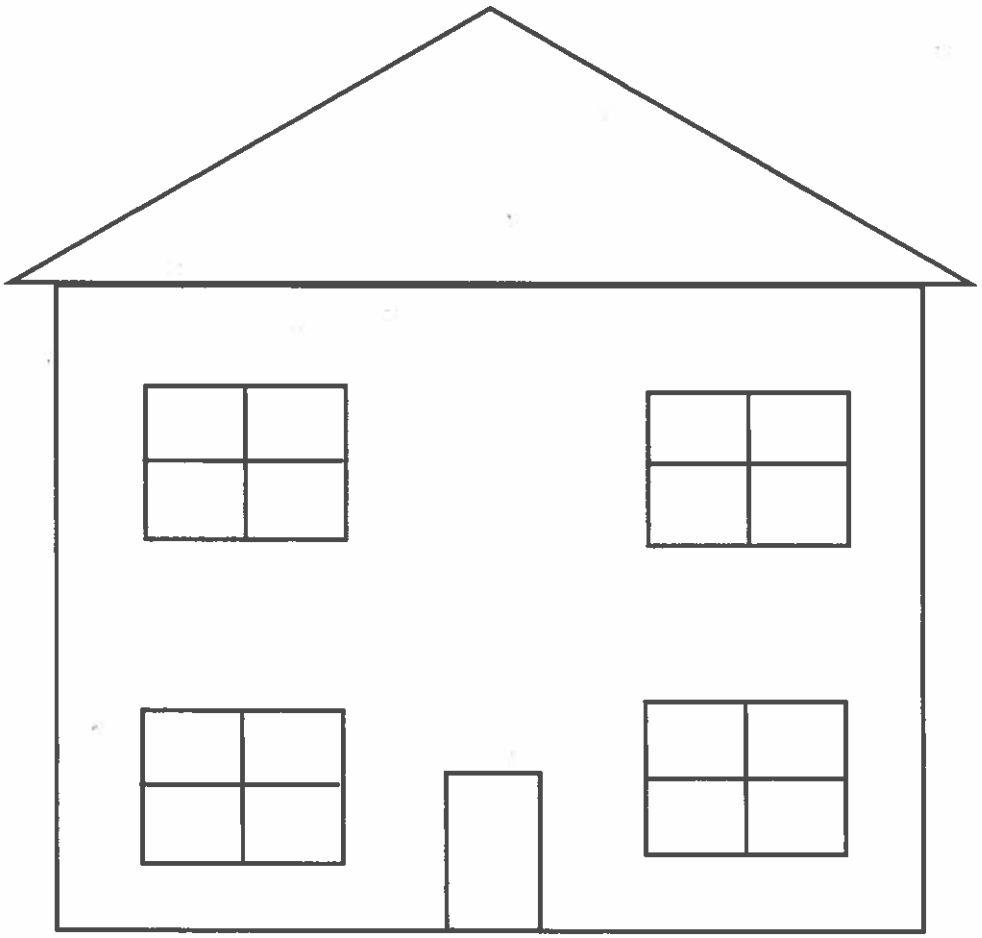


Storefront



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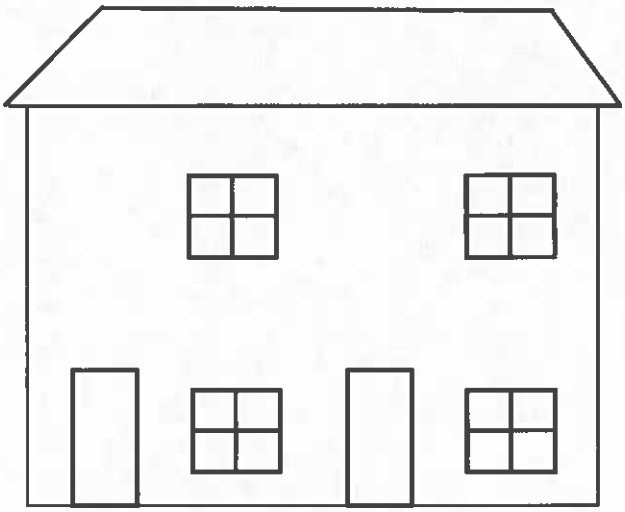

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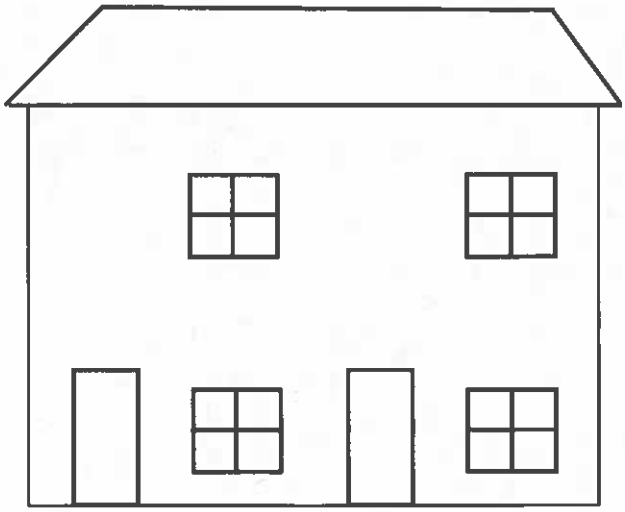

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