



**AGENDA**  
**Wytheville Planning Commission**  
**Thursday, March 10, 2022**  
**6:00 p.m.**  
**Council Chambers**  
**150 East Monroe Street**  
**Wytheville, Virginia 24382**

1. **CALL TO ORDER** — Chairman George F. Wittwer
2. **ESTABLISHMENT OF QUORUM** — Chairman George F. Wittwer
3. **CONSENT AGENDA**
  - A. Minutes of the regular meeting of February 10, 2022
4. **CITIZENS' PERIOD**
5. **OTHER BUSINESS**
  - A. Further review of the Sign Ordinance language
  - B. Continued discussion regarding Solar Energy Facility Regulations
  - C. Review of proposed development on Calhoun Street
  - D. Discussion regarding proposed R-4 Zoning District Regulations
6. **ADJOURNMENT**

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE PLANNING COMMISSION  
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 10, 2022, AT 6:00 P.M.**

Members present: George F. Wittwer, M. Bradley Tate, John W. Jones, Jr., Kenny W. Ervin, Bradford M. Litton, Kevin L. Varney, Cathy D. Pattison

Members absent: None

Others present: Assistant Town Manager Elaine R. Holeton, Town Clerk Sharon G. Corvin, Chief Deputy Clerk Brandi N. Jones, Planning Director John Woods

**RE: CALL TO ORDER, QUORUM**

Chairman Wittwer called the meeting to order and established that a quorum was present.

**RE: CONSENT AGENDA**

Chairman Wittwer presented the consent agenda consisting of the minutes of the regular meeting of January 13, 2022. He inquired of the Commission if there were any additions or corrections to the consent agenda or if there was a motion to approve the consent agenda, as presented. A motion was made by Mr. Jones and seconded by Mr. Ervin to approve the minutes of the regular meeting of January 13, 2022, as presented. Chairman Wittwer inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: For: George F. Wittwer, M. Bradley Tate, John W. Jones, Jr., Kenny W. Ervin, Bradford M. Litton, Kevin L. Varney, Cathy D. Pattison. Against: None.

**RE: CITIZENS' PERIOD**

Chairman Wittwer advised that the next agenda item is Citizens' Period. He noted that there were no citizens attending the meeting, therefore, he would proceed with the agenda.

**RE: RESOLUTIONS – VARNEY AND ERVIN**

Chairman Wittwer advised that the next agenda item is the presentation of resolutions recognizing the service of Mr. Kevin Varney and Mr. Kenny Ervin to the Wytheville Planning Commission. He noted that the terms of Mr. Varney and Mr. Ervin will expire on March 2, 2022. Chairman Wittwer commented that this will be Mr. Varney's last meeting since the Town Council will appoint someone to take his place on the Commission. He remarked that Mr. Ervin will continue to serve until his successor is appointed. Chairman Wittwer explained that it will be necessary for the Planning Commission to adopt these resolutions before they are presented to Mr. Varney and Mr. Ervin. He inquired if there is a motion to adopt the resolutions. A motion was made by Mr. Jones and seconded by Vice-Chairman Tate to adopt the resolutions recognizing the service of Mr. Kevin Varney and Mr. Kenny Ervin to the Wytheville Planning Commission. Chairman Wittwer inquired if there was any discussion on the motion to adopt the resolutions. There being none, the motion was approved with the following voting in favor and there being no opposition: For: George F. Wittwer, M. Bradley Tate, John W. Jones, Jr., Kenny W. Ervin, Bradford M. Litton, Kevin L. Varney, Cathy D. Pattison. Against: None.

Chairman Wittwer read and presented the resolutions to Mr. Varney and Mr. Ervin and a photo was taken.

## **RESOLUTION**

**WHEREAS**, the Planning Commission of the Town of Wytheville, Virginia, desires to express its appreciation for the service of Mr. Kevin L. Varney to the Wytheville Planning Commission; and,

**WHEREAS**, Mr. Varney is deserving of recognition for his dedicated service to the Town of Wytheville Planning Commission; and,

**WHEREAS**, Mr. Varney served the Town of Wytheville Planning Commission for eight years from March 2, 2014, to March 2, 2022; and,

**WHEREAS**, Mr. Varney completed the Virginia Certified Planning Commissioner's Program in 2015 to attain the certification of a certified planning commissioner; and,

**WHEREAS**, Mr. Varney worked faithfully and intently on complex planning issues for the betterment of the Town; and,

**WHEREAS**, the Planning Commission, through the adoption of this resolution, expresses its utmost gratitude and respect.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the Town of Wytheville, Virginia, officially commends Mr. Kevin L. Varney for his exceptional service to the Wytheville Planning Commission.

**BE IT FURTHER RESOLVED** that the Planning Commission of the Town of Wytheville, Virginia, extends to Mr. Kevin L. Varney its best wishes for the future.

## **RESOLUTION**

**WHEREAS**, the Planning Commission of the Town of Wytheville, Virginia, desires to express its appreciation for the service of Mr. Kenny W. Ervin to the Wytheville Planning Commission; and,

**WHEREAS**, Mr. Ervin is deserving of recognition for his dedicated service to the Town of Wytheville Planning Commission; and,

**WHEREAS**, Mr. Ervin served the Town of Wytheville Planning Commission a total of 16 years from May 28, 2004, to June 12, 2015, and from April 10, 2017, to March 2, 2022; and,

**WHEREAS**, Mr. Ervin successfully completed the Virginia Certified Planning Commissioner's Program to attain the certification of a certified planning commissioner; and,

**WHEREAS**, Mr. Ervin worked faithfully and attentively on complex planning issues for the betterment of the Town; and,

**WHEREAS**, the Planning Commission, through the adoption of this resolution, expresses its utmost gratitude and respect.

**NOW, THEREFORE, BE IT RESOLVED** that the Planning Commission of the Town of Wytheville, Virginia, officially commends Mr. Kenny W. Ervin for his exceptional service to the Wytheville Planning Commission.

**BE IT FURTHER RESOLVED** that the Planning Commission of the Town of Wytheville, Virginia, extends to Mr. Kenny W. Ervin its best wishes for the future.

Chairman Wittwer thanked Mr. Varney and Mr. Ervin for their service to the Wytheville Planning Commission and proceeded with the agenda.

**RE: SIGN ORDINANCE REVISIONS**

Chairman Wittwer advised that the next agenda item will be for Town staff to present the changes to the draft Sign Ordinance language. Planning Director Woods stated that he would present highlights of the changes to the proposed ordinance and review the changes quickly with the Commissioners. He noted that if any of the Commission members would like a hard copy of the presentation, he would provide them with a copy. Chairman Wittwer inquired of Planning Director Woods if he could email a copy to each of the Planning Commission members. Planning Director Woods stated that he would do so. He continued to review the revisions to the draft Sign Ordinance. Discussion ensued regarding the different signs including rock signs, banner signs, feather signs, temporary signs, chalkboard signs, etc. Discussion was held on whether the Planning Commission wanted to place a time limit on some of these types of signs, enforce the removal of weathered or damaged signs, etc. Mr. Jones inquired of Planning Director Woods regarding the church signs located on the Town's rights of way throughout town, and why they are allowed. Town Clerk Corvin explained that some of those signs are located on the Town's rights of way because the former Town Manager gave churches permission to place them there with a signed agreement stating that anytime the Town wanted the signs removed, they would have to remove them. Planning Director Woods remarked that it is common for communities to allow churches to post directional signage on the rights of way. Discussion ensued regarding the strict restrictions on signage in the entrance corridors. Mr. Litton inquired regarding pylon signs. Discussion ensued regarding this type of sign and including it in the language of the ordinance. Vice-Chairman Tate inquired regarding the gumby style signs, and he stated that he thinks they are unsightly and a safety issue, even though they draw attention to a business. Planning Director Woods stated that this type of sign will be prohibited in the new Sign Ordinance. Vice-Chairman Tate inquired if any of the setback requirements have changed in the new Sign Ordinance. Discussion ensued regarding the changes to the setback requirements. The Planning Commissioners discussed the number of complaints the Town receives regarding sign issues. Chairman Wittwer inquired of Planning Director Woods what the next steps would be regarding the new Sign Ordinance. Planning Director Woods continued to discuss the next steps that Town staff will address in the future regarding the Sign Ordinance. Chairman Wittwer thanked Planning Director Woods for his hard work, and he inquired if there was any other discussion regarding signs. There being none, he proceeded with the agenda.

**RE: SMALL LOTS**

Mr. Litton inquired regarding the status of small lots and the zoning of these areas. Planning Director Woods stated this is a priority for Town staff in the future. He continued to discuss the different ideas that Town staff has in mind to help the problematic areas.

**RE: ADJOURNMENT**

There being no further business, a motion was duly made, seconded and carried to adjourn the meeting (7:31 p.m.).

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George W. Wittwer, Chairman

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Sharon G. Corvin, CMC, Town Clerk