



AGENDA

WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, JULY 11, 2024 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **CALL TO ORDER - CHAIRMAN BRAD M. LITTON**
2. **ESTABLISHMENT OF QUORUM - CHAIRMAN BRAD M. LITTON**
3. **APPROVAL OF AGENDA (requires motion and roll call vote)**
4. **CONSENT AGENDA**
 - A. Minutes of the regular meeting of May 9, 2024 **(requires motion and vote)**
5. **PRESENTATIONS TO PLANNING COMMISSION**
 - A. Presentation by Mr. Joseph Hand, Jr. regarding the Unified Development Ordinance (UDO)
6. **CITIZENS' PERIOD**
7. **OTHER BUSINESS**
 - A. Discussion regarding the comments received during the two Focus Group Sessions for the Unified Development Ordinance (UDO)
 - B. Discuss next steps for public input
8. **ADJOURNMENT**
 - A. Additional Attachments - May 2024 Council Actions
 - B. Additional Attachments - June 2024 Council Actions

4-A



MINUTES

WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, MAY 09, 2024 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

RE: ATTENDANCE

MEMBERS PRESENT:

Chairman Brad Litton, Vice-Chairwoman Lisa Anderson, Vice-Mayor Cathy Pattison, Mr. Keith Jones, Mr. David Schmidt, Mr. George Wittwer

MEMBERS ABSENT:

Mr. John Jones, Jr.

OTHERS PRESENT:

Assistant Town Manager Elaine HOLETON, Chief Deputy Clerk Brandi Jones, Planning Director John Woods

RE: CALL TO ORDER

Chairman Litton called the meeting to order.

2. RE: ESTABLISHMENT OF QUORUM

Chairman Litton established that a quorum of Planning Commission members was present.

3. RE: APPROVAL OF AGENDA

Chairman Litton advised that the first item on the agenda is the Approval of Agenda. He inquired if there was a motion to approve the agenda as presented.

Motion made by Mr. Wittwer, Seconded by Mr. Jones. Chairman Litton inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mr. Wittwer, Mr. Jones, Vice-Mayor Pattison, Vice-Chairwoman Anderson, Mr. Schmidt, Chairman Litton.

4. RE: CONSENT AGENDA

- A. Chairman Litton presented the consent agenda consisting of the minutes of the regular meeting of February 8, 2024. He inquired if there was a motion to approve the consent agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Mr. Wittwer. Chairman Litton 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: Voting Yea: Chairman Litton, Vice-Chairwoman Anderson, Vice-Mayor Pattison, Mr. Jones, Mr. Schmidt, Mr. Wittwer.

5. **RE: CITIZENS' PERIOD**

Chairman Litton advised that the next agenda item is Citizens' Period. He stated that there are no citizens attending the meeting to address the Planning Commission, therefore, he would proceed with the agenda.

6. **RE: OTHER BUSINESS**

A. **RE: PLANNING COMMISSION RULES OF PROCEDURE**

Chairman Litton advised that the next agenda item is consideration by the Wytheville Planning Commission to adopt the Planning Commission Rules of Procedure, as presented by Assistant Town Manager Elaine Holeyton. Assistant Town Manager Holeyton briefly reviewed the Rules of Procedure and noted that this draft mirrors what the Wytheville Town Council and the Wytheville Board of Zoning Appeals follow. She commented that the Wytheville Planning Commission's Rules of Procedure have been modified to fit the Commission, based on the Code of Virginia statutes for Planning Commissioners. Assistant Town Manager Holeyton commented that at the last Planning Commission meeting, her interpretation was that the Planning Commission agreed with the draft Rules of Procedure, but Town Staff wanted to give the members some time to review the draft document before considering it for adoption. She advised that before opening the floor for discussion, she wanted to note that on page five, under Section 5.4 Regular Meetings, there was an error discovered relating to the meeting day, which will be corrected to state, "second Thursday" instead of "second Tuesday." Assistant Town Manager Holeyton remarked that, at this time, Town Staff would like to discuss the meeting time with the Commissioners to see if there was any interest in changing the meeting time from 6:00 p.m. to 5:00 p.m. or even 4:00 p.m. She stated that Town Staff is agreeable with the meeting time that works best for the Planning Commissioners. Assistant Town Manager Holeyton inquired of the Planning Commissioners what their thoughts were regarding the 6:00 p.m. meeting time. Discussion ensued regarding the meeting time, and it was the consensus of the Planning Commission to leave the meeting time at 6:00 p.m. Assistant Town Manager Holeyton inquired of the Planning Commission if there was anything about the document that they thought should be changed, etc. or if there were any questions about the document. Mr. Schmidt inquired if the Planning Commission had ever had Rules of Procedures to follow. Assistant Town Manager Holeyton stated that there was a historic document that lived but was never reviewed for changes. She explained that with this draft document, each year, at the Planning Commission's annual meeting in January when Officers are elected, the Rules of

Procedure will also be on the agenda for review. She noted, however, this document can be amended at any time, but it will be on the agenda each January. Assistant Town Manager Holeton continued to explain how the Rules of Procedure can be used. The members of the Planning Commission agreed that other than the meeting day correction, the document looked great. Discussion ensued regarding the time limit given to citizens to speak, code of conduct regarding speakers addressing the Planning Commission and where Citizens' Period is located on the agenda. Chairman Litton inquired if there was a motion to adopt the Planning Commission Rules of Procedure with an amendment to Section 5.4 Regular Meetings to state "second Thursday" instead of "second Tuesday."

Motion made by Mr. Jones, Seconded by Vice-Chairwoman Anderson. Chairman Litton 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: Voting Yea: Chairman Litton, Vice-Chairwoman Anderson, Vice-Mayor Pattison, Mr. Jones, Mr. Schmidt, Mr. Wittwer.

B. RE: UNIFIED DEVELOPMENT ORDINANCE (UDO) FOCUS GROUPS

Chairman Litton advised that the next agenda item is the review and discussion regarding the survey questions for the future Unified Development Ordinance (UDO) Focus Groups to be provided by Planning Director John Woods. Planning Director Woods presented the two draft surveys to the Planning Commission that he stated would more than likely change before being presented to the Focus Groups. He remarked that one survey focuses on the UDO from an economic development perspective, and the second survey focuses on the UDO from a housing and neighborhood development perspective. Planning Director Woods reviewed both surveys with the Commissioners. He commented that with this being the first draft, a decision needs to be made as to which of the two styles of questions work the best or if the questions should be a combination of the two styles of questions. Planning Director Woods stated that these questions will serve the first round from the two Focus Groups, and, later, Town Staff will develop a more generalized survey that will be presented to the public. He noted that earlier in the day, he finished the first draft edits of the full UDO, and there is a list of items that still need to be reviewed. Planning Director Woods advised that the draft UDO should be ready for Town Staff to post on the Town's Planning Department webpage within the next day or two. He inquired of the Planning Commissioners if there were any questions or comments regarding the survey. Chairman Litton inquired if the draft surveys presented to the Commissioners at the meeting would be posted online. Planning Director Woods stated that is incorrect, and that the surveys presented at this meeting will be presented to target the members from the Joint Industrial Development Authority and Board of Zoning Appeals for the Focus Group for economic development and real estate developers and construction contractors for the Focus Group for housing and neighborhood development. He commented that another survey will be posted online for the public at a later date. Discussion ensued regarding the different types of Focus Groups that will be assembled and the number of potential candidates on the email list who could possibly serve in a group. Assistant Town Manager Holeton remarked that another option would be to send an email to the list of potential

candidates inquiring if they would be interested in participating in an in-person Focus Group conducted during the evening. She stated that the benefit to this may be that more information regarding the UDO can be explained so that the average citizen will understand and be able to complete the survey without questions. Chairman Litton suggested asking former Planning Commission members to attend the Focus Groups. Assistant Town Manager Holeton stated that this was a great idea, and Town Staff would add former Commissioners to the list. Discussion continued regarding the Focus Groups and the surveys. Assistant Town Manager Holeton stated that following this meeting, if any of the Commissioners have issues regarding the survey questions, let Town Staff know. She explained that during the Focus Group meetings, there would be a presentation by Planning Director Woods, and after the presentation, a discussion would be held among the group, or an in-person poll could be conducted. Discussion ensued regarding the plans for the Focus Group meetings. Assistant Town Manager Holeton inquired if the Planning Commission would agree to cancel the June meeting and hold Focus Group meetings instead. It was the consensus of the Planning Commission to cancel the June meeting unless an application is received by the Town that would require the Planning Commission to meet. Assistant Town Manager Holeton stated that if any of the Planning Commissioners wanted to attend one of the Focus Group sessions to let Town Staff know because only two would be able to attend each session since it is not a regular scheduled meeting.

7. RE: ADJOURNMENT

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (6:38 p.m.)

Bradford M. Litton, Chairman

Brandi N. Jones, Chief Deputy Clerk

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**WYTHEVILLE
PLANNING
COMMISSION**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 11, 2024
Subject:	Presentation – Hand Unified Development Ordinance

SUMMARY:

Mr. Joseph Hand, Jr. will be attending the meeting to discuss the Unified Development Ordinance (UDO) with the Wytheville Planning Commission.

July 3, 2024

Dear members of the Wytheville Planning Commission,

I would like to thank the commission members and staff for their hard work on the proposed UDO. After reviewing the UDO and attending the public meeting I am concerned about the direction this is taking our community. Listed below are concerns I hope to discuss in next week's meeting.

Major concerns:

1. The new UDO is proposing high density housing. This would change the look of our community drastically. These aren't studdle but radical and potentially devastating changes for our citizens.
2. Please help me understand where this idea came from that Wytheville needs high density housing. My research shows this practice is for overpopulated cities with little to no land to build on.

Please share the research that supports this idea for small towns with substantial land for development.

3. How do you take an ODU from a Mid-West City of South Bend In. with a population of 103,000 residents and overlay 95% of that ordinance to an Appalachian Mt town of 8,000 residents?

Wytheville has its own unique vibe and culture and it's important that our local traditions and values be represented in any new ordinance moving forward.

4. Zones, Currently Wytheville has 15 zones. The new ordinance proposes 23 zones. Once again this seems extreme considering we haven't grown in land size or population. How are the citizens expected to know the impact this may have on their property?
5. Set Back Lines, currently there are no setback lines in downtown, however the new proposal places setback lines in Historic Evansham district. This would be devastating considering that several lots in this district encroach on adjacent properties.
6. Flag shaped lots, Wythe County did away with flag shaped lots and now requires state road frontage on all subdivisions after realizing the devastating effects on the county. This proposed ordinance will allow both flag shaped lots and require no street frontage in Wytheville. This can't be allowed to happen. What studies or

research was done to make this determination? This will have a negative impact on our town with no benefit to its citizens.

- 7. Business in R-2 R-3. Wytheville currently does not allow business in R-2 or R-3. This new proposed ordinance will allow and encourage businesses to move and operate out of their homes. Please explain how this supports the Downtown Revitalization efforts. What does the future of downtown look like if the attorneys and other offices relocate? Residential and Business zones should remain separate, to ensure quality of life and safety for all.

- 8. Homestays, this remains a hot topic issue for our community. The citizens are going to require much more information and conversation on this topic. What happens if 25 investors pull their rentals for Air B&B Homestays? Please explain how Homestays supports the overall goal of having more housing units available for our citizens.

- 9. Small house district, this may be the only ordinance that could have a direct effect on affordable housing. However, the current ordinance and proposed ordinance continue to include unnecessary restrictions making development difficult. Why are we telling citizens what materials and trim they must use on their homes? The ordinance even restricts the colors you must use on your foundations. These properties fall under state and local building guidelines and should be treated like all other construction. Please explain this invasive policy.

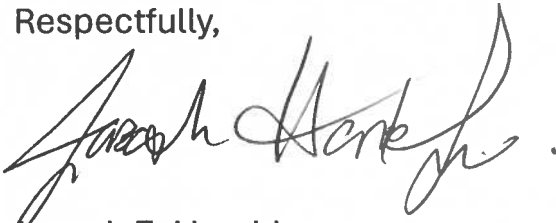
- 10. Comprehensive Plan. Please explain how the proposed ordinance supports Wytheville's current compressive plan.

- 11. Interpeting ordinance. To have consistency throughout the community the ordinances need to be clear. The proposed ordinance leaves too much room for interpretation. This may create confusion and open the door for favoritism.

The citizens of Wytheville deserve a custom UDO that matches our town. I would ask you to remember where we live and who we are as a community.

As a Real Estate Broker for 25 years, I have delt with ordinances extensively throughout my career. As a Certified Planning Commissioner and a previous member Town Council I'm requesting that we slow down and take time to absorb what's being proposed.

Respectfully,

A handwritten signature in black ink, appearing to read "Joseph E. Hand Jr.", written in a cursive style.

Joseph E. Hand Jr,

Owner/Broker RE/MAX Landmark Real Estate
josephhand@embarqmail.com 276-620-6647

7-A

**WYTHEVILLE
PLANNING
COMMISSION**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 11, 2024
Subject:	Unified Development Ordinance (UDO) Focus Groups Summary

SUMMARY:

Planning Director John Woods will present a summary of the input received from the proposed Unified Development Ordinance (UDO) Focus and Community Groups as of June 25, 2024.

Summary of Input from Focus Groups and Community Organizations

(Note: This summary does not include comments from surveys distributed at the focus group meetings. This summary is based on notes taken at various focus group meetings and presentations to community groups.)

Housing Focus Group Meeting

- ❖ A participant at the Housing Focus Group expressed concern that potential zone changes based on the proposed UDO would result in spot zoning.
 - A suggestion was offered to add language defining how zoning designations should be established, with guidance regarding situations where spot zoning may be appropriate. These would reside in Article 3.
 - When a new zoning ordinance is adopted, establishment of zoning that is reflective of current land use would not constitute illegal spot zoning.
 - There was consensus that the UDO should not be a tool to circumvent regulations against spot zoning.
- ❖ A participant suggested that the proposed UDO would create a bureaucratic system to control development in the current B-2 DT Business Zoning District that would work like the Architectural Review Board.
- ❖ At least one participant feels that the proposed UDO expands business use in residential districts. The participant wants us to protect the integrity of residential districts R-1 to R-3 from business uses.
 - The only issue cited to support the assertion that the UDO expands business uses to all residential districts was the homestay use.
 - Based on the comments, we may want to revisit regulations on business and home occupation uses in residential districts.
- ❖ Homestay use commentary.
 - Positive factors mentioned.
 - The use provides earning opportunity for property owners, many of which are on limited incomes.
 - The use provides an economic incentive to maintain and upgrade older dwellings that have often been neglected or abandoned as the regional population declined in recent decades.
 - The use incentivizes investment.
 - Negative factors mentioned.
 - There may be negative impacts on neighbors.
 - Guests might generate noise.
 - The housing supply would be compromised as housing units would no longer be available to local families that provide Wytheville’s workforce.

- Creation of homestays will drive up the cost of housing and drive out lower income families resulting in gentrification.
- Cannot pull it back once implemented.
- Creates competition for hotels, which generates impacts on tax revenues.
- Tax revenue may be lost.
- There is a potential to lose hotels.
- Approaches to consider as ways to deal with focus group concerns.
 - Consider restricting homestays to business districts only.
 - We need to provide opportunities for input from the public (neighbors) when the use is proposed.
 - Control the use tightly through a special use exception process.
 - Create an overlay district where the use is allowed and restrict the use in other areas.
- ❖ Concerns were expressed regarding gentrification.
 - With an increasing housing shortage in our region, some fear that this ordinance may drive up housing costs.
 - Some expressed that we should take care of people here already.
 - The following issues should be considered:
 - Affordability.
 - Aging in place.
 - Encouraging new housing units.
 - Workforce housing.
- ❖ Concerns were raised regarding ADUs.
 - Fears were expressed that ADUs might become a free-for-all as homestays.
 - It was suggested that we review proposed ADU standards to assure that they will not allow proliferation of homestays.
 - One participant was concerned that multiple ADUs would be allowed on one site, which is not the case with the ordinance as proposed.
- ❖ Revisit density for residential areas in all business mixed use areas.
 - There may have been an underlying concern but it was not clear from the comment.
- ❖ It was suggested that we should target development where infrastructure is available.
 - It was suggested to add language that would require demonstration of adequate infrastructure for special exception permit applications.
 - There was a suggestion that the purpose statements for BTS, R-4, and similar new districts include a requirement for locations where infrastructure supports new development.

- It was suggested that we require evidence of sufficient infrastructure resources on rezone applications.
- Evaluation of adequate infrastructure should include sewer pump stations, not just availability of sewer lines at the site.
- ❖ Site plan review checklist.
 - A suggestion was made to provide a checklist for applicants seeking a site plan review approval.
- ❖ Concerns were expressed regarding the new language for the RMH (formerly R-3 MH) Residential Zoning District.
 - Questions were raised regarding whether existing mobile home parks would be allowed to continue. It was explained that the new regulations would apply to any new manufactured home parks and those that were undergoing significant redevelopment.
 - Concerns were expressed about the quality of life and code compliance of aging mobile home parks.
 - Concern was expressed that the regulations might make existing mobile home parks economically unviable.
 - Concern was expressed that this might result in loss of affordable housing.
- ❖ Artisan housing incentives?
 - A question was raised as to whether incentives might be offered to encourage artisan residences or establishments in the proposed Residential Artisan Zoning District.
- ❖ Some concern was expressed that current stormwater management regulations may not be adequate to address new development.
 - Special exception and rezone conditions should include storm water management considerations.
 - Concern was expressed regarding how we address projects that fall under the one acre threshold.
 - It was suggested that we revisit stormwater management in development and subdivision standards.

Economic Development Focus Group Meeting

- ❖ A suggestion was made that we should share information with civic groups such as the Lions Club, Rotary, the American Association of University Women, and other similar groups.
- ❖ Comments regarding the proposal to eliminate minimum parking requirements for commercial use.
 - Concerns were expressed over parking spillover into residential areas. The issue seemed to focus on being careful to assure that parking for business districts does not spill over into adjoining residential areas when minimum parking requirements are eliminated.

- The effort to right-size parking for commercial sites was strongly supported by several business owners that have been involved in the process of developing commercial properties. Owners of hotels spoke most enthusiastically about the proposed change.
- There was support for right sizing parking requirements for multi-family complexes while maintaining minimum parking requirements for those residential uses.
- ❖ Mixed use hotels for BTS
 - A request was made to formalize “mixed-use hotels” as a unique land use type. The use would be characterized as having a hotel facility with other business uses integrated into the lobby or other first floor space. The other uses might include restaurants, bars, gift shops, and similar facilities.
- ❖ Hotels and residential uses
 - Much of this discussion focused on the Homestay land use. Comments related to homestays were combined with the comments related to the Homestay issue as included in the Housing Focus Group comments.
 - Concern was raised regarding the loss of hotels that may be converted into longer term rental properties.

7-B

**WYTHEVILLE
PLANNING
COMMISSION**



**AGENDA ITEM
INFORMATION**

Meeting Date:	July 11, 2024
Subject:	Unified Development Ordinance (UDO) Public Input

SUMMARY:

After reviewing the comments received from the Focus Groups, Planning Director Woods will discuss how the Planning Commission would like Town Staff to proceed regarding the public’s input for the proposed Unified Development Ordinance (UDO).

There are no attachments for this agenda item.

8-A

COUNCIL ACTION LETTER
Staff Assignments and Information

May 13, 2024 Number 591

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

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| <p>1. Approved the meeting agenda, as amended.</p> <p>2. Approved the consent agenda consisting of the minutes of the regular meeting of April 22, 2024.</p> <p>3. Approved proceeding with the Veterans Banner Project.</p> <p>4. Conducted a public hearing to consider Ordinance No. 1433, the Budget Ordinance for Fiscal Year 2024-25. Approved Ordinance No. 1433, on second, but not final, reading.</p> <p>5. Conducted a public hearing to receive bids and consider the sale of a non-exclusive franchise, privilege, lease or right for an electric, light, heat, and power transmission and distribution system in the Town of Wytheville. Read the bids aloud and accepted the high bid from Appalachian Power Company contingent upon the negotiation by Town staff of an appropriate franchise agreement to be submitted to the Council for approval.</p> <p>6. Approved the request of the Wytheville Training School Cultural Center for traffic control on Saturday, July 20, 2024, for a Street Fair event.</p> <p>7. Approved a resolution from the Virginia Department of Transportation for Project Funding and Commitment and Signature Authority.</p> <p>8. Approved a resolution supporting a Smart Scale Application to provide a pedestrian corridor on North Fourth Street from Commonwealth Drive to Northwinds Apartments.</p> | <p>3. Town Manager – proceed with project</p> <p>4. Town Clerk – place on next Town Council meeting agenda</p> <p>5. Town Manager – proceed with franchise negotiations
Town Clerk – place on next Town Council meeting agenda</p> <p>6. Assistant Town Manager – notify applicant of approval</p> <p>7. Director of Planning – forward resolution to VDOT</p> <p>8. Director of Planning – forward resolution to VDOT</p> |
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- 9. Approved a resolution recognizing the George Wythe High School Sports Teams and Academic Teams.
 - 10. Scheduled a Work Session for May 28, 2024, at 4:30 p.m. to hold a Meet and Greet Session with an applicant to be considered for appointment to the Wytheville Tree Advisory Committee.
 - 11. Scheduled a public hearing for the May 28, 2024, Town Council meeting to consider a Community Development Block Grant Application for the Monroe Street Housing Production Project.
 - 12. Scheduled a public hearing for the June 10, 2024, Town Council meeting to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped portion of West Pine Street, extending between North 16th Street and North 18th Street, and appointed the Public Works Committee as viewers for this street vacation request.
 - 13. Consensus of the Town Council to place the Town Mowing Regulations as an insert in the next mailing of water bills.
 - 14. Consensus of the Town Council to present a resolution to the Vintage Baseball Team to recognize them for their efforts.
 - 15. Approved Friday, July 5, 2024, as a one-time Town employee holiday due to the July 4th holiday.
 - 16. Conducted a closed meeting pursuant to § 2.2-3711 (A.) (3.) Discussion regarding the proposed acquisition of real property for a public purpose and certified the closed meeting.
- 9. **Town Clerk** – forward resolution to George Wythe High School
 - 10. **Town Clerk** – advise applicant of Meet and Greet Session
Deputy Clerk – prepare Work Session package
 - 11. **Town Clerk** – place on next Town Council meeting agenda
Chief Deputy Clerk – forward legal notice to news media
 - 12. **Town Clerk** – place on June 10, 2024, Town Council meeting agenda
Chief Deputy Clerk – forward legal notice to news media
 - 13. **Town Treasurer** – include insert in next mailing of water bills
 - 14. **Town Clerk** – prepare resolution
 - 15. **Human Resources Department** – advise employees of additional one-time holiday

COUNCIL ACTION LETTER Staff Assignments and Information

May 28, 2024

Number 592

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

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| <ol style="list-style-type: none">1. Approved the meeting agenda, as amended.2. Approved the consent agenda consisting of the minutes of the regular meeting of May 13, 2024.3. Conducted a public hearing to consider a Community Development Block Grant application for the Monroe Street Housing Production Project and adopted a resolution supporting the project.4. Adopted Ordinance No. 1433, on third and final reading.5. Appointed Mr. Brandon Stuart to the Wytheville Tree Advisory Committee for a four year term (term expires 5/14/28).6. Scheduled a public hearing for the June 24, 2024, Town Council meeting to consider the request of the Virginia Department of Transportation for the Town to donate a small parcel of property located at the intersection of Main Street and 12th Street.7. Reviewed Ordinance No. 1434, an ordinance to repeal Chapter 10, Planning and Development, Article IV. Erosion and Sediment Control, and to remove Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia. | <ol style="list-style-type: none">3. Assistant Town Manager – forward resolution with application5. Town Clerk – notify applicant of appointment6. Chief Deputy Clerk – send legal notice to news media7. Town Clerk – place on next Town Council meeting agenda |
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8-B

Wytheville Town Council Action Letter Staff Assignments and Information

June 10, 2024

Number 593

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

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| <ol style="list-style-type: none"> 1. Approved the meeting agenda. 2. Approved the consent agenda consisting of the minutes of the work session and the regular meeting of May 28, 2024. 3. Conducted a public hearing to consider the request of Ronald E. Houseman, Jr. and Mark Alan Harman, Trustee of the Mark Alan Harman Trust, to vacate an undeveloped portion of West Pine Street extending between North 16th Street and North 18th Street. Adopted Ordinance No. 1435 to discontinue and vacate this property and authorized the Town Manager to sign the deed of conveyance, on first and final reading. 4. Adopted Ordinance No. 1434, an ordinance renaming Chapter 10, Planning and Development, and repealing Article IV. Erosion and Sediment Control and Article V. Impervious Land Area Stormwater Management, of the Code of the Town of Wytheville, Virginia, on first and final reading. 5. Adopted Ordinance No. 1437, an ordinance establishing a Stand-Alone Policy for an Erosion and Sediment Control Program for the Town of Wytheville, Virginia, on first and final reading. 6. Scheduled a Work Session for Monday, June 24, 2024, at 4:30 p.m. to hold a Meet and Greet Session with an applicant being considered for appointment to the Wytheville Tree Advisory Committee. 7. Scheduled a public hearing for the Monday, June 24, 2024, Town Council meeting to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year. | <ol style="list-style-type: none"> 3. Town Manager – execute quitclaim deeds 4. Town Clerk – amend Town Code 5. Director of Public Utilities and Engineering – implement new policy 6. Town Clerk – schedule Meet and Greet Session 7. Chief Deputy Clerk- send legal notice to news media |
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- 8. Accepted the retirement announcement of Town Treasurer Michael G. Stephens, effective August 30, 2024.

Wytheville Town Council Action Letter Staff Assignments and Information

June 24, 2024

Number 594

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

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| <ol style="list-style-type: none"> 1. Approved the meeting agenda. 2. Approved the consent agenda consisting of the minutes the regular meeting of June 10, 2024. 3. Presented a resolution to Devoted To You recognizing their efforts for the “A Christmas to Remember” event. 4. Adopted a resolution recognizing the Wytheville Statesmen Baseball Team and presented the resolution to the baseball team. 5. Conducted a public hearing to consider the donation of a small parcel of Town-owned property located at the intersection of Main Street and 12th Street to the Virginia Department of Transportation (VDOT), and adopted Ordinance No. 1438, an ordinance discontinuing and vacating a small parcel of Town-owned property located at the intersection of Main Street and 12th Street to be donated to the Virginia Department of Transportation, on first and final reading. 6. Conducted a public hearing to consider appropriations to the Fiscal Year 2023-24 departmental budgets due to unexpected expenditures during the fiscal year, and approved the appropriations to the Fiscal Year 2023-24 departmental budgets and authorized the Town Treasurer to make the departmental transfers. 7. Adopted Ordinance No. 1436, an ordinance repealing Chapter 7, Licenses and Business Regulations, Article III. Taxicabs, of the Code of the Town of Wytheville, Virginia, on first and final reading. | <ol style="list-style-type: none"> 6. Town Treasurer – make appropriations to the Fiscal Year 2023-24 budget 7. Town Clerk – amend Town Code |
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- 8. Appointed Ms. DeAnne Irving to the Wytheville Tree Advisory Committee for a four-year term (term expires May 14, 2028).
 - 9. Scheduled a Work Session for Monday, July 8, 2024, at 4:00 p.m. to hold Meet and Greet Sessions with applicants being considered for appointment to the Wytheville Tree Advisory Committee to fill the expired term of Mr. Wythe Morris (term expired May 14, 2024).
 - 10. Scheduled a public hearing for the July 22, 2024, Town Council meeting to consider a General Obligation Bond in the amount of \$800,000 for capital improvements to the Town's wastewater facilities.
 - 11. Approved the issuance of a maximum of 50 hunting permits on Town-owned land on Sand Mountain.
 - 12. Heard a presentation from the Virginia Department of Rail and Public Transportation requesting to construct a Virginia Breeze Bus Service transit stop on Monroe Street near the Elizabeth Brown Memorial Park and adopted a resolution authorizing the Virginia Department of Rail and Public Transportation to construct a new transit stop at this location.
 - 13. Conducted a closed meeting pursuant to §2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and a discussion regarding a pending vacancy of an appointed position, and pursuant to §2.2-3711 (A.) (19.) Discussion regarding plans related to the security of the Wytheville Municipal Building located at 150 East Monroe Street, and certified the closed meeting.
 - 14. Schedule a closed meeting for the July 8, 2024, Town Council meeting pursuant to §2.2-3711 (A.) (1.) Discussion regarding performance appraisals and salaries for appointed employees, and a discussion regarding a pending vacancy of an appointed position.
- 8. **Town Clerk** - notify applicant of appointment
 - 9. **Town Clerk** – Schedule Meet and Greet Sessions
Deputy Clerk – Prepare Work Session agenda
 - 10. **Chief Deputy Clerk** – send legal notice to news media
 - 11. **Chief Deputy Clerk** – send notice to news media
 - 12. **Planning Director** – send resolution to the Virginia Department of Rail and Public Transportation
 - 14. **Town Clerk** – place on next Town Council meeting agenda