



AGENDA

WYTHEVILLE PLANNING COMMISSION

THURSDAY, NOVEMBER 10, 2022 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 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 September 8, 2022
4. **SUBDIVISION REQUEST**
 - A. Consider the application request of Mr. Jacob Hunter Gamble for the subdivision of property owned by Mr. Phil Toblemann, which is located at 435 West Union Street, in an R-3 Residential Zoning District
5. **RECOMMENDATION TO TOWN COUNCIL**
 - A. Recommendation to Town Council to consider the application request of Mr. Jacob Hunter Gamble for the subdivision of property owned by Mr. Phil Toblemann, which is located at 435 West Union Street, in an R-3 Residential Zoning District
6. **CITIZENS' PERIOD**
7. **OTHER BUSINESS**
 - A. General Status Update - Unified Development Ordinance
(Information to be presented at the meeting.)
 - B. Discuss the rewrite of the Subdivision Ordinance
(Information to be presented at the meeting.)
 - C. Conduct Special Exception Permit training
(Information to be presented at the meeting.)
 - D. Discussion regarding outdoor woodburning furnaces
 - E. Consider dispensing with the December 8, 2022, Planning Commission meeting due to the holidays
8. **ADJOURNMENT**
 - A. Additional Attachments Included - Council Actions



MINUTES

WYTHEVILLE PLANNING COMMISSION

THURSDAY, SEPTEMBER 08, 2022 AT 6:00 PM
COUNCIL CHAMBERS - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **UNAPPROVED MINUTES**

RE: ATTENDANCE

MEMBERS PRESENT:

- Mr. Brad Litton
- Mr. John Jones
- Vice-Mayor Cathy Pattison
- Vice-Chairman Bradley Tate
- Mr. David Schmidt
- Ms. Lisa Anderson

MEMBERS ABSENT:

- Chairman George Wittwer

OTHERS PRESENT:

- Assistant Town Manager Elaine R. Holeton
- Chief Deputy Clerk Brandi N. Jones
- Planning Director John Woods
- Mayor Beth A. Taylor
- Leslie Woodzell
- Denise Clay

RE: CALL TO ORDER

In the absence of Chairman Wittwer, Vice-Chairman Tate called the meeting to order.

2. **RE: ESTABLISHMENT OF QUORUM**

Vice-Chairman Tate established that a quorum of Planning Commission members was present.

3. **RE: CONSENT AGENDA**

- A. Vice-Chairman Tate presented the consent agenda consisting of the minutes of the regular meeting of August 8, 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.

Motion made by Mr. Jones, Seconded by Mr. Schmidt.
Voting Yea: Mr. Litton, Mr. Jones, Vice-Chairman Tate, Mr. Schmidt, Ms. Anderson.
Voting Abstaining: Vice-Mayor Pattison. Vice-Mayor Pattison advised that she abstained from voting because she was absent from the August 8, 2022, meeting.

A. **RE: PUBLIC HEARING - KENNETH AND JENNIFER PEEPLES SPECIAL EXCEPTION PERMIT REQUEST**

Vice-Chairman Tate advised that the meeting constituted a public hearing (due notice having been given) to consider the request of Kenneth and Jennifer Peeples for a Special Exception Permit to use property located on the north side of North Fourth Street, between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District. He noted that at this time, he would open the public hearing. Planning Director John Woods provided a Staff Report to the Planning Commissioners. He noted that after the Planning Commission package was sent to the Commissioners, Town staff received an email from a neighbor, Ms. Denise Clay, who stated in her email that she was not opposed to the Peeples' request. He remarked that Town staff has provided a copy of the email to each of the Planning Commissioners for their review. Planning Director Woods stated that if Vice-Chairman Tate wishes to do so, he may read Ms. Clay's comments so that they can be entered into the record. Vice-Chairman Tate declined to do so, however, a copy of Ms. Clay's email is attached with the minutes. He advised that there are three citizens attending the meeting who stated on the sign-in sheet that they did not wish to address the Planning Commission. Vice-Chairman Tate remarked that unless the citizens have changed their minds and wished to address the Planning Commission during the public hearing, he would declare the public hearing closed and proceed with the agenda.

5. **RE: RECOMMENDATIONS TO TOWN COUNCIL - KENNETH AND JENNIFER PEEPLES SPECIAL EXCEPTION PERMIT REQUEST**

A. Vice-Chairman Tate advised that the next agenda item is the recommendation to the Town Council to consider the request of Kenneth and Jennifer Peeples for a Special Exception Permit to use property located on the north side of North Fourth Street, between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District. He inquired if there was any discussion regarding the Peeples' request. Mr. Jones inquired if the Planning Commission can recommend the Special Exception Permit as it was recommended for the Clines. Planning Director Woods inquired if Mr. Jones was referring to the conditions. Mr. Jones stated that is correct. Planning Director Woods advised that the Planning Commission is permitted to make the same recommendation. Mr. Schmidt inquired if the property is transferrable since it is listed as an LLC. He inquired if the request is for the individuals or for the LLC. Mr. Jones stated that the Special Exception Permit is for individuals who own the property. Mr. Schmidt inquired if the Peeples were allowed to sell the property and transfer it to other individuals. Mr. Jones advised that the Special Exception Permit is non-transferable. Mr. Schmidt remarked that he wanted to make sure and that is why he asked that question. Vice-Chairman Tate inquired if there was a motion for a recommendation to the Town

Council to approve the Peeples' Special Exception Permit request with the following conditions: (1) The number of horses on this property shall be limited to four (4) horses at any time.; (2) The Special Exception Permit shall be issued only to Mr. Kenneth G. Peeples and Ms. Jennifer D. Peeples and shall not be nontransferable.; (3) The horses shall never have access to the creek on the property and grazing shall only be permitted on the land as indicated on the plat.; (4) The Special Exception Permit shall be reviewed annually.; and, (5) Failure to comply with these conditions shall be grounds for rescinding this Special Exception Permit.

Motion made by Mr. Jones, Seconded by Mr. Litton.

The motion was approved with the following voting results, by roll call vote: Voting Yea: Mr. Litton, Mr. Jones, Vice-Mayor Pattison, Vice-Chairman Tate, Mr. Schmidt, Ms. Anderson.

6. RE: CITIZENS' PERIOD

Vice-Chairman Tate advised that the next agenda item is Citizens' Period. He inquired if anyone wished to address the Commission during Citizens' Period. There being none, he proceeded with the agenda.

7. RE: OTHER BUSINESS

- A. Vice-Chairman Tate advised that the next agenda item is the discussion regarding the proposed land use table and zoning district purpose statements for the draft Unified Development Ordinance (UDO). Planning Director Woods reviewed the draft Unified Development Ordinance with the Planning Commissioners. He inquired if the Commission members would tell him if there are items in the draft ordinance that they wished to be changed. He continued to review the proposed land uses and the zoning district purpose statements. Planning Director Woods inquired if there were any questions or comments. Mr. Litton inquired where the chart or the key to the proposed ordinance is located and what each symbol means. Planning Director Woods stated that the open block represents the conditional uses and the asterisk represents the Special Exception Permits. He remarked that if there are not any more questions, he would proceed. Planning Director Woods continued to review the proposed zoning district uses with the Planning Commission. During the R-3MH Zoning District discussion, Mr. Schmidt suggested that Town staff combine the R-3 and R-3MH Zoning Districts and place mobile homes in the R-3 Residential Zoning District. Mr. Litton inquired if that would be considered spot zoning. Planning Director Woods stated that it would be regulated consistently instead of opposed to trying to adapt R-1 Residential, R-3 Residential, B-1 Business and all of the other zoning districts to accommodate the use for mobile home parks. Discussion ensued regarding the development of mobile home parks. Vice-Chairman Tate requested Planning Director Woods to email the draft UDO to the Planning Commission members that is being presented at this meeting. Planning Director Woods stated that he would do so. He continued to review the proposed draft UDO with the Planning Commission members. He reviewed the new proposed zoning districts which includes the BR-1 Business Residential, BR-2 Business Residential, MA-1 Medical Arts, B-1 Business Mixed Use, B-2 Business Mixed Use, MR-1 Artisan Residential, Rural Business Overlay, Civic Overlay, Open Space and Conservation

Overlay and the Flood Plain Overlay. Vice-Chairman Tate inquired of Planning Director Woods if Cline's Body Shop, which is located on Old Stage Road, would be included in the Rural Business Overlay. Planning Director Woods stated that this is a good point, and he would make a note to include it on the next draft. Planning Director Woods discussed the B-2 DT Business Downtown, M-1 Industrial, M-1M Industrial and M-2 Industrial Zoning Districts and the Entrance Corridor Overlay in the proposed draft UDO. Mr. Litton inquired if Planning Director Woods could explain to the Commissioners what each symbol represents on the Land Use Chart they received for the draft UDO. Planning Director Woods advised that the solid block represents a by-right use, the open block represents a condition use and the asterisk represents a Special Exception Permit. Vice-Chairman Tate thanked Planning Director Woods for his work on the draft UDO.

8. RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:08 p.m.).

M. Bradley Tate, Vice-Chairman

Brandi N. Jones, Chief Deputy Clerk

SUBD-22-3

Subdivision of Land Application

Status: Active

Date Created: Aug 17, 2022

Applicant

Jacob Hunter Gamble
hgamble@handp.com
370 S 4th St.
Wytheville, Virginia 24382
2762280008

Primary Location

435 West Union Street
Wytheville, VA 24382

Owner:

1340 WEST MAIN LLC. (PHIL TOBLEMANN)
495 S. 6TH ST. Wytheville, VA 24382

Process and Instructions

1. Complete the subdivision application and attach a digital copy of the deed of the subject parcel, plat of subdivision (in PDF format), and other required information and submit it through the online permitting system.
2. Pay the fees per the instructions you will receive through the online permitting system.
3. If the subdivision application is approved, the Town Engineering Department will return the form, with signed approval back to you at the contact you provide.
4. After the subdivision application has been approved, seven (7) signed paper copies of the proposed subdivision plat shall be submitted to the Town Engineering Department at the contact shown in the header for verification and acquisition of the final Town Agent signature and approval.
5. After final signatures have been acquired the Town Engineering Department will cause the plat to be recorded in the Clerk of Court of Wythe County utilizing the recording fee(s) as provided by the applicant.
6. Once recorded the Town Engineering Department will notify the applicant at the email and/or phone contact that you provide.

Subdivision Information

Does the applicant own the parcel(s) involved?

Yes

Type of Subdivision

Major Subdivision

Parcel Information

Tax Parcel Number(s)

41A-1-113-6

Number of Existing Lots/Parcels

1

Number of Proposed Lots/Parcels

4

Land Use Information

Existing Use

Residential

Proposed Use

Residential

Will a Change in Zoning District be Required

No

Existing Zoning District

R-3

If you are not sure of the current Zoning District for your site, please contact the Town of Wytheville Planning Office at 276-223-3361 for more information, or enter the desired Zoning District above.

Does Any Portion of This Property Lie in a FEMA Special Flood Hazard Area?

No

If you are not sure of the Flood Zone status for your site, please contact the Town of Wytheville Planning Office at 276-223-3361 for more information.

Additional Site Development Information

Will Onsite Stormwater Management Facilities be Provided?

No

If your project involves creation of new impervious surfaces such as roads or buildings, you may be required to provide stormwater management facilities to protect downstream properties from increased flooding.

Will This Subdivision Require the Acquisition of Off-Site Utility Easement(s)

No

Evidence that required easements have been acquired and recorded must be provided before approval of subdivision application can be granted.

Will This Subdivision Use Existing Public Water & Sanitary Sewer Systems?

Yes

If not, please provide or attach the necessary Virginia Department of Health (VDH) documents.

Will This Subdivision Involve the Construction & Dedication of Any New Public Utilities?

No

You will be required to provide public utility easements of at least 20 feet in width for all public utilities crossing private property.

Will This Subdivision Involve the Construction & Dedication of a New Public Street



No

If This Subdivision Involves the Construction & Dedication of New Public Streets and Public Utilities, A Subdivision Agreement Must Be Completed

Signature

Jacob Hunter Gamble
08/17/2022







Attachments

-  Subd 17 x 22.pdf
Uploaded by Jacob Hunter Gamble on Aug 17, 2022 at 3:07 pm
-  210003424.pdf
Uploaded by Jacob Hunter Gamble on Aug 17, 2022 at 3:09 pm

History

Date	Activity
Aug 17, 2022 at 2:56 pm	Jacob Hunter Gamble started a draft of Record SUBD-22-3
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerCity from "" to "Wytheville"
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerName from "" to "1340 WEST MAIN LLC. (PHIL TOBLEMANN)"
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerPhoneNo from "" to "276-620-4137"
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerPostalCode from "" to "24382"
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerState from "" to "VA"
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerStreetName from "" to "S. 6TH ST."
Aug 17, 2022 at 3:03 pm	Jacob Hunter Gamble altered Record SUBD-22-3, changed ownerStreetNo from "" to "495"
Aug 17, 2022 at 3:11 pm	Jacob Hunter Gamble submitted Record SUBD-22-3
Aug 17, 2022 at 3:11 pm	approval step Intake Review was assigned to Billy Anderson on Record SUBD-22-3
Aug 22, 2022 at 8:45 am	Billy Anderson changed Type of Subdivision from "Minor Subdivision" to "Major Subdivision" on Record SUBD-22-3
Aug 22, 2022 at 8:45 am	Billy Anderson approved approval step Intake Review on Record SUBD-22-3
Aug 22, 2022 at 8:45 am	approval step Subdivision Review was assigned to Billy Anderson on Record SUBD-22-3

Timeline

Label	Status	Activated	Completed	Assignee	Due Date
 Intake Review	Complete	Aug 17, 2022 at 3:11 pm	Aug 22, 2022 at 8:45 am	Billy Anderson	-
 Subdivision Review	Active	Aug 22, 2022 at 8:45 am	-	Billy Anderson	-
 Fee Review	Inactive	-	-	-	-
 Major Subdivision Review Fee	Inactive	-	-	-	-
 Recording Fee Notification and Collection	Inactive	-	-	-	-
 Recording	Inactive	-	-	-	-

CLR210003424

Deed Prepared By:
Robert P. Kaase, Esq.
Attorney at Law
430 West Main Street
Wytheville, VA 24382
Without Title Examination

TAX MAP REFERENCE NO. 041A-001-0113-0006
Title Insurance Underwriter: None
Consideration: \$59,500.00
Tax Assessed Value: \$45,800.00
Return To: Philip C. Tobelmann
495 South 6th Street
Wytheville, VA 24382

THIS DEED, made and entered into this 20th day of October, 2021, by and between VELMA E. REED, widow, Grantor, and 1340 WEST MAIN LLC. Grantee.

WITNESSETH:

THAT FOR and in consideration of the sum of Fifty Nine Thousand, Five Hundred Dollars (\$59,500.00) the receipt of which being hereby acknowledged, the Grantor, does hereby bargain, sell, grant and convey, with general warranty of title, unto the Grantee, in fee simple, all of her right, title and interest in and to that certain tract or parcel of land, together with its improvements and appurtenances thereto belonging, situated in the Town of Wytheville, Wythe County, Virginia, and described as follows:

All that certain tract or parcel of land, containing 1.050 acres, by survey, with metes and bounds as shown on plat of survey made by H. L. Loutherm, C.L.S., dated July 26, 1993, which plat was recorded in the office of the Clerk of the Circuit Court of Wythe County, Virginia, in Deed Book 416 at page 105, and being the same property conveyed from Fannie Webb McGlothlin, Executrix of the Estate of Laura B. Webb, deceased, to Dallas C. Reed, Jr., and Velma E. Reed, husband and wife, as tenants by the entirety with right of survivorship as at common law, by deed dated March 3, 1995, recorded in the aforesaid Clerk's Office in Deed Book 443 at page 96.

Dallas C. Reed, Jr., died November 11, 2016, survived by his widow, Velma E. Reed, Grantor herein, leaving her as the fee simple owner of the hereinbefore described property.

Reference is hereby made to the aforementioned deed and survey plat for the further description of the property hereby conveyed.

Examined Oct 27, 20 21
Philip C. Tobelmann
495 S. 6th St., Wytheville
Tests: Mary Ellen King Dep. Clerk

Returned to. Philip Tobelman

This conveyance is made subject to such conditions, reservations, restrictions and easements of record to the extent that they may lawfully apply to the property hereby conveyed.

Possession of the premises shall be delivered by Grantor to Grantee with the delivery of this deed.

Real Estate taxes for 2021 shall be prorated between Grantor and Grantee as of the date of delivery of this deed.

No title examination was performed by Robert P. Kaase, attorney at law.

Witness the following signature and seal:

Velma E. Reed (SEAL)
VELMA E. REED

STATE OF VIRGINIA
COUNTY OF WYTHE, to wit:

22nd The foregoing instrument was acknowledged before me by Velma E. Reed this day of October, 2021.

My commission expires: 09/30/2023

Notary registration number: 7828693



Mary Ellen King
Notary Public

INSTRUMENT 210003424
RECORDED IN THE CLERK'S OFFICE OF
WYTHE CIRCUIT COURT ON
OCTOBER 22, 2021 AT 01:19 PM
\$59.50 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-802 OF THE VA. CODE
STATE: \$29.75 LOCAL: \$29.75
JEREMIAH E. MUSSER, CLERK
RECORDED BY: MEK

Maryellen King

NOTES:

1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE AS PER DATE OF THIS PLAT AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
3. THE AREA SHOWN HEREON IS LOCATED IN FLOOD HAZARD ZONE 'X' AND IS NOT LOCATED WITHIN FLOOD HAZARD ZONE 'A' FOR A 100 YEAR FLOOD AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AS SHOWN ON COMMUNITY-PANEL MAP #51197C0204D DATED 05-02-2008.
4. SUBJECT PROPERTY IS CURRENTLY SERVED BY PUBLIC WATER AND PUBLIC SANITARY SEWER.
5. THE ORIGINAL ACREAGE FOR THE EXISTING LOT IS 1.043 ACRES. THE INTENT OF THIS PLAT IS TO CREATE FOUR (4) NEW LOTS FROM THE ONE (1) EXISTING LOT.
6. THE SUBJECT PROPERTY IS CURRENTLY ZONED R-3 (RESIDENTIAL). REFER TO ARTICLE VIII (RESIDENTIAL R-3) OF THE CURRENT TOWN OF WYTHEVILLE ZONING ORDINANCE, WHICH STATES FRONT BUILDING SETBACK LINE IS A MINIMUM OF 15' BUT SHALL FOLLOW THE STREET LINE OF THE FRONT WALL OF NEIGHBORING HOUSES, REAR SETBACK LINE IS 25', AND SIDE SETBACK LINE IS 12'.
7. THE ORIGINAL SANITARY SEWER EASEMENT PER D.B. 104 PG. 163 CALLS FOR AN UNSPECIFIED WIDTH EASEMENT. THIS PLAT HEREBY DEDICATES A 15' WIDE SANITARY SEWER EASEMENT CENTERED ON EXISTING MANHOLES AND SHOWN HEREON.

SOURCE OF TITLE:

THE AREA SHOWN WAS ACQUIRED BY 1340 WEST MAIN LLC. FROM VELMA E. REED BY DEED DATED OCTOBER 20, 2021 AS RECORDED IN INSTR. #210003424 OF THE CIRCUIT COURT CLERKS OFFICE OF WYTHE COUNTY, VIRGINIA.

SUBJECT PLAT OF REFERENCE:

PLAT BY H. L. LOUTHEN TITLED "PROPERTY OF LAURA B. WEBB EST." AND DATED "JULY 26, 1993". RECORDED IN D.B. 416 PG. 105.

CERTIFICATE OF APPROVAL:

THIS SUBDIVISION PLAT KNOWN AS MINOR SUBDIVISION OF T.M. #41A-1-113-6. PROPERTY OF 1340 WEST MAIN LLC. IS IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE ADMITTED TO RECORD

AGENT TOWN OF WYTHEVILLE DATE

PROPERTY ADDRESS
435 W. UNION ST.
WYTHEVILLE, VA. 24382

OWNER'S CONSENT

THIS IS TO CERTIFY THAT THIS MINOR SUBDIVISION AS SHOWN HEREON HAS BEEN PREPARED WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY.

REPRESENTATIVE OF 1340 WEST MAIN LLC

COMMONWEALTH OF VIRGINIA
STATE OF VIRGINIA
COUNTY/CITY OF _____

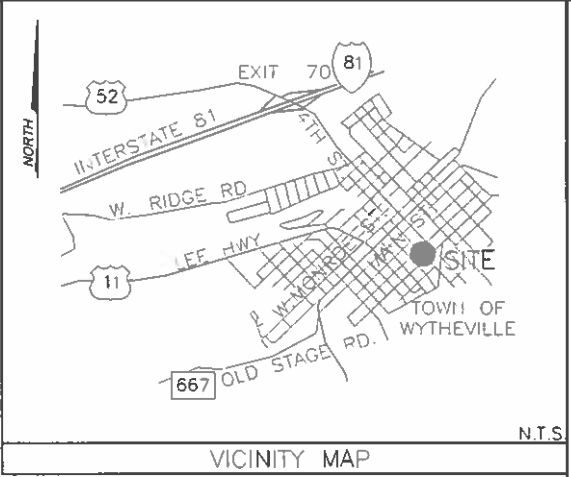
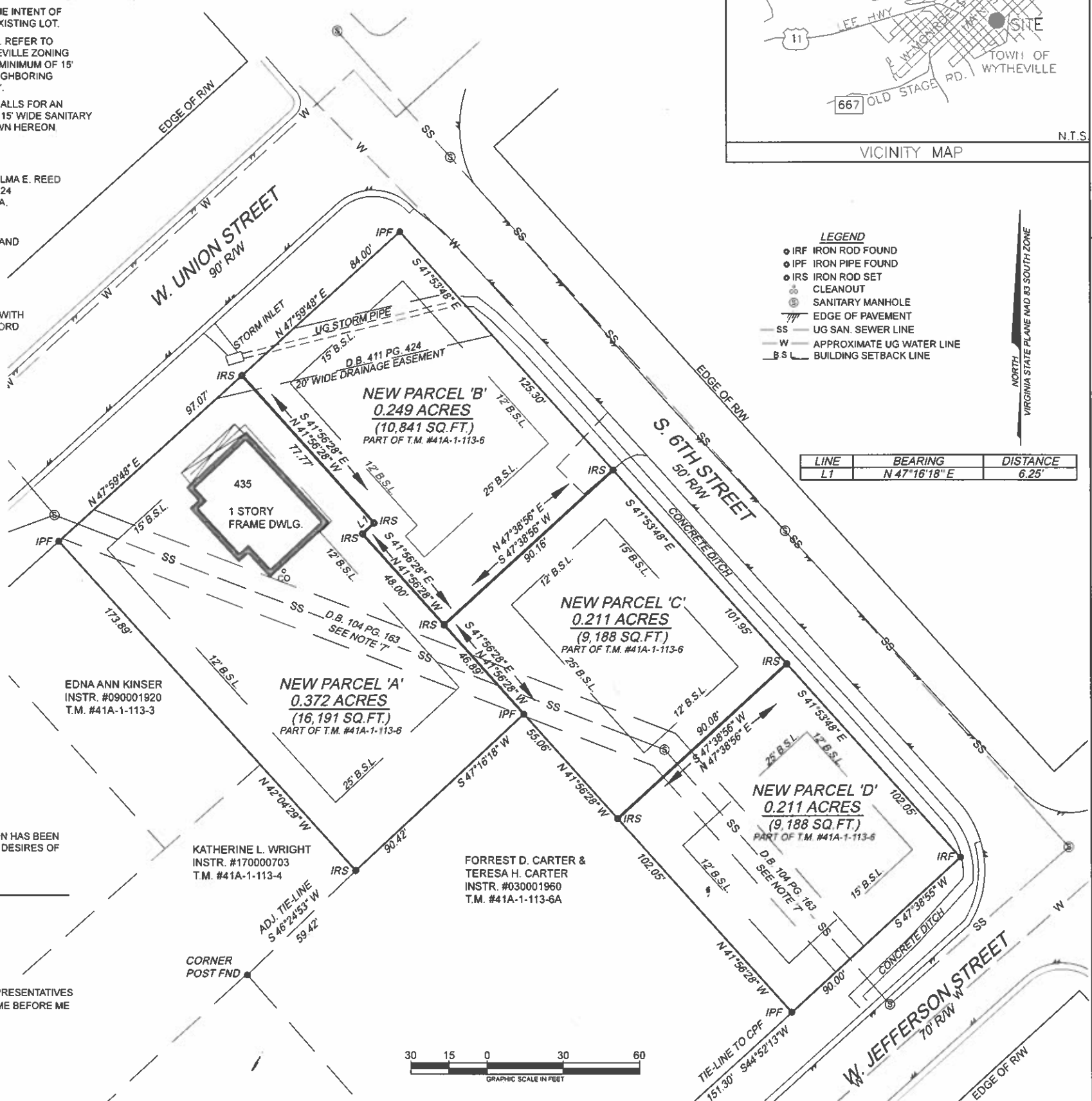
I, _____, A NOTARY PUBLIC IN AND FOR THE STATE AFORESAID, DO HEREBY CERTIFY THAT THE OWNERS/REPRESENTATIVES WHOSE NAMES ARE SIGNED HEREON HAVE ACKNOWLEDGED THE SAME BEFORE ME THIS ____ DAY OF _____, 20____.
MY COMMISSION EXPIRES: _____.

NOTARY PUBLIC

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF, THAT ALL OF THE REQUIREMENTS OF THE TOWN COUNCIL AND THE ORDINANCES OF TOWN OF WYTHEVILLE, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITH THE TOWN HAVE BEEN MET. I ALSO CERTIFY THAT THE SOURCE OF TITLES SHOWN FOR THE SUBJECT LOTS ARE THE LAST INSTRUMENTS IN THE CHAIN OF TITLE.

BRADLEY TATE L.S. NO. 2794 DATE _____



HURT & PROFFIT
INSPIRED / RESPONSIVE / TRUSTED

HP

HANDP.COM
WYTHEVILLE, VA. 24382
276.228.0008
370 S 4TH STREET

SURVEYING • LAND DEVELOPMENT • ENVIRONMENTAL ENGINEERING • CONSTRUCTION TESTING & INSPECTION • GEOTECHNICAL • CULTURAL RESOURCES

PLAT SHOWING
MINOR SUBDIVISION OF T.M. #41A-1-113-6
PROPERTY OF 1340 WEST MAIN, LLC.
WEST WYTHEVILLE MAG. DISTRICT, TOWN OF WYTHEVILLE, VIRGINIA

PROJECT NO.	20221028
FILE NO.	
LAT.	36.944253°
LONG	-81.082355°
DATE	08-17-2022
DRAWN BY:	JHG
CHECKED BY:	MBT



SHEET NO. 1 OF 1
REV.

Oct 28, 2022 - 8:50am \\saram1\Projects\2022\0821\028\Survey\CAD\dwg\Subd.dwg

COUNCIL ACTION LETTER Staff Assignments and Information

September 12, 2022

Number 553

ACTIONS TAKEN OR DISCUSSED

1. Approved the consent agenda consisting of the minutes of the regular meeting of August 22, 2022.
2. Upon recommendation of the Budget and Finance Committee, approved amending the Fiscal Year 2022-23 budget to appropriate \$10,500 to Account Number 011010-5682 to restore the Main Street Program to full staffing level.
3. Scheduled a public hearing for the October 11, 2022, Town Council meeting to consider the request of Kenneth and Jennifer Peeples for a Special Exception Permit to use property located on the north side of North Fourth Street between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49 as pasture for four (4) horses, in an R-3 Residential Zoning District.

STAFF ASSIGNMENTS

2. **Town Treasurer** – amend budget
3. **Chief Deputy Clerk** – send legal notice to news media

COUNCIL ACTION LETTER
Staff Assignments and Information

September 26, 2022 Number 554

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

- 1. Approved the meeting agenda as presented.
- 2. Approved the consent agenda consisting of the minutes of the regular meeting of September 12, 2022.
- 3. Reappointed Mr. Jeffrey Lucas to the Wytheville Economic Development Authority for a four year term (expires December 12, 2026).
- 4. Appointed Ms. Lisa Anderson to the Wytheville Redevelopment and Housing Authority for a four year term (expires September 8, 2026).
- 5. Adopted a resolution supporting the issuance of a revenue bond by the New River Regional Water Authority and acknowledging certain matters with respect to the bond, including a moral obligation to make certain appropriations in support of the Authority.
- 6. Adopted an amended resolution waiving the Peddler’s License fee for food truck operators participating in events sponsored by the Town of Wytheville, Downtown Wytheville, Incorporated, Wythe County Joint Industrial Development Authority or Wytheville-Wythe-Bland Chamber of Commerce until December 31, 2023.

- 3. **Town Clerk** - advise by letter
- 4. **Town Clerk** – advise by letter
- 5. **Town Clerk** – forward resolution to bond counsel
- 6. **Town Treasurer** – implement new policy

COUNCIL ACTION LETTER

Staff Assignments and Information

October 11, 2022

Number 555

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

1. Approved the meeting agenda as presented.
2. Approved the consent agenda consisting of the minutes of the regular meeting of September 26, 2022.
3. Conducted a public hearing to consider the request of Kenneth G. and Jennifer D. Peebles for a Special Exception Permit to use property located on the north side of North Fourth Street between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District.
4. Tabled providing a one-time sponsorship to the Treasurer’s Association of Virginia in the amount of \$10,000.
5. As recommended by the Budget and Finance Committee, approved a \$500,000 loan be transferred from the General Fund to the Wastewater Fund.
6. Adopted Ordinance No. 1415, an ordinance amending and reenacting Chapter 2, Administration, Article VIII. Technology Zone, Section 2-242. Tax Incentives for Technology Businesses, of the Code of the Town of Wytheville, Virginia, on first and final reading.
7. Tabled Ordinance No. 1416, an ordinance amending and reenacting Chapter 9, Offenses – Miscellaneous, Article I. In General, Division 1. Generally, Section 9-26. Trespassing Upon, Damaging Property, enforcement – Town Property, of the Code of the Town of Wytheville, Virginia.

5. **Town Treasurer** – transfer funds
6. **Town Clerk** – amend Town Code.

8. Approved the issuance of a Special Exception Permit to Kenneth G. and Jennifer D. Peebles for a Special Exception Permit to use property located on the north side of North Fourth Street between Tremough Drive and Fairfield Lane, Tax Parcel 24A-1-49, as pasture for four (4) horses, in an R-3 Residential Zoning District, with stipulations.

9. Established the Personal Property Tax Reimbursement Rate at 29.28 percent.

8. **Town Clerk** – send permit to applicants

9. **Town Treasurer** – implement new Personal Property Tax Reimbursement Rate

COUNCIL ACTION LETTER Staff Assignments and Information

October 24, 2022

Number 556

ACTIONS TAKEN OR DISCUSSED

STAFF ASSIGNMENTS

- | | |
|---|--|
| <ol style="list-style-type: none">1. Approved the meeting agenda as presented.2. Approved the consent agenda consisting of the minutes of the regular meeting of October 11, 2022.3. Adopted Ordinance No. 1417, an ordinance repealing Ordinance No. 1259, and repealing Chapter 9, Offenses – Miscellaneous, Article I. In General, Division 2. Solicitation and Aggressive Solicitation Restrictions, Sections 9-37. Soliciting, 9-38. Permitted Conduct and 9-39. Penalty, of the Code of the Town of Wytheville, Virginia, on first and final reading.4. Adopted a Resolution of Endorsement for Downtown Wytheville Systemic Pedestrian Safety Improvements.5. Adopted a Resolution of Endorsement for East Main Street - Wytheville Community College Systemic Pedestrian Safety Improvements. | <ol style="list-style-type: none">3. Town Clerk – amend Town Code4. Director of Planning – forward to VDOT5. Director of Planning - forward to VDOT |
|---|--|