



# AGENDA

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 25, 2023 AT 5:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILWOMAN HOLLY E. ATKINS
5. **APPROVAL OF AGENDA** (requires motion and roll call vote)
6. **6:00 P.M. RECESS** (if necessary)
7. **CONSENT AGENDA**
  - A.** Minutes of the work session and the regular meeting of September 11, 2023 (requires motion and vote)
8. **CITIZENS' PERIOD**
9. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
  - A.** Request of George Wythe High School to close 1st Street, between Main and Monroe Streets, and Main Street, from 1st Street to 12th Street, to conduct their Homecoming Parade on Thursday, October 5, 2023, from 6:00 p.m. to 7:00 p.m.
    1. Staff Report/Presentation by Assistant Town Manager Elaine HOLETON
    2. Consideration by the Town Council to approve the parade request (**requires motion and vote**)
  - B.** Consideration of a resolution supporting the Monroe Street Traffic Calming Project Highway Safety Improvement Program (HSIP) application
    1. Staff Report/Presentation by Planning Director John Woods
    2. Consideration by the Town Council to adopt the resolution (**requires motion and roll call vote**)
  - C.** Consideration of a resolution supporting the Road Diet Highway Safety Improvement Program (HSIP) application for Peppers Ferry Road
    1. Staff Report/Presentation by Planning Director John Woods

2. Consideration by the Town Council to approve the resolution (**requires motion and roll call vote**)

**D. Consideration of the Asbury Lane Subdivision Plat, Phase I**

1. Staff Report/Presentation by Assistant Town Engineer Billy Anderson

2. Consideration by the Town Council to approve the Asbury Lane Subdivision Plat, Phase I (**requires motion and roll call vote**)

**E. Consideration of a resolution recognizing Town volunteers who serve on Committees, Boards and Authorities**

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to approve the resolution (**requires motion and vote**)

**F. Amend the Fiscal Year 2023-24 Budget to appropriate \$10,500 for the HVAC system at the Heritage Preservation Center**

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to amend the Fiscal Year 2023-24 Budget to appropriate \$10,500 for the HVAC system at the Heritage Preservation Center (**requires motion and roll call vote**)

**10. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN**

**11. REPORTS**

**A. Staff Report(s) - TOWN MANAGER BRIAN FREEMAN**

**B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN**

**12. OTHER BUSINESS**

**A. Update regarding the Peppers Ferry Road Sidewalk ADA Upgrade Project**

1. Staff Report/Presentation by Town Manager Freeman or Planning Director John Woods

**B. Review of proposed Rehabilitation Zone Program**

1. Staff Report/Presentation by Assistant Town Manager Elaine HOLETON

**C. Notification of vacancies/upcoming vacancies on Town Committees/Boards**

1. Staff Report/Presentation by Town Clerk Sherry Corvin

**D. Update regarding the Volunteer Appreciation Event**

1. Staff Report/Presentation by Town Clerk Sherry Corvin

**E. Council Member Time**

**F. Miscellaneous**

(1) Council Committee Reports; (2) October Town Council Meeting Calendar; (3) Other

**13. CLOSED MEETING**

**A. 6:00 p.m. Closed meeting pursuant to § 2.2-3711 (A.) (1.) Interview with candidate for Town Attorney position (requires motion and vote)**

**B. Certification of Closed Meeting (requires motion and roll call vote)**

**14. ADJOURNMENT**

**7-A**



**MINUTES**  
**TOWN COUNCIL WORK SESSION**  
**MONDAY, SEPTEMBER 11, 2023 AT 4:00 PM**  
**COUNCIL CHAMBERS, 150 EAST MONROE STREET**  
**WYTHEVILLE, VA 24382**

**1. UNAPPROVED MINUTES**

**Persons Present:**

- Beth A. Taylor – Mayor
- Cathy Pattison – Vice- Mayor
- Holly Atkins – Council Member
- Gary Gillman – Council Member
- Candice Johnson – Council Member
- Brian Freeman – Town Manager
- Elaine Holeton – Assistant Town Manager
- Sherry Corvin – Town Clerk
- Paul Cassell – Interim Town Attorney
- John Woods – Planning Director
- Josh Sharitz – Parks and Recreation Director
- Todd Wolford – Downtown Wytheville, Inc. Executive Director
- Police Officer – Ernest Williams

**Persons Absent:**

None

**2. ITEMS TO BE DISCUSSED**

**A. APPROVAL OF AGENDA**

Mayor Taylor advised that the first item on the agenda is the Approval of Agenda, and this required a motion and approval by the Council. She inquired if there was a motion to approve the Work Session agenda as presented.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results and there being no opposition, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**B. RE: DISCUSSION REGARDING HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) APPLICATIONS - PEPPERS FERRY ROAD/MONROE STREET**

Mayor Taylor advised that the next item on the agenda is the discussion regarding Highway Safety Improvement Program (HSIP) applications regarding traffic calming on Peppers Ferry Road/Monroe Street. Town Manager Freeman stated that Planning Director John Woods will present an overview of proposed traffic changes on Peppers Ferry Road and Monroe Street. Planning Director Woods then presented information regarding the possible techniques that can be used for traffic control for the Peppers Ferry Road and Monroe Street Projects. Councilwoman Atkins discussed some of her concerns regarding these techniques, and inquired if there could be small rumble strips installed in the new street painting. Director Woods advised that rumble strips are an option. Discussion was held regarding the possible rumble strip options and continuing street parking for Monroe Street. Director Woods then gave the Council some information regarding a road diet and how it can help calm the area of Peppers Ferry Road and Monroe Street. Councilwoman Atkins stated that she likes the idea of a road diet. Discussion continued regarding the road diet and the improvements that it could make. Assistant Town Manager Holeyton inquired if the HSIP was funded completely this year. Director Woods stated that is correct. Discussion continued regarding the HSIP applications and solutions to the speeding issues on Peppers Ferry Road and Monroe Street. It was the consensus of the Council to have Planning Director Woods come back to the next Town Council meeting with a more refined plan from 7th and 11th Streets.

There being no further business to be discussed, the Work Session was adjourned (4:50 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, SEPTEMBER 11, 2023 AT 5:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

**1. UNAPPROVED MINUTES**

**RE: ATTENDANCE**

**MEMBERS PRESENT:**

Mayor Beth Taylor, Vice-Mayor Cathy Pattison, Councilwoman Holly Atkins, Councilman Gary Gillman, Councilwoman Candice Johnson

**MEMBERS ABSENT:**

None

**OTHERS PRESENT:**

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Planning Director John Woods, Parks and Recreation Director Josh Sharitz, Downtown Wytheville, Incorporated Executive Director Todd Wolford, Police Chief Joel Hash, Police Sergeant Jerrod Sadler, Police Officer Ernie Williams, Thalia Rodriguez, Megan Woods, Judy Buck, Dean Pratt, Scott Mecimore, Donnie Buck, Jim Cohen, Kevin Wallington, Kerry Eans, Glenda Crockett-Eans, Nancy Martin, Kirk Chamberlain, Julia Stephens

**2. RE: CALL TO ORDER**

Mayor Taylor called the meeting to order.

**3. RE: ESTABLISHMENT OF QUORUM**

Mayor Taylor established that a quorum of Council members was present.

**4. RE: PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Councilman Gillman.

**5. RE: APPROVAL OF AGENDA**

Mayor Taylor advised that the next agenda item is the Approval of Agenda. She inquired if there was a motion to approve the agenda as presented.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor 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: Councilman

Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**6. RE: CONSENT AGENDA**

- A. Mayor Taylor presented the consent agenda consisting of the minutes of the work session and the regular meeting of August 28, 2023. She inquired if there was a motion to approve the minutes of the work session and the regular meeting of August 28, 2023, as presented.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**7. RE: PRESENTATIONS TO TOWN COUNCIL**

**A. RE: PRESENTATION REGARDING FACADE PROGRAM**

Mayor Taylor advised that the next agenda item is a presentation by Downtown Wytheville, Incorporated Executive Director Todd Wolford regarding the Facade Program. Executive Director Wolford stated that he did not have a presentation because he had already presented the information to the Town Council but noted that he is attending the meeting to answer any questions about the Facade Program that the Council may have from the information they received in their packets. Councilwoman Johnson thanked Mr. Wolford for his hard work on the information he had presented to the Council. Councilwoman Atkins inquired of Mr. Wolford as to when the applications would be available and when an applicant would be able to start. Mr. Wolford advised that as soon as the program is reinstated by the Council, the applications will be sent out on a first come first served basis. Mayor Taylor inquired if there were any other questions for Mr. Wolford.

Mayor Taylor advised that it would now be necessary for the Council to consider reinstating the Facade Program. She inquired if there was a motion to approve reinstating the Facade Program.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

**8. RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there is one citizen who stated on the sign-in sheet that they wished to address the Council during Citizens' Period. She requested that when she calls the name on the sign-in sheet for that person to please come to the podium to speak and state his or her name and address for the recording of the minutes.

Ms. Thalia Rodriguez was recognized and stated that she resides at 210 West Spring Street in Wytheville. She noted that she is attending the meeting to address the Council as the Market Manager of the Board of Directors of the Wytheville Farmers Market. Ms. Rodriguez stated that she is attending the meeting to address a matter that came to their knowledge just two days prior to the meeting. She remarked that they have come to the understanding that the Farmers Market building has been requested to be used as a warming shelter. Ms. Rodriguez advised that the Farmers Market Board is not opposed to a warming shelter in the community to help address people who are experiencing homelessness, but the Farmers Market Board of Directors believes that this could significantly disrupt their market operations for several reasons. She continued to discuss the reasons why the Farmers Market Board of Directors feels that a warming shelter would not be a good fit for the Wytheville Farmers Market building. Ms. Rodriguez thanked the Council for allowing her to speak on this matter. Mayor Taylor and the other Council members thanked Ms. Rodriguez for her comments.

Mayor Taylor inquired if there were any others who wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

**9. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**

**A. RE: CHURCH STREET TRUNK OR TREAT EVENT**

Mayor Taylor advised that the next agenda item is to consider the request of the Wytheville Police Department and the Wytheville Fire and Rescue Department to close a portion of Spring and Church Streets on October 31, 2023, from 4:30 p.m. to 9:30 p.m. for the Church Street Trunk or Treat Event. Assistant Town Manager Elaine HOLETON briefly reviewed the request with the Town Council. She advised that the Safety and Events Committee has reviewed this request and recommends that the request be approved. Mayor Taylor inquired if this event is still under the umbrella of the Town's insurance policy. Assistant Town Manager HOLETON stated that this is a partnership between the Public Safety Departments and the original founder of the event, Ms. Bonnie Wright. She inquired of Town Clerk Corvin to confirm that the event was covered under the Town's insurance policy. Town Clerk Corvin stated that is correct. Mayor Taylor inquired if there was a motion to approve the request of the Wytheville Police Department and the Wytheville Fire and Rescue Department to close a portion of Spring and Church Streets on October 31, 2023, from 4:30 p.m. to 9:30 p.m. for the Church Street Trunk or Treat Event.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Atkins. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**B. RE: DOWNTOWN WYTHEVILLE, INCORPORATED 2023 MAYHEM ON MAIN STREET EVENT**

Mayor Taylor advised that the next agenda item is to consider the request of Downtown Wytheville, Incorporated to close Main Street, from 5th Street to 4th Street, and a portion of Church Street, Tazewell and First Streets, on Saturday,

October 28, 2023, from 9:00 a.m. to 5:00 p.m. for the 2023 Mayhem on Main Street Event. Assistant Town Manager Holeyon briefly reviewed the request with the Council. She noted that the Safety and Events Committee has reviewed the request and recommends that it be approved. Mayor Taylor inquired if there was a motion to approve the request of Downtown Wytheville, Incorporated to close Main Street, from 5th Street to 4th Street, and a portion of Church Street, Tazewell and First Streets, on Saturday, October 28, 2023, from 9:00 a.m. to 5:00 p.m. for the 2023 Mayhem on Main Street Event.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**C. RE: DEPARTMENT OF MUSEUMS STREET CLOSURE REQUEST**

Mayor Taylor advised that the next agenda item is to consider the request of the Town of Wytheville Department of Museums to close Tazewell Street, from its intersection with Monroe Street to the Boyd Museum, on Wednesday, September 13, 2023, from 9:00 a.m. to 11:00 a.m. for the Rock House Reopening and 200th Birthday Celebration. Assistant Town Manager Holeyon briefly explained the request to the Town Council. She noted that the Safety and Events Committee has reviewed the request and recommends that it be approved. Mayor Taylor inquired if there was a motion to approve the request of the Town of Wytheville Department of Museums to close Tazewell Street, from its intersection with Monroe Street to the Boyd Museum, on Wednesday, September 13, 2023, from 9:00 a.m. to 11:00 a.m. for the Rock House Reopening and 200th Birthday Celebration.

Motion made by Councilwoman Johnson, Seconded by Councilman Gillman. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**D. RE: WYTHEVILLE RECREATION COMMISSION YOUTH APPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider a youth appointment to the Wytheville Recreation Commission to fill the expired term of Ms. McKenzie Tate (term expired August 1, 2023). She stated that Town Clerk Sherry Corvin would report on this item. Town Clerk Corvin noted that the Council has one application in their package for consideration of appointment for the youth member. She commented that it would be for a one-year term, expiring August 1, 2024. Town Clerk Corvin advised that the Council could either make the appointment at this meeting or they could schedule a Meet and Greet Session with the applicant. Vice-Mayor Pattison inquired of the other Council members if there needed to be a Meet and Greet Session scheduled. She noted that she did not know the applicant. Discussion ensued regarding whether the Council should schedule the Meet and Greet Session. It was the consensus of the Council to not schedule a Meet and Greet Session for the applicant. Mayor Taylor inquired if there was a motion to appoint Ms. Eden N. Miller

as a youth member to the Wytheville Recreation Commission (term expires August 1, 2024).

Motion made by Councilwoman Johnson, Seconded by Vice-Mayor Pattison. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**E. RE: SCHEDULING SPECIAL TOWN COUNCIL MEETING AND PUBLIC HEARING**

Mayor Taylor advised that the next agenda item is the consideration of scheduling a Special Town Council Meeting on Wednesday, October 11, 2023, at 5:00 p.m., and scheduling a public hearing for this meeting to consider a bond in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town. Town Manager Brian Freeman summarized the reason for Town staff requesting that the Town Council schedule the Special Meeting so that a public hearing could be held to consider the issuance of the bond. Discussion ensued regarding the date and time that the public hearing needed to be scheduled. Mayor Taylor inquired if there was a motion to schedule a Special Town Council Meeting on Wednesday, October 11, 2023, at 4:00 p.m., and to schedule a public hearing for this meeting to consider a bond in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**F. RE: DRAFT POLICY GUIDANCE ON EVENT SAFETY, STREET CLOSURES & TRAFFIC CONTROL**

Mayor Taylor advised that the next agenda item is the continued review of the Policy Guidance on Event Safety, Street Closures & Traffic Control. Assistant Town Manager Holeton discussed the draft policy. She noted that at the last meeting, a Work Session was held to go through the Policy Guidance to discuss the items that the Council liked and/or disliked with some potential edits to the document. Assistant Town Manager Holeton advised that the Council has the revised version of the document in their packets. She stated that she is happy to revisit any items that the Council is still not satisfied with in the policy. Assistant Town Manager Holeton advised that her hope is that the Council will consider a motion to adopt the revised policy if they are satisfied with it, however, there is no hurry. She inquired if there were any questions for her at this time. Councilwoman Johnson inquired as to why on Page 5, Number 13, the first sentence had been changed from Town Council to Town leadership. Discussion ensued regarding the reason why there was a change made to this section of the policy. Councilwoman Atkins inquired of Assistant Town Manager Holeton if event applications are already approved before the Town Council has a chance to approve them. Assistant Town Manager Holeton stated that is not correct. She stated that the Safety and Events Committee is very upfront with the

event applicants that the Town Council has the final approval. Councilwoman Atkins inquired if there is somewhere in the policy where it can state that an event is not to be advertised prior to the Council approving the event. Assistant Town Manager Holeton stated that it certainly can be written into the policy. She noted that she will amend the policy to state that the recommendation is that event organizers withhold all advertising until there is final approval from the Town Council. Mayor Taylor inquired if there were any other questions or concerns regarding the policy. There being none, Mayor Taylor inquired if there was a motion to approve the Policy Guidance on Event Safety, Street Closures & Traffic Control, as amended.

Motion made by Councilman Gillman, Seconded by Vice-Mayor Pattison. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**10. RE: REPORTS**

**A. RE: STAFF REPORTS**

Town Manager Freeman presented his Staff Report, as follows:

**20TH STREET BRIDGE:** Town Manager Freeman stated that one of the biggest developments over the last couple of weeks was the closure of the 20th Street bridge. He noted that this was as a result of a call he received on Wednesday, August 30, 2023, from the Virginia Department of Transportation (VDOT) Bristol District Bridge Safety Inspection Manager, who indicated that they felt the bridge was unsafe and should be closed. Town Manager Freeman advised that out of an abundance of caution, the Town closed the bridge immediately. He explained that the Town anticipates that it will remain closed indefinitely. Town Manager Freeman continued to give an update regarding the next steps for the repair and replacement of the bridge. Mayor Taylor inquired if Town Manager Freeman could give the Town citizens who live across the bridge some peace regarding access in case of an emergency. Town Manager Freeman stated that there is gated access from Lee Street, and the Town has been given verbal permission to utilize that road. He commented that the other thing to keep in mind is in discussing access with safety personnel, they have the ability to have ingress in an emergency situation even without approval. Discussion ensued regarding if the road is in good condition and, if it is not, making some quick improvements to it because it is a farm road.

**INDOOR POOL CLOSURE:** Town Manager Freeman stated that the indoor pool at the Wytheville Community Center closed on Saturday, September 9, 2023, due to the replacement of the dehumidifier system. He noted that it will remain closed until October 2, 2023. Town Manager Freeman advised that during this time, McWane Pool will be open to the public for day passes and available to those with both a Gold and Silver Pass Plan. He noted that McWane Pool hours will be Monday through Friday, 6:00 a.m. to 12:00 p.m.; and, 4:00 p.m. to 8:00 p.m.; and, Saturday, 10:00 a.m. to 7:00 p.m.; and, Sunday, 1:00 p.m. to 5:30 p.m., weather permitting. Councilwoman Atkins inquired if this could be a possibility for next year, due to the hot weather even after Labor Day. Town Manager Freeman stated that it would

definitely be appropriate during budget times to discuss this topic.

**LODGING TAX FOLLOW-UP:** Town Manager Freeman stated that during the last meeting, there was a request from the Council to refine the projections for Lodging Tax Revenues based on the 2022-23 Fiscal Year Actuals. He noted that the 2022-23 Fiscal Year Actuals for Lodging Tax were \$2,177,607.72, which breaks down to \$272,200.97, per penny of tax. He stated that the conservative estimate for 2023-24 budgeting purposes was \$1,953,101, or about \$244,137, per penny. He explained that Town staff used this number during the previous discussion because that is what the budget is based on, and Town staff did not want to confuse the discussion with two different numbers. Town Manager Freeman advised that during the last meeting, he reported that the tax rate for Bristol, Virginia, was nine percent. He explained that he got that number from the City's Municipal Code, which was apparently not up to date. Town Manager Freeman expressed that several media outlets reported that the city increased their lodging tax rate to 13 percent during the 2023-24 budgeting process, therefore, Town staff wanted to make sure to report this updated information.

**MUSEUM HVAC:** Town Manager Freeman stated that in the last week or so, the Town lost a heat pump at the Heritage Preservation Center. He commented that the unit was over twenty years old. Town Manager Freeman noted that there is quote for a replacement, and he has instructed Museum Director Grant Gerlich to move forward with getting the replacement scheduled. He explained that the quoted price is just under \$10,000, and this was an unbudgeted item that will come back to the Council at the next meeting with a request to amend the budget and appropriate the funds for the repair.

**B. RE: UPCOMING MEETINGS**

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Wytheville Planning Commission will meet on Thursday, September 14, 2023, at 6:00 p.m., in the Council Chambers.
2. Downtown Wytheville, Incorporated (DTW) will meet on Monday, September 18, 2023, at 5:30 p.m., at the DTW Office.
3. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, September 20, 2023, at 12:00 p.m., at the Housing Authority Office.
4. The New River Regional Water Authority (NRRWA) will meet on Thursday, September 21, 2023, at the 10:00 a.m., at the NRRWA Plant.
5. District III will meet on Thursday, September 21, 2023, at 6:00 p.m., at the Marion Office.
6. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, September 25, 2023, at 5:00 p.m., in the Council Chambers.

**11. RE: OTHER BUSINESS**

**A. RE: COUNCIL MEMBER TIME**

Mayor Taylor advised that the next agenda item is Council Member Time. She updated the Council regarding the 9/11 Commemoration event held earlier in the day. She thanked the Council and all of the churches for their input and help for a successful event. Mayor Taylor advised that she would like to also thank Councilwoman Johnson who is also a first responder for her efforts and for her service, and for also helping with the planning of this event. Councilwoman Johnson stated that she would also like to thank Mayor Taylor because she did a good job. Mayor Taylor thanked SignGypsi for the sign that was placed for the event.

Mayor Taylor inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not have anything to discuss at this time.

Mayor Taylor inquired if Vice-Mayor Pattison had anything to discuss during Council Member Time. Vice-Mayor Pattison stated that she did not have anything to discuss at this time.

Mayor Taylor read a thank you dedicated to the first responders of the Town of Wytheville and Wythe County.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she did not have anything to discuss at this time.

Mayor Taylor inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she did not have anything to discuss at this time.

**12. RE: CLOSED MEETING**

- A.** Mayor Taylor advised that it will now be necessary for the Council to go into a closed meeting pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding the Town Attorney position; Section 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of real property to be used for a public purpose; Section 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to probable litigation; Section 2.2-3711 (A.) (1.) Discussion regarding the performance and salaries of appointed employees. She inquired if there was a motion to go into a closed meeting.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor 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: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (5:44 p.m.)

- B.** Mayor Taylor advised that it was necessary to certify the closed meeting. She noted that it was also necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the closed meeting held pursuant to Section 2.2-3711 (A.) (1.) Discussion regarding the Town Attorney position; Section 2.2-3711 (A.) (3.)

Discussion regarding the acquisition/disposition of real property to be used for a public purpose; Section 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to probable litigation; Section 2.2-3711 (A.) (1.) Discussion regarding the performance and salaries of appointed employees, and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman. (7:44 p.m.)

**RE: AMENDMENT TO AGENDA - AMEND TOWN CLERK SALARY**

A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to amend the agenda to discuss a pay increase for extra duties for Town Clerk Sherry Corvin, who is an appointed employee. Mayor Taylor inquired if there is any discussion on the motion. Councilwoman Atkins stated that she is requesting an increase in pay for Town Clerk Corvin for compensation as an extra job duty as the Freedom of Information Act (FOIA) Officer. She explained that the Council has learned that after the raises were given to appointed employees that the Town Council can also change the amount or give a raise, and she would like to see some extra compensation given to Ms. Corvin because she does, from her understanding, do an excellent job on FOIA requests. Councilwoman Atkins explained that it is not a raise just for her job, but she does not think she has been supplemented for this, but she could be wrong. She commented that the Council was advised that there needed to be compensation for this or in some cases, in other localities, there is a full-time employee who takes on the responsibility of the FOIA Officer. Councilwoman Johnson stated that she agrees with Councilwoman Atkins and that if the FOIA Officer is a full-time position in other localities, then Town Clerk Corvin needs to be compensated for the job that she is doing, if she has not been compensated. She noted that she wants to do the right thing when it comes to the Town's employees. Councilwoman Atkins stated that in the past, there was a large sum of raises given to different appointed employees, and she is asking that this be justified as an extra job duty that Town Clerk Corvin does, and not just as a raise. She noted that she wanted to clarify that because, from her understanding, the Town Council is capable of making that decision, which they were just made aware of this not too long ago. Councilwoman Atkins apologized to Town Clerk Corvin for putting her on the spot in the meeting, however, the Council has tried to discuss this, but could not come to an agreement. Mayor Taylor stated that there is a motion on the floor. She inquired if there is a dollar number to the salary increase. Interim Town Attorney Paul Cassell stated that the motion and second is only to amend the agenda. Mayor Taylor inquired if there is any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**RE: DISCUSS AMENDING TOWN CLERK SALARY**

Mayor Taylor advised that the next agenda item is to discuss amending the Town Clerk's salary. Councilwoman Atkins clarified that she is not asking for a raise for Town Clerk Corvin's job, but, rather, for the extra duty as the Freedom of Information Act (FOIA) Officer. A motion was made by Councilwoman Atkins and seconded by Councilwoman Johnson to amend Town Clerk Sherry Corvin's salary for the extra duty as the Freedom of Information Act Officer. Mayor Taylor inquired if there was any discussion on the motion. Interim Town Attorney Paul Cassell inquired as to the amount the salary is being requested in the motion. He noted that the motion only stated that it was for the compensation of salary for FOIA Officer. Councilwoman Atkins advised that in previous conversations, \$10,000 was the amount given as a raise to a couple of previous appointed employees. She noted that this was her understanding, but she could be wrong, and she only wanted to state this for the record. Mr. Cassell advised that Mayor Taylor needed to confirm the motion. Mayor Taylor stated that the motion and second is to amend Town Clerk Sherry Corvin's salary for the extra duty as the Freedom of Information Act (FOIA) Officer. Councilwoman Atkins inquired of Town Clerk Corvin as to how many years she has been the FOIA Officer and done the requests. Town Clerk Corvin stated that it is hard to remember exactly, however, she did the job before, and when former Town Attorney Chris Mennerick came, he did the job for about a year. She noted that when former Town Attorney Michelle Clayton came, she did not want the job duties, so the job came back to her several years ago. Councilman Gillman inquired of Town Clerk Corvin if and when she took over the job duty as FOIA Officer, was she compensated extra for that. Town Clerk Corvin advised that she does not recall. She stated that there were several Closed Meetings held about salaries that she was excluded from, and she was given compensation in 2021, but on the form it only states "reevaluation of job duties." She reiterated that she is not aware of what all was discussed during the Closed Meetings. Councilwoman Atkins inquired of Town Clerk Corvin if she was performing the job duty as FOIA Officer prior to 2021. Town Clerk Corvin stated that is correct. Mayor Taylor inquired if there was any further discussion. Councilwoman Atkins advised that she would be open to a different dollar amount if any of the other Council members would like to discuss another amount for those who are not in agreement. Discussion ensued regarding the topic being discussed in the open session. Mayor Taylor inquired if there was any other discussion on the motion. There being none, the motion was denied with the following voting results, by roll call vote: Voting Yea: Councilwoman Atkins, Councilwoman Johnson. Voting Nay: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

**RE: JOB DUTIES REMOVED FROM TOWN CLERK DUTIES**

Councilwoman Atkins inquired if discussion could be held regarding removing the FOIA Officer job duty from Town Clerk Corvin's job description. Mr. Cassell stated that this will need to be discussed at another meeting due to it not being on this meeting agenda. Councilwoman Atkins thanked Mr. Cassell.

**RE: AMENDMENT TO AGENDA - DISCUSS APPOINTED OFFICIALS' SALARIES**

Councilwoman Johnson stated that from this meeting further, any appointed salaries

need to be made by the Town Council. She commented that they need to be discussed by the Council. Mr. Cassell stated, again, this will need to be discussed at another Council meeting or make a motion to amend tonight's meeting agenda. A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to amend the agenda to include discussion that all appointed officials' salaries shall be discussed and voted upon by the Town Council. Mayor Taylor inquired if there is any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**RE: VOTE ON APPOINTED OFFICIALS' SALARIES**

A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins that all appointed officials' salaries shall be discussed and voted upon by the Town Council. Mayor Taylor inquired if there was any discussion on the motion. Vice-Mayor Pattison stated, respectfully, she thinks management sets the salary or the range and Council gives the final blessing. She noted that as far as she is concerned, that is what has been taking place. She remarked that she has been a member of the Council for five years, and that is what she has experienced. Councilwoman Atkins inquired of Vice-Mayor Pattison if there have been any appointed employees come in and ask for a raise and the Council approved it. Vice-Mayor Pattison advised that she is stating that management has handled it in a manner where they determined the salary range and he/she presented that to the Council, and the Council votes. She remarked that this is the way it has been presented for the last five years. Town Manager Freeman commented that he has only been a part of this since 2020, when these took place. He noted that the appointed employees have absolutely come into the Council Chambers during a Closed Meeting, and it was discussed by the Town Council. Town Manager Freeman explained that outside of that, there have not been any other pay increases, other than the Compensation Study, for appointed Officials, except for what the Council voted on, unanimously, five to zero to approve back in March 2023. Discussion ensued regarding an appointed employee asking Town Manager Freeman for a pay increase and the majority of the Council agreeing to give the employee an increase. Councilwoman Johnson inquired as to what procedure was followed to give the pay increase to the former appointed employee. Town Manager Freeman stated that there was a discussion during a Closed Meeting that it was going to happen. Councilwoman Johnson stated that it should then have been voted on in open session because that is the procedure so that the public could know what was going on. She remarked that in the future, that procedure needs to be followed, if that is the procedure. Councilwoman Atkins commented that at that time, she was not in agreement with giving the appointees raises because that was the year of supposedly no adjustments. She stated that for no justification, there were raises given, from her understanding, but, yet she is asking for an employee who does an extra job duty to be granted a raise, and it was denied. Town Manager Freeman explained why the appointed employee received compensation after a six-month probationary period evaluation. Councilwoman Johnson commented that in the future, it needs to be discussed in open session. Discussion continued regarding appointed employees' salaries in the future. Mr. Cassell advised Mayor Taylor that the motion is that all appointed officials' salaries shall be discussed and voted upon by the Town Council. Town Clerk Corvin stated that is correct. Mayor Taylor inquired if there is any further discussion on the motion. Discussion ensued regarding the

Code Section that Mr. Cassell referenced for this discussion. Mr. Cassell stated that he would get the information for Councilwoman Johnson and Councilwoman Atkins. Town Clerk Corvin clarified that the motion on the floor is that all appointed officials' salaries shall be discussed and voted upon by the Town Council. Mayor Taylor inquired if there was any further discussion on the motion. Councilwoman Atkins stated that she wants the Council to approve the salaries of the appointed employees. Vice-Mayor Pattison clarified that Councilwoman Atkins does not want the Town Management to make any decisions or have any say regarding the salaries of the appointed employees period. Councilwoman Atkins stated that is correct, and that she wants to follow the Code. Mr. Cassell advised that the Code is already the law, and that there is no motion needed to follow the Code because it is already in effect. He advised that there is already a motion and second before the Council, and that Parliamentary Procedure wise, they could continue to have discussion, but the Council is bound by what the original motion was that the Town Clerk has read to the Council. He explained that the Council can make additional motions throughout the meeting, but, at this time, the Council has to address the motion as it was read by the Town Clerk. He reiterated that Town Clerk Corvin has read the motion to the Council, and at this time that is what the Council is voting on after discussion. Vice-Mayor Pattison inquired of Town Clerk Corvin if she would please read the motion again. Town Clerk Corvin advised that the motion is that all appointed officials' salaries shall be discussed and voted upon by the Town Council. Mayor Taylor inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**13. RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (8:11 p.m.)

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Beth A. Taylor, Mayor

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Sharon G. Corvin, CMC, Town Clerk

**9-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	George Wythe High School Homecoming Parade Request

**SUMMARY:**

Please find attached an application from George Wythe High School to close a portion of First and Main Streets on Thursday, October 5, 2023, from 6:00 p.m. to 7:00 p.m., to conduct their Homecoming Parade. The Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Holeyton will review this request and answer any questions from the Council about this application.

**Recommended Action**

If the Council desires to approve the request, it will require a motion and vote by the Town Council.



### EVEN-23-19

Street Closure Application and Event Application

Status: Active

Submitted On: 9/10/2023

#### Applicant

Jason Morris

276-228-3157

jason.morris@wythek12.org

# 1 Maroon Way

Wytheville , Virginia 24382

### Contact/Applicant Information

**Organization Name or N/A\***

George Wythe High School

**Organization phone number**

276-228-3157

**Primary Contact Name\***

Jason Morris

**Primary Contact Cell Phone\***

**Primary Contact Email\***

Jason.morris@wythek12.org

**Secondary Contact Name\***

Kim Ingo

**Secondary Contact Phone\***

276-228 3157

**Secondary Contact Email Address\***

kingo@wythe.12.org

### Event Information

**Event Type\***

Parade

**Event Name\***

GWHS Homecoming Parade

**Event Description\***

Homecoming Parade for GWHS and community.

Section 9, Item A.

Event Begin Date\*

Event End Date\*

10/05/2023

10/05/2023

What window of time do you need the street closure or traffic control? Need beginning and end times.\* ?

6:00 PM - 7:00 PM

Actual Event Begin Time\* ?

Actual Event End Time\* ?

6PM

7PM

Is this the first time that you have sponsored this event?\*

If you have held the event before, are you proposing different location or types of activities from last year?\*

NO

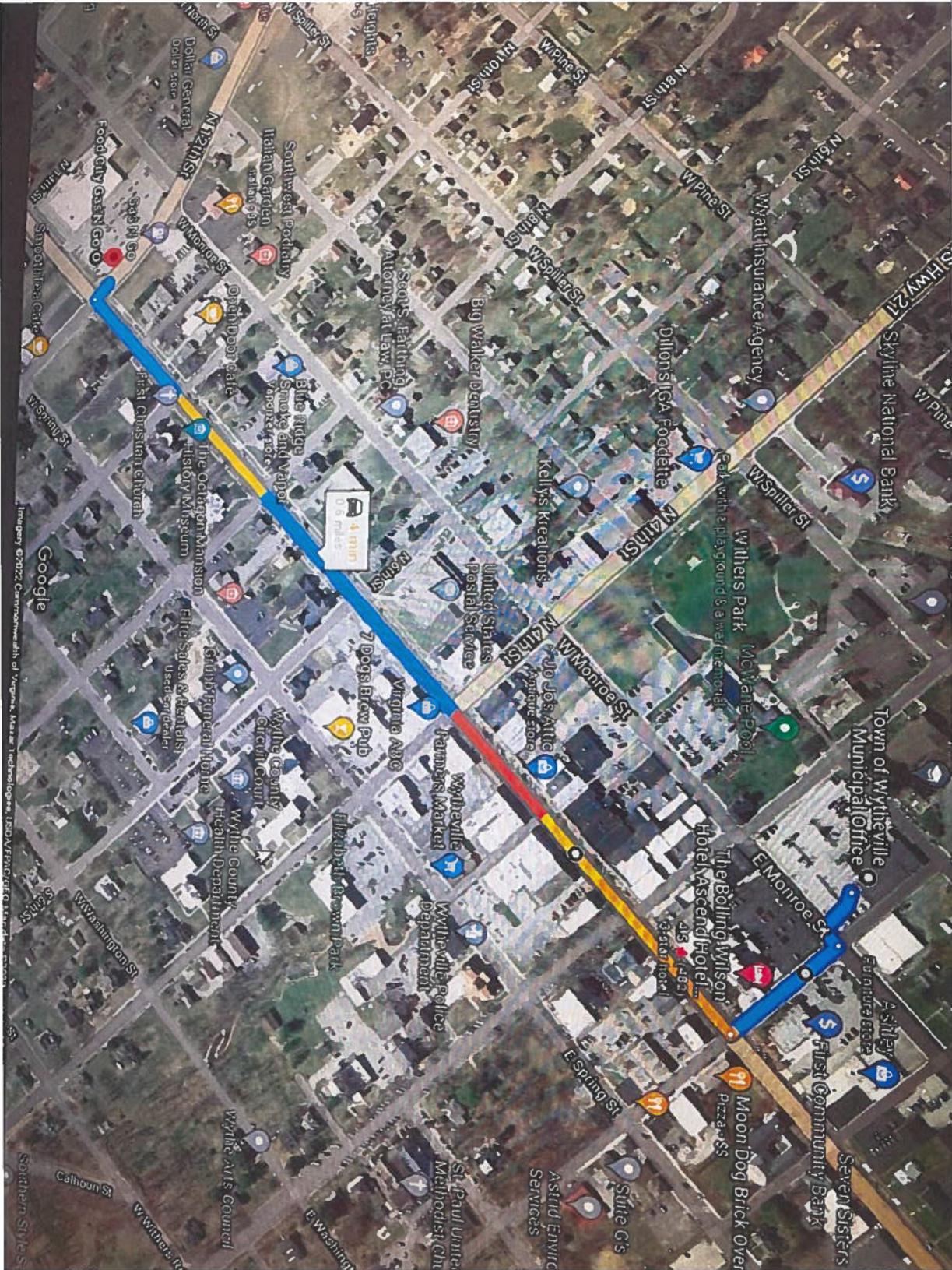
NO

DIGITAL SIGNATURE: I am signing this application as the event coordinator and I understand that I am responsible for ensuring that any special directions and/or conditions provided by the Town and attached to this permit for street closure and/or special event must be followed. I understand that it is my responsibility to ensure that the organization has obtained any permit or license that may be required as it relates to local, state and federal laws as it relates to the event that I am sponsoring.

Select the box to provide a digital signature for this application\*

Jason Morris  
Sep 10, 2023

... routes for GWHHS events - jason.morris@wytheek12.org - Wythe Cou...  
Submit Street Closure Application and Event Application - ViewPoint Cloud  
wpc3uploadedfiles.blob.core.windows.net  
GWHHS Parade, Route, Mon, Sep. 26, 2022, 15-41-14.jpg 4,032x3,024 pixels



# 9-B

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Resolution – Monroe Street Traffic Calming Project Highway Safety Improvement Program (HSIP) Application

**SUMMARY:**

Please find attached a resolution supporting the Town’s HSIP application for the Monroe Street Traffic Calming Project. Planning Director John Woods will discuss the required resolution for this project and answer any questions of the Town Council.

**Recommended Action**

If the Council desires to approve the resolution, it will require a motion and a roll call vote by the Town Council.

# MONROE STREET TRAFFIC CALMING

## TRAFFIC CALMING OPTIONS

- HIGH VISIBILITY CROSSWALKS
- CHICANE ENTRANCE GATEWAY
- CURB BUMP-OUTS
- MARKED PARKING SPACES
- RAISED CROSSINGS/INTERSECTIONS

# HIGH VISIBILITY CROSSWALKS

- Existing crosswalks will be upgraded to high visibility standards at 1<sup>st</sup>, 3<sup>rd</sup>, and 11<sup>th</sup> Streets.
- High visibility crosswalks will be added at 5<sup>th</sup> and 7<sup>th</sup> Streets



Section 9, Item B.



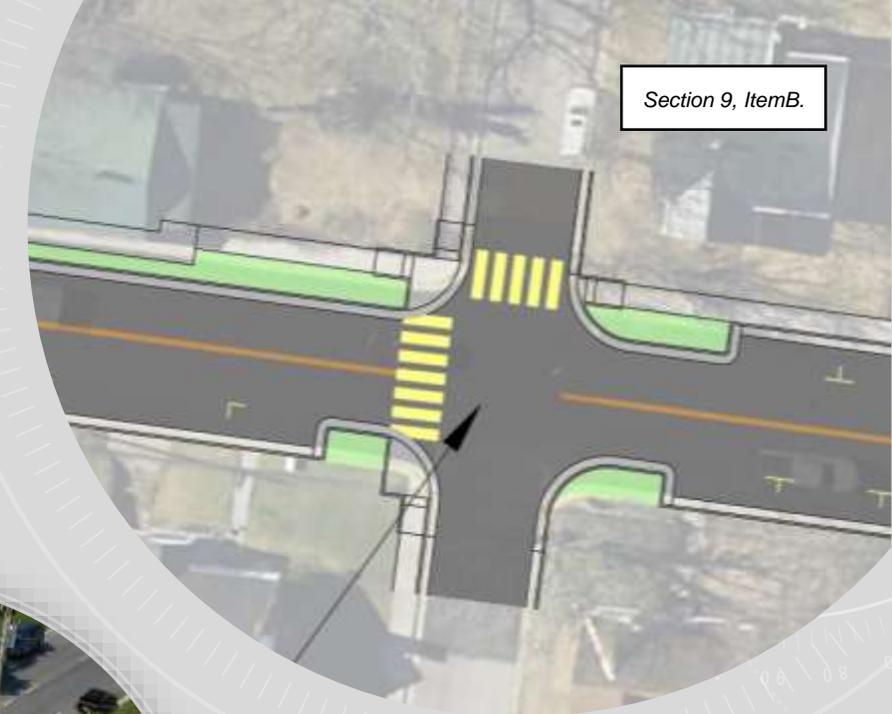
# CHICANES

- Drivers entering Monroe Street from Peppers Ferry Road or 11<sup>th</sup> Street would pass through a chicane to signal the entrance into a different roadway environment.
- The length of the segment does not provide sufficient space for additional chicanes through the remainder of the residential section so the focus would be to use the technique to make drivers aware that these few blocks are different.
- Curb bump-outs will serve a similar purpose in the remainder of the project area.

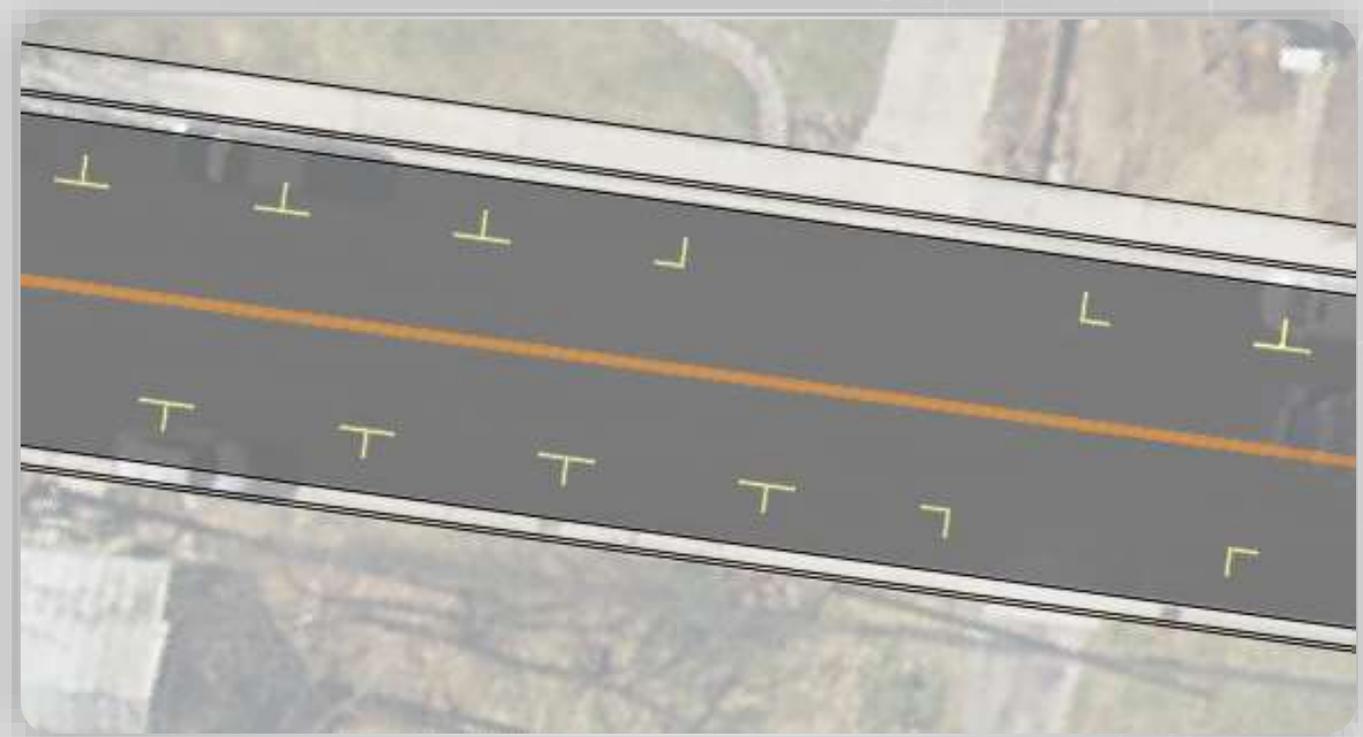


# CURB BUMP-OUTS

- Curb bump-outs are used to narrow the roadway width and signal drivers that the street is a lower speed roadway.
- Curb bump-outs can be installed at the intersections of 5<sup>th</sup> and 7<sup>th</sup> Streets.



# MARKED PARKING SPACES



- Marked parking spaces aid in creating a roadway that feels narrower which can signal drivers that the street is a lower speed roadway.
- Marked parking spaces are proposed for the full length of the project area.

# RAISED CROSSINGS OR INTERSECTIONS

- Raised crossings provide a similar impact to speed humps without many of the negative associations.
- This treatment maximizes speed reduction at the points where pedestrians cross.
- Drainage constraints may prevent use of this approach, but the option will be explored.
- 5<sup>th</sup> Street and 7<sup>th</sup> Street are the most appropriate locations to maximize speed reduction near residences and pedestrian crossings.



# Resolution



**WHEREAS**, the Town Council of the Town of Wytheville, Virginia, encourages initiatives to protect the health, safety and welfare of its citizens by creating a walkable community; and,

**WHEREAS**, the Town Council recognizes that East Monroe Street, between 11<sup>th</sup> Street and 3<sup>rd</sup> Street, is a busy arterial street located in a residential neighborhood; and,

**WHEREAS**, the Town Council recognizes that traffic calming measures are needed to protect the safety of residents and pedestrians in the East Monroe Street corridor; and,

**WHEREAS**, the Town Council recognizes that funding received through the Virginia Highway Safety Improvement Program (VHSIP) provides an opportunity to augment the Town's efforts to promote walking, physical activity and healthy lifestyles by improving the safety and enjoyment of the Town's sidewalks.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, approves and supports the Town applying for Systemic Highway Pedestrian Safety Improvements through the VHSIP Program.

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Wytheville, Virginia, encourages the Virginia Department of Transportation to carefully consider and fund the Monroe Street Traffic Calming Project and that a copy of this resolution be forwarded to the Virginia Department of Transportation for review as part of the Town's application.

Adopted this 25<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Beth A. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Sharon G. Corvin, CMC, Town Clerk

**9-C**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Resolution – Peppers Ferry Road – Road Diet Project Highway Safety Improvement Program (HSIP) Application

**SUMMARY:**

Please find attached a resolution supporting the Town’s HSIP application for the Road Diet Project for Peppers Ferry Road. Planning Director John Woods will, likewise, discuss the required resolution for this project and answer any questions of the Town Council.

**Recommended Action**

If the Council desires to approve the resolution, it will require a motion and a roll call vote by the Town Council.

# Resolution



**WHEREAS**, the Town Council of the Town of Wytheville, Virginia, encourages initiatives to protect the health, safety and welfare of its citizens by creating a walkable community; and,

**WHEREAS**, the Town Council recognizes that Peppers Ferry Road, between 11<sup>th</sup> Street and the I-81 underpass, is a busy arterial street that provides access to Downtown Wytheville from I-77 Exit 41, and that there are no left turn lanes for busy intersections and entrances along the corridor; and,

**WHEREAS**, the Town Council recognizes that many motorists regularly exceed the posted speed limit in this corridor, thus increasing the risk of rear-end and angle collisions; and,

**WHEREAS**, the Town Council recognizes that traffic calming measures are needed to protect the safety of residents, cyclists and pedestrians in the Peppers Ferry Road corridor; and,

**WHEREAS**, the Town Council recognizes that a road diet is a recognized safety measure to reduce speeding, reduce collisions and to improve safety for pedestrians and cyclists; and,

**WHEREAS**, the Town Council recognizes that funding received through the Virginia Highway Safety Improvement Program (VHSIP) provides an opportunity to augment the Town's efforts to promote safe travel on our roadways for pedestrians, cyclists and motorists alike.

**NOW, THEREFORE, BE IT RESOLVED** that the Town Council of the Town of Wytheville, Virginia, approves and supports the Town applying for Systemic Highway Pedestrian Safety Improvements through the VHSIP Program.

**BE IT FURTHER RESOLVED** that the Town Council of the Town of Wytheville, Virginia, encourages the Virginia Department of Transportation to carefully consider and fund the Peppers Ferry Road – Road Diet Project and that a copy of this resolution be forwarded to the Virginia Department of Transportation for review as part of the Town's application.

Adopted this 25<sup>th</sup> day of September 2023.

\_\_\_\_\_  
Beth A. Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Sharon G. Corvin, CMC, Town Clerk

**9-D**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Asbury Lane Subdivision Plat, Phase I

**SUMMARY:**

Please find enclosed an application for Phase I of the subdivision of property located on Asbury Lane. The Planning Commission reviewed this matter at their meeting on Thursday, September 14, and their recommendation is for the Town Council to approve the Phase I subdivision plat as presented. Town staff is requesting that the Town Council consider approving the subdivision pending final technical compliance by the developer. Assistant Town Engineer Billy Anderson will review the subdivision request with the Town Council and answer any questions.

**Recommended Action**

If the Council desires to approve the subdivision, it will require a motion and a roll call vote by the Town Council.

**TOWN OF WYTHEVILLE ENGINEERING DEPARTMENT  
STAFF REPORT: ISSUED FOR PHASE 1 OF THE ASBURY LAND MAJOR SUBDIVISION  
PRESENTER: BILLY J. ANDERSON, ASSISTANT TOWN ENGINEER**

**TOWN COUNCIL CONSIDERATION FOR FINAL PLAT  
SEPTEMBER 25, 2023**

**History of Project:**

- The project has a submitted Subdivision Application originally submitted on May 9<sup>th</sup> of 2023 and fees were paid for the submitted application on May 16<sup>th</sup>, 2023.
- Rezoning of the property was approved on March 27<sup>th</sup>, 2023 (site sketch indicated 16 proposed lots)
- Plat submittal was provided on May 8<sup>th</sup>, 2023 (site sketch indicated 22 total lots)
- Three requested variance were approved on June 12<sup>th</sup>, 2023
- Plat submittal was provided on August 1<sup>st</sup>, 2023 reducing number of proposed lots to 9 including residual and designating submittal as Phase 1 of Asbury Lane
- Plat Submittal was provided on August 22<sup>nd</sup>, 2023 increasing propose lots to 12 including residual. This constitutes the final technical compliant plat submitted by developer and included in consideration packet.
- Planning commission approve of submitted plat was issued on September 14<sup>th</sup>, 2023.

**ZONING REQUIREMENT:**

- The lots as presented on the plat prepared by Hurt and Proffitt, dated 08-22-2023, Titled Phase 1 of Asbury Lane Subdivision containing 8 lots which include existing dwellings, 3 vacant lots and a residual parcel meet the current zoning ordinance for minimum lot size, width fronting the proposed road for dedication and setbacks.
- The Zoning Administrator has reviewed the Phase I development. The proposed lots meet the R-1 Zone District Standards.

**SUBDIVISION ORDINANCE REQUIREMENTS:**

- The proposed plat as presented has received variance to three standards required in the current town of Wytheville Subdivision Ordinance,
  - Street withs to be not less than 30' wide
  - Street Right of ways to be not less than 50' wide
  - Requirement to install curb and gutter along all new proposed public streets.
- Per requirements indicated in Section 5 of the Current Town of Wytheville Subdivision,
  - 5-2, the property is considered suitable for development in regard to size, topography and proximity to public infrastructures.
  - 5-3, the proposed lots as indicated on Phase 1 of this subdivision are not prone to flooding.
  - 5-4, each lot either contains existing dwellings or contains a suitable site for the construction of a single-family dwelling and associated structures.

- 5-4, all required improvements are being designed by a licensed professional contracted by the developer. Improvements to include water infrastructure for phase 1 of the development.
  - Installation of new 6" water main through entire length of phase 1. To include submitted application and related fees for water availability and connection to existing water main on Holston Road.
  - Installation of new service laterals from new water main to all existing dwellings located along Asbury Lane. To include submitted application and related fees for water availability and meter cost. Submittal of application and related fees for proposed vacant lot for water and sanitary sewer availability and connections.
  - Installation of hydrant assemblies, valves and infrastructure associated with the operation of the water system.
  - Street improvements will include the re-alignment of a short section of Asbury Lane at the intersection with Holston Road, the replacement of and installation of required street drainage structures and cross pipes, the installation of a VDOT approved turnaround and final application of new 2" surface pavement.
  - All work is expected to be bonded or completed prior to final approval and recordation of the approved subdivision plat associated with Phase 1 of Asbury Lane Subdivision. All proposed improvements will comply with current town of Wytheville and VDOT design standards.
- 5-5.1, phase 1 road improvements and site currently contain stormwater measures to collect the majority of stormwater generated by the existing street system. This collection is conveyed to the wet pond located on site. Replacement of some structures is required prior to final approval. There is no increase in impervious surface planned in this phase of the project. The low area northwest of phase 1 currently receives collected stormwater from approximately 75% of Van Mar Drive and associated development (residential structures and improvements, Van Mar development has no centralized stormwater control measures) along with a large portion of stormwater generated by development along Wythe View Drive (Wythe View Drive development has no centralized stormwater control measures). Contribution to the stormwater volume in this low area is considered minimal.
- 5-5.2, all proposed lots are larger than minimum size as required for private sanitary sewer systems and currently possess existing approved Va VDH regulated septic systems (Lots 1-8) or can be served by public sanitary sewer (with the installation of privately maintained single family grinder pump systems commonly used within the Town of Wytheville (Lots 9-11)).
- 5-5.3, all required easements for street drainage, public utilities etc. are indicated on the proposed plat. As indicate in VA State Code, upon recordation of final approved plat, all easements and public rights of way indicated on the plat will be transferred to the Town of Wytheville in Fee Simple, to include street right of way, street drainage easements and public utility easements.
- 5-5.4, Asbury Lane currently has in place existing street lighting with designated public utility easements.

- 5-5.5 & 5-5.6, improvements are being designed to town standards by a licensed engineer pertaining to the water distribution system serving Phase 1 of this subdivision. Due to the topography and proximity to public sanitary sewers, no centralized sanitary sewer collection systems are being considered. Any future development will utilize private on-site sanitary sewer collection systems designed by a licensed AOSE specialist and approved by the VA Department of Health prior to submittal of future Phase.
- 5-5.7, in addition to water distribution system improvements, increase fire protection measures are being designed by a licensed engineer contract by the developer.
- 5-6, all improvements not constructed prior to final approval or not applicable for bonding prior to final approval will be bonded, completion of improvement timeline requirements will be indicated in the executed Subdivision Agreement.
- 5-7, all existing title/tax/tract lines are indicated to be vacated on the proposed plat
- 5-8 through 5-17, Lot shapes, widths, orientation, and use conform to the current zoning and subdivision standards.
- 5-18 through 5-27, the proposed street for dedication to the Town has received the appropriate variances from Town Council and proposed street improvements are being designed by a licensed engineer contracted by the developer. All existing street infrastructure and proposed improvements are being reviewed by the Assistant Engineer at the Wytheville VDOT Resident office in addition to the Town Engineering Staff.
- The remaining portions of section 5 and section 6 of the current Town of Wytheville Subdivision ordinance have been complied with on the proposed Phase 1 subdivision plat. To include monumentation, general notes, certifications, signature certifications, metes and bounds area computation etc.
- VA DEQ considers this a Common Plan of Development and will require VA DEQ general permit coverage for future development within this property. As indicated by VA DEQ ,the development of future portions will require the computation and design of control measures of contributing stormwater from all phases of Asbury Lane Subdivision prior to approval.

**DEVELOPMENT STEPS TO BE COMPLETED BY DEVELOPER AFTER TOWN COUNCIL APPROVAL OF PHASE 1 OF ASBURY LANE SUBDIVISION PRIOR TO FINAL SIGNATURE AND RECORDATION OF PHASE 1 PLAT.**

- Completion of, submittal, review and approval by Town of Wytheville Engineering and VDOT Assistant Resident Engineer of the final Civil Design set associated with required improvements indicated above. Preliminary plan sets have been submitted and are in the process of review by both Town and VDOT staff.
- Submittal of construction estimates prepared by a licensed engineer for the proposed improvements anticipated to be bonded in leu of construction prior to approval and recordation of final plat. To include street improvements and water line infrastructure section.
- Execution of Subdivision Agreement to be provided by Town Administration and Attorney.
- Submittal of bond associated with proposed improvements.
- Completed construction of, inspection and testing of improvements not applicable for bonding in leu of construction prior to approval and recordation. To include;
  - Availability Application and associated fees submitted for new 6" connection to existing water system located in Holston road.

- Availability Application and associated fees submitted for 8 existing dwellings (meter feet only) and 3 vacant lots (meter and availability fee).
- Installation of 6" water main to a point indicated on the approved civil design set and reconnection with existing 4" main beyond the last connection with the existing nursing home facility. Capping of disconnected section of nursing home line. Inspection and Testing of installed section of 6" water main.
- Installation of meter bases along existing water service laterals to 8 existing structures located along Asbury Lane. (Town staff will install meters in placed meter bases)

**DEVELOPMENT STEPS TO BE COMPLETED BY THE DEVELOPER AFTER TOWN COUNCIL APPROVAL OF PHASE 1 OF ASBURY LANE SUBDIVISION AFTER THE SIGNATURE AND RECORDATION OF PHASE 1 PLAT.**

- Completion of construction of bonded improvements within timeline specified in executed subdivision agreement.
  - To include remaining 6" water line main, hydrant assemblies, valves, replacement service laterals to installed meters at existing meters to existing dwellings, and any other infrastructure indicated on the approve civil plan set associated with water distribution systems serving Asbury Lane. Testing an inspection of installed water distribution infrastructure.
  - To include street improvement construction of new sections, turnaround, storm structure installation and replacement and final 2" top coat and any other infrastructure indicated on the approve civil plan set associated with street improvements.
- Inspection and testing of improvements will be to the satisfaction of Town Engineer and VDOT resident engineer.
- Timeline of the completion of bonded improvements will be set within the executed subdivision agreement but will not extend beyond 1 year from the date of agreement execution.

**DEVELOPMENT STEPS TO BE COMPLETED BY TOWN AFTER TOWN COUNCIL APPROVAL OF PHASE 1 OF ASBURY LANE SUBDIVISION AND AFTER BONDING AND CONSTRUCTION OF IMPROVEMENTS INDICATE ABOVE.**

- Recordation of approved signed final plat. (No lot will be available for conveyance prior to recordation of final plat by Town Staff).

**Staff Recommendation and Planning Commission Recommendation**

- Town Engineering Staff recommends approval of the subdivision plat with the understanding of the remaining items as shown in this staff report
- The Planning Commission considered the application at the September 14<sup>th</sup> meeting. The Planning Commission discussed and agreed with the recommendation of Town Engineering as it relates to the need for a surety bond for the remaining improvements to complete the water and street improvements. The Planning Commission agreed by unanimous consent, to approve a

recommendation to the Town Council that the council approve the Phase I Asbury Lane plat in accordance with the application and this staff report.

# ASBURY LANE 11 LOT MAJOR SUBDIVISION PHASE 1



L5	S 28°49'14" E	33
L6	S 28°49'14" E	12
L7	N 28°57'51" W	12
L8	N 23°08'27" E	12
L9	N 30°52'40" E	43
L10	S 65°13'29" E	64
L11	S 28°49'14" E	62
L12	S 53°23'15" W	13
L13	S 26°09'36" E	10
L14	N 65°13'29" W	10
L15	S 33°47'38" W	5
L16	N 62°30'10" W	9
L17	N 41°07'12" E	5
L18	N 16°41'57" E	7
L19	N 74°39'29" W	13
L20	N 18°36'44" E	11
L21	S 73°18'03" E	2
L22	S 73°18'03" E	11
L23	S 16°41'57" W	11
L24	N 14°25'22" E	12
L25	N 14°25'22" E	74
L26	S 59°32'21" E	12
L27	S 16°41'57" W	16
L28	N 16°41'57" E	2
L29	N 21°53'09" E	34
L30	S 69°45'20" E	49
L31	S 69°45'20" E	15
L32	S 19°31'11" W	12
L33	N 69°45'20" W	16
L34	N 21°53'09" E	12
L35	S 19°31'11" W	12
L36	N 73°18'03" W	15
L37	N 16°41'57" E	13
L38	S 16°41'57" W	12
L39	S 73°18'03" E	15
L40	S 19°31'11" W	14
L41	N 65°13'29" W	74
L42	N 16°41'57" E	89
L43	S 28°49'14" E	84
L44	S 60°06'19" W	41
L45	S 28°49'14" E	13
L46	S 61°10'46" W	7
L47	S 28°49'14" E	16
L48	N 61°10'46" E	7
L49	S 28°49'14" E	15
L50	S 28°49'14" E	68
L51	S 61°14'35" W	11
L52	N 28°22'28" W	11
L53	S 61°14'35" W	5
L54	S 28°45'25" E	14
L55	S 61°53'48" W	6
L56	S 64°01'37" W	2
L57	S 70°13'29" W	1
L58	S 70°13'29" W	83
L59	S 61°17'23" W	4
L60	S 61°17'23" W	99
L61	N 47°35'49" W	20
L62	N 63°33'35" E	13
L63	S 35°22'19" E	19
L64	N 63°33'35" E	11
L65	S 28°42'37" E	20
L66	N 63°33'35" E	16
L67	S 63°42'05" W	18
L68	N 42°42'43" E	25
L69	N 56°40'14" W	15
L70	N 34°31'30" W	16
L71	N 67°38'03" E	43
L72	N 67°38'03" E	15

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	184.00'	61.30'	61.02'	N 38°21'55" W	19°05'23"
C2	184.00'	55.60'	55.39'	N 56°34'03" W	17°18'53"
C3	73.00'	11.49'	11.48'	N 60°42'56" W	09°01'08"
C4	73.00'	83.55'	79.07'	N 16°05'26" W	65°34'44"
C5	25.00'	17.84'	17.46'	N 03°44'22" W	40°52'39"
C6	40.00'	64.40'	57.67'	N 21°56'50" E	92°15'04"
C7	25.00'	20.15'	19.61'	N 44°58'45" E	46°11'13"
C8	33.00'	47.18'	43.27'	S 24°15'46" E	81°55'27"
C9	224.00'	42.88'	42.81'	S 59°44'28" E	10°58'04"
C10	224.00'	99.45'	98.63'	S 41°32'20" E	25°26'12"
C11	50.00'	52.36'	50.00'	N 32°13'02" W	60°00'01"

Aug 22, 2023 - 11:48am \\driscoll\projects\2023\0156\Survey\CAD\dwg\Phase 1 HG.dwg  
 THIS SHEET IS INTENDED TO BE REPRODUCED AT 17"x22". REPRODUCTION OF THIS SHEET AT A DIFFERENT SIZE THAN INTENDED SHALL VOID THE SCALE SHOWN ON THE SHEET.

February 2, 2023

Wytheville Planning Commission

Re: Rezoning of Tax Map 25-70A – Asbury Dr.

I am very pleased present to the commission the opportunity to rezone the property recorded as Tax Map I.D. 25-70A from its current zoning of MA-1 to how it is currently used, R-1. My company, Fusion Holdings, has this parcel of land under contract for purchase and are in the study period for feasibility of the purchase. The rezoning of this property to what it is currently be used as is a critical component of our decision to continue with the purchase.

I the property currently has (9) residences that have been fully occupied by way of lease until January of 2023. The tenants were asked to vacate as the MA-1 zoning does not allow for residential leasing not related to the medical arts that the homes were built to serve. Of the (9) residential units, (8) single family homes and (1) duplex. We will request that the duplex be grandfathered as acceptable within the new R-1 zone of the property.

Fusion Holdings intent is to rezone the property to R-1, work with the Town of Wytheville and VDOT to make the existing road that serves the neighborhood public (this is our first choice, it is not a deal breaker), and subdivide the property into lots that would allow the existing homes to be sold and a few additional building lots to be added. I have submitted a preliminary plan of the idea we have for the proposed future lot lines.

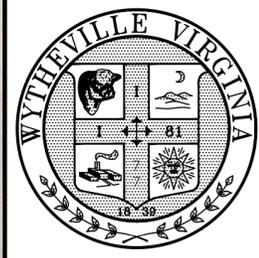
This is a very nice neighborhood with middle income, well built, brick homes that compliment the surrounding neighborhoods. These homes have been in place and in-use for more than twenty years. Some need minor repair, and we intend to execute those repairs once the rezoning is approved.

Fusion Holdings does not intend to further develop the property. In reality, we are just requesting that the property be zoned and subdivided in accordance with its use. Once the zoning, deeds, and all requirements are met to allow for sale of the properties, we intend to place them on the market so that they can be occupied again. With a few additional large acreage lots, there will be the opportunity for someone else to build a home that meets the R-1 requirements.

Sincerely,

Matthew J Clarke - Managing Director- Fusion Holdings, Inc





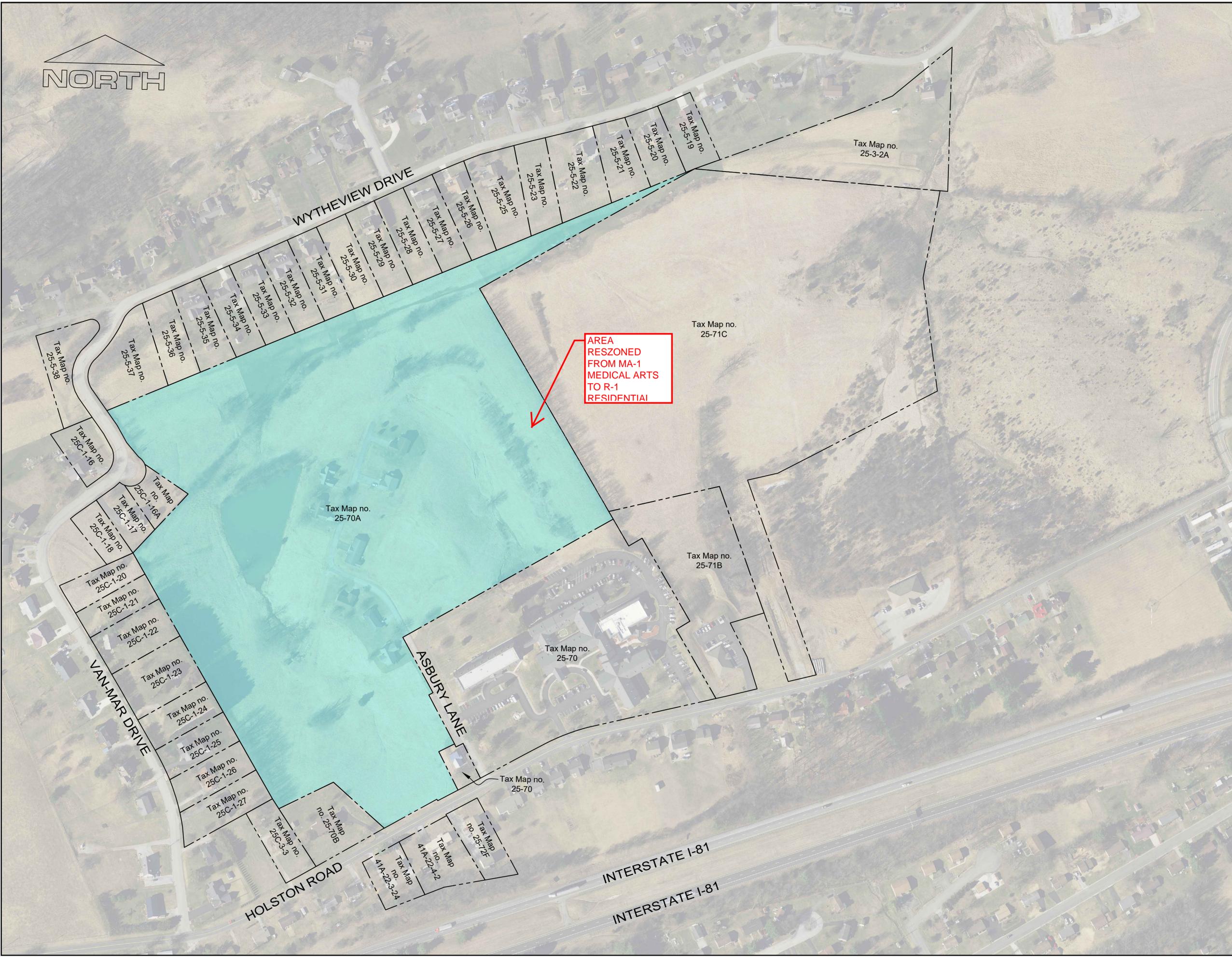
TOWN OF WYTHEVILLE

REZONING REQUEST APPLICATION FOR  
PERMIT ZC-23-1

SHADED AREA = PARCEL  
SUBJECT TO REZONING  
REQUEST APPLICATION  
ZC-23-1

Job Number: ZC-23-1  
Drawn By: BJA  
Date: 2-7-2023

Sheet  
1 of 1



**REZONING APPROVAL  
LETTER FROM MA-1  
MEDICAL ARTS  
TO R-1 LOW DENSITY  
RESIDENTIAL**

Section 9, Item D.

**TOWN OF WYTHEVILLE**  
COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL  
  
MAYOR  
BETH A. TAYLOR  
  
VICE-MAYOR  
CATHY D. PATTISON  
  
COUNCIL MEMBERS  
HOLLY E. ATKINS  
GARY L. GILLMAN  
CANDICE N. JOHNSON  
  
TOWN ATTORNEY  
MICHELLE WORKMAN CLAYTON  
(276) 223-3393



*Wytheville...there's only one!*  
P.O. BOX 533  
150 EAST MONROE STREET  
WYTHEVILLE, VIRGINIA 24382-0533  
TELEPHONE (276) 223-3333  
WWW.WYTHEVILLE.ORG

TOWN MANAGER  
T. BRIAN FREEMAN  
(276) 223-3450  
  
ASSISTANT TOWN MANAGER  
ELAINE R. HOLETON, AICP  
(276) 223-3352  
  
TOWN TREASURER  
MICHAEL G. STEPHENS, MGT  
(276) 223-3333  
  
CLERK OF COUNCIL  
SHERRY G. CORVIN, CMC  
(276) 223-3349

Wednesday, March 15, 2023

Matthew Clarke  
190 Nottingham Dr  
Wytheville, VA 24382

BW Real Estate Holding LLC  
4423 Pheasant Ridge Road  
Roanoke, VA 24014-5300

RE: Zoning Map Amendment (Application No. ZC-23-1) for Tax Parcel 25-70A, rezoning said parcel from MA-1 Medical Arts to R-1 Residential.

Dear Mr. Clarke and representatives of BW Real Estate Holding LLC,

On March 13, 2023, the Council of the Town of Wytheville voted to approve a Zoning Map Amendment changing the zone district of Tax Map Parcel Number 25-70A from MA-1 Medical Arts to R-1 Residential.

Should you choose to proceed with the conceptual plan reviewed at the meeting, your next step in the process will be to submit your proposed subdivision plat for review and approval. The Planning and Zoning Office in coordination with the Engineering Department is preparing a subdivision plat submittal checklist for required elements and a list of specific items unique to this site that need to be addressed prior to plat review. Our goal is to provide this to you within the next week. At the time of plat or plan submittal the plans can be submitted for review and permitting by choosing the application type on the application platform <https://wythevilleva.viewpointcloud.com/>.

If you have any questions or concerns, feel free to contact us at any time.

We wish you well in your endeavors.

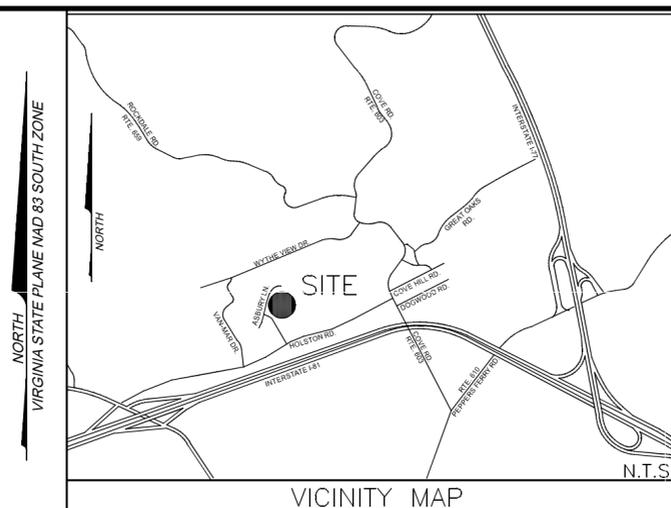
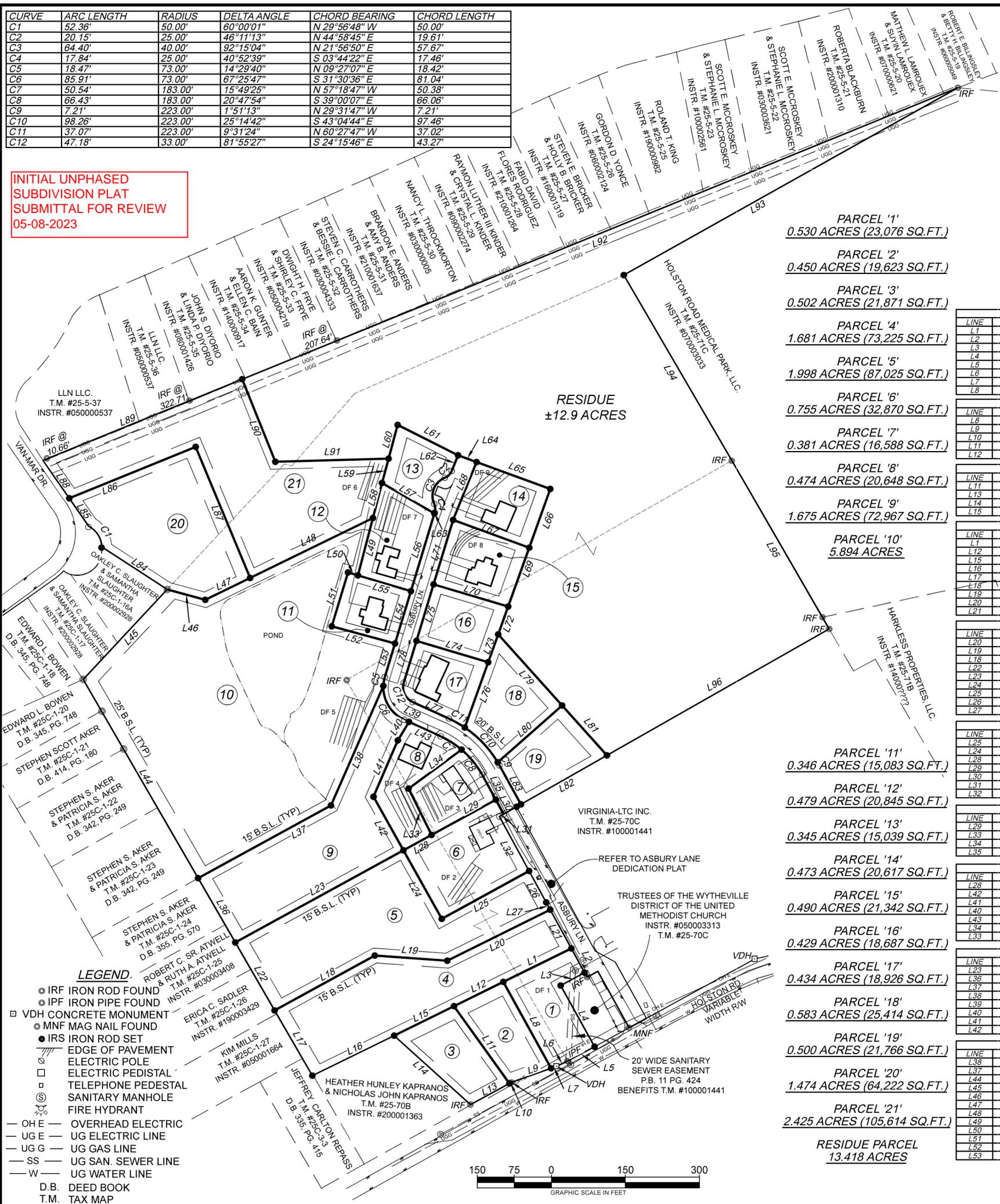
Warm Regards,

John D. Woods, Ph.D., RLA, CZA  
Director of Planning  
Town of Wytheville  
Office: 276-223-3361

Cc: Billy Anderson, Engineering and GIS Department  
Timothy Spraker, Building Official  
Brandi Jones, Deputy Town Clerk

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	52.36'	50.00'	60°00'01"	N 29°56'48" W	50.00'
C2	20.15'	25.00'	46°11'13"	N 44°58'45" E	19.61'
C3	64.40'	40.00'	92°15'04"	N 21°56'50" E	57.67'
C4	17.84'	25.00'	40°52'39"	S 03°44'22" E	17.46'
C5	18.47'	73.00'	14°29'40"	N 09°27'07" E	18.42'
C6	85.91'	73.00'	67°25'47"	S 31°30'36" E	81.04'
C7	50.54'	183.00'	15°49'25"	N 57°18'47" W	50.38'
C8	66.43'	183.00'	20°47'54"	S 39°00'07" E	66.06'
C9	7.21'	223.00'	1°51'13"	N 29°31'47" W	7.21'
C10	98.26'	223.00'	25°14'42"	S 43°04'44" E	97.46'
C11	37.07'	223.00'	9°31'24"	N 60°27'47" W	37.02'
C12	47.18'	33.00'	81°55'27"	S 24°15'46" E	43.27'

**INITIAL UNPHASED  
SUBDIVISION PLAT  
SUBMITTAL FOR REVIEW  
05-08-2023**



- PARCEL '1'  
0.530 ACRES (23,076 SQ.FT.)
- PARCEL '2'  
0.450 ACRES (19,623 SQ.FT.)
- PARCEL '3'  
0.502 ACRES (21,871 SQ.FT.)
- PARCEL '4'  
1.681 ACRES (73,225 SQ.FT.)
- PARCEL '5'  
1.998 ACRES (87,025 SQ.FT.)
- PARCEL '6'  
0.755 ACRES (32,870 SQ.FT.)
- PARCEL '7'  
0.381 ACRES (16,588 SQ.FT.)
- PARCEL '8'  
0.474 ACRES (20,648 SQ.FT.)
- PARCEL '9'  
1.675 ACRES (72,967 SQ.FT.)
- PARCEL '10'  
5.894 ACRES

PARCEL '1'		
LINE	BEARING	DISTANCE
L1	N 63°33'35" E	153.87'
L2	S 28°22'28" E	56.30'
L3	S 61°14'35" W	55.08'
L4	S 28°45'25" E	142.67'
L5	S 67°53'48" W	62.35'
L6	S 61°13'29" W	24.28'
L7	S 70°13'29" W	12.01'
L8	N 28°42'37" W	201.42'

PARCEL '2'		
LINE	BEARING	DISTANCE
L8	S 28°42'37" E	201.42'
L9	S 70°13'29" W	65.24'
L10	S 61°17'23" W	4.81'
L11	N 35°22'19" W	193.91'
L12	N 63°33'35" E	111.60'

PARCEL '3'		
LINE	BEARING	DISTANCE
L11	S 35°22'19" E	193.91'
L13	S 61°17'23" W	90.00'
L14	N 47°35'49" W	209.23'
L15	N 63°33'35" E	135.34'

PARCEL '4'		
LINE	BEARING	DISTANCE
L1	S 63°33'35" W	153.87'
L2	S 63°33'35" W	111.60'
L15	S 63°33'35" W	135.34'
L16	S 63°42'05" W	154.79'
L17	N 29°47'14" W	153.76'
L18	N 61°02'09" E	231.95'
L19	S 85°53'04" E	147.11'
L20	N 63°25'14" E	233.13'
L21	S 28°22'28" E	90.00'

PARCEL '5'		
LINE	BEARING	DISTANCE
L20	S 63°25'14" W	233.13'
L19	N 85°53'04" W	147.11'
L18	S 61°02'09" W	231.95'
L22	N 29°47'14" W	160.29'
L23	N 61°02'09" E	389.25'
L24	S 28°57'51" E	160.27'
L25	N 61°02'09" E	202.13'
L26	S 28°22'28" E	72.95'
L27	S 28°22'28" E	17.05'

PARCEL '6'		
LINE	BEARING	DISTANCE
L25	S 61°02'09" W	202.13'
L24	N 28°57'51" W	160.27'
L28	N 61°02'09" E	65.10'
L29	N 61°02'09" E	148.80'
L30	S 28°36'10" E	33.52'
L31	S 60°06'19" W	10.26'
L32	S 28°22'28" E	126.59'

PARCEL '7'		
LINE	BEARING	DISTANCE
L29	S 61°02'09" W	148.80'
L33	N 26°09'36" W	105.57'
L34	N 53°23'15" E	133.68'
L35	S 28°36'10" E	58.19'

PARCEL '8'		
LINE	BEARING	DISTANCE
L28	S 61°02'09" W	65.10'
L42	N 28°57'51" W	125.31'
L41	N 23°08'27" E	125.54'
L40	N 30°52'40" E	43.96'
L43	S 65°13'29" E	70.60'
L34	S 53°23'15" W	133.68'
L33	S 26°09'36" E	105.57'

PARCEL '9'		
LINE	BEARING	DISTANCE
L38	S 23°28'26" W	286.47'
L37	S 61°02'09" W	307.44'
L44	N 29°47'14" W	468.53'
L45	N 42°42'43" E	250.70'
L46	S 74°32'49" E	80.06'
L47	N 63°45'31" E	101.22'
L48	N 63°45'31" E	277.25'
L49	S 14°25'22" W	121.19'
L50	N 73°18'03" W	21.12'
L51	S 16°36'44" W	115.04'
L52	S 74°39'29" E	132.88'
L53	S 16°41'57" W	71.70'

PARCEL '10'		
LINE	BEARING	DISTANCE
L38	S 23°28'26" W	286.47'
L37	S 61°02'09" W	307.44'
L44	N 29°47'14" W	468.53'
L45	N 42°42'43" E	250.70'
L46	S 74°32'49" E	80.06'
L47	N 63°45'31" E	101.22'
L48	N 63°45'31" E	277.25'
L49	S 14°25'22" W	121.19'
L50	N 73°18'03" W	21.12'
L51	S 16°36'44" W	115.04'
L52	S 74°39'29" E	132.88'
L53	S 16°41'57" W	71.70'

PARCEL '11'		
LINE	BEARING	DISTANCE
L52	N 74°39'29" W	132.88'
L51	N 16°36'44" E	115.04'
L50	S 73°18'03" E	21.12'
L55	S 73°18'03" E	111.89'
L54	S 16°41'57" W	111.89'

PARCEL '12'		
LINE	BEARING	DISTANCE
L49	N 14°25'22" E	121.19'
L58	N 14°25'22" E	74.16'
L57	S 59°32'21" E	123.19'
L56	S 16°41'57" W	163.89'

PARCEL '13'		
LINE	BEARING	DISTANCE
L57	N 59°32'21" W	123.19'
L59	N 14°57'35" E	51.42'
L60	N 14°57'35" E	71.53'
L61	S 63°01'30" E	137.18'
L62	S 21°53'09" W	34.57'
L63	S 16°41'57" W	2.24'

PARCEL '14'		
LINE	BEARING	DISTANCE
L65	S 69°45'20" E	159.05'
L66	S 19°31'11" W	127.53'
L67	N 69°45'20" W	164.32'
L68	N 21°53'09" E	127.59'

PARCEL '15'		
LINE	BEARING	DISTANCE
L67	S 69°45'20" E	164.32'
L69	S 19°31'11" W	127.65'
L70	N 73°18'03" W	157.72'
L71	N 16°41'57" E	137.63'

PARCEL '16'		
LINE	BEARING	DISTANCE
L70	S 73°18'03" E	157.72'
L72	S 19°31'11" W	60.45'
L73	S 19°31'11" W	60.45'
L74	N 73°18'03" W	151.77'
L75	N 16°41'57" E	120.76'

PARCEL '17'		
LINE	BEARING	DISTANCE
L74	S 73°18'03" E	151.77'
L76	S 19°31'11" W	141.74'
L77	N 65°13'29" W	81.14'
L78	N 16°41'57" E	89.27'

PARCEL '18'		
LINE	BEARING	DISTANCE
L76	N 19°31'11" E	141.74'
L79	N 19°31'11" E	60.45'
L79	N 41°38'45" W	194.83'
L80	N 48°18'51" E	174.69'

PARCEL '19'		
LINE	BEARING	DISTANCE
L80	N 48°18'51" E	174.69'
L81	S 41°38'45" E	136.55'
L82	S 60°06'19" W	200.51'
L83	N 28°36'10" W	90.61'

PARCEL '20'		
LINE	BEARING	DISTANCE
L47	S 63°45'31" W	101.22'
L46	N 74°32'49" W	80.06'
L84	N 56°40'14" W	158.35'
L85	N 34°31'30" W	69.39'
L86	N 67°39'36" E	276.77'
L87	S 22°20'24" E	290.01'

PARCEL '21'		
LINE	BEARING	DISTANCE
L48	S 63°45'31" W	277.25'
L87	N 22°20'24" W	290.01'
L86	S 67°39'36" W	276.77'
L88	N 34°31'30" W	94.07'
L89	N 67°38'03" E	436.41'
L90	S 21°39'45" E	181.71'
L91	N 88°24'55" E	229.40'
L89	S 14°67'35" W	51.42'
L58	S 14°25'22" W	74.16'

RESIDUE PARCEL		
LINE	BEARING	DISTANCE
L90	N 21°39'45" W	181.71'
L92	N 67°38'03" E	1567.53'
L93	S 60°28'19" W	777.87'
L94	S 29°58'02" E	438.33'
L95	S 29°47'05" E	396.62'
L96	S 60°26'19" W	519.21'
L87	N 41°38'45" W	136.55'
L79	N 41°38'45" W	194.83'
L72	N 19°31'11" E	60.45'
L69	N 19°31'11" E	127.65'
L66	N 19°31'11" E	127.53'
L65	N 69°45'20" W	159.05'
L64	N 69°45'20" W	40.02'
L61	N 63°01'30" W	137.18'
L60	S 14°57'35" W	71.53'
L91	S 88°24'55" W	229.40'



**HURT & PROFFIT**  
INSPIRED / RESPONSIVE / TRUSTED

276.228.0008  
370 S 4TH STREET  
WYTHEVILLE, VA. 24388

Section 9, Item D.  
HANDP.CO  
WYTHEVILLE, VA. 24388  
ENVIRONMENTAL  
LAND DEVELOPMENT  
SURVEYING  
CONSTRUCTION TESTING & INSPECTION  
CULTURAL RESOURCE  
ENGINEERING

**PLAT SHOWING**  
MAJOR DIVISION FOR THE PROPERTY OF  
**FUSION HOLDINGS, LLC.**  
TOWN OF WYTHEVILLE, WYTHE COUNTY, VIRGINIA

PROJECT NO.	20230156
FILE NO.	
LAT.	36.966738°
LONG.	-81.089896°
DATE:	05/08/2023
DRAWN BY:	JHG
CHECKED BY:	MBT



SHEET NO.	1 OF 2
REV.	

May 08, 2023, 1:16pm \\data01\Projects\2023\20230156\SURVEY\CAD\dwg\submittals.dwg

# TOWN OF WYTHEVILLE

COUNCIL-MANAGER FORM OF GOVERNMENT SINCE 1924

TOWN COUNCIL

MAYOR  
BETH A. TAYLOR

VICE-MAYOR  
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P.O. BOX 533  
150 EAST MONROE STREET  
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MICHAEL G. STEPHENS, MGT  
(276) 223-3333

CLERK OF COUNCIL  
SHERRY G. CORVIN, CMC  
(276) 223-3349

June 13, 2023

Fusion Holdings, LLC  
Attn: Matthew Clarke  
190 Nottingham Dr.  
Wytheville, Va. 24382

RE: Asbury Lane Major Subdivision Request for Variance to Town of Wytheville Subdivision Ordinance Requirements.

Mr. Clarke,

At the June 12, 2023 Town of Wytheville Council Meeting, a motion was presented and approved by Town Council for the following variance to the current Town of Wytheville Subdivision requirements;

- Section 5-22.3; requirement to have 30' of paved surface along new streets being proposed for acceptance by the Town of Wytheville.
- Section 5-22.4; requirement to install Curb and Gutter along new streets being proposed for acceptance by the Town of Wytheville.
- Section 5-21.1; requirement to dedicate a minimum right-of-way width of 50' for new streets being proposed for acceptance by the Town of Wytheville.

Please retain this letter as proof of approval of the variances requested which are associated with the proposed subdivision of the property acquired by Fusion Holdings, LLC along Asbury Lane. If you have any questions, please do not hesitate to call or email.

Sincerely,

Billy J. Anderson; LS, Assistant Town Engineer

CC; Elaine Holeyton; Assistant Town Manager  
F. Trevor Hackler; Town Engineer

**NOTES:**

- 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.
- THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
- 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 & MAP #51197C0204D DATED 05-02-2008.
- NEW LOTS 1 THROUGH 8 ARE SERVED BY PUBLIC WATER AND PRIVATE SANITARY SEWER. NEW LOTS 9 THROUGH 11 WILL BE SERVED BY PUBLIC WATER AND PUBLIC SANITARY SEWER.
- THE ORIGINAL ACREAGE FOR T.M. #25-70A IS 36.627 ACRES. THE ORIGINAL ACREAGE FOR T.M. #25-70 IS 10.071 ACRES (RECORD). THE INTENT OF THIS PLAT IS TO CREATE ELEVEN (11) NEW LOTS AND TWO RESIDUAL LOTS FROM THE FOUR (4) EXISTING LOTS.
- THE SUBJECT PROPERTY IS CURRENTLY ZONED R-1 (RESIDENTIAL). REFER TO ARTICLE VI (RESIDENTIAL R-1) OF THE CURRENT TOWN OF WYTHEVILLE ZONING ORDINANCE, WHICH STATES FRONT BUILDING SETBACK LINE IS A MINIMUM OF 20' BUT SHALL FOLLOW THE STREET LINE OF THE FRONT WALL OF NEIGHBORING HOUSES, REAR SETBACK LINE IS 25', AND SIDE SETBACK LINE IS 15'.
- SUBJECT PROPERTY WAS GRANTED VARIANCES TO THE CURRENT TOWN OF WYTHEVILLE SUBDIVISION ORDINANCES AT THE JUNE 12, 2023 TOWN OF WYTHEVILLE COUNCIL MEETING.
- THE FOLLOWING LOTS SHALL HAVE A BLANKET SANITARY EASEMENT TO HAVE EGRESS/INGRESS TO REPAIR, MAINTAIN, OR REPLACE SEPTIC DRAINFIELDS AND SANITARY SERVICE LINES. LOT 4 SHALL BENEFIT FROM A BLANKET SANITARY EASEMENT THAT ENCUMBERS LOT 5 AND THE RESIDUAL PARCEL 'A'. LOT 8 SHALL BENEFIT FROM A BLANKET SANITARY EASEMENT THAT ENCUMBERS THE RESIDUAL PARCEL 'A'.
- LOTS 1-8 HAVE PERMITTED SEPTIC DRAINFIELD PERMITS.
- WATER, ELECTRIC, AND TELEPHONE SERVICE CONNECTIONS WILL BE ALONG ASBURY LANE.
- 15' WIDE PUBLIC UTILITY EASEMENTS ALONG ASBURY LANE HEREBY CREATED.
- ALL EXISTING INTERIOR TRACT LINES ARE HEREBY VACATED AND SHOWN HEREON.
- THERE IS HEREBY CREATED A 15' WIDE DRAINAGE EASEMENT CENTERED ON THE EXISTING STORM PIPE AND SAID EASEMENT SHALL BENEFIT T.M. #25-70 AND ENCUMBERS LOT 1, LOT 2, AND THE RESIDUAL PARCEL 'A'.
- 40' WIDE R/W PARCEL 'A' SHOWN HEREON IS PART OF A LOT LINE REVISION AND RIGHT OF WAY DEDICATION. THE CROSS HATCHED AREA REPRESENTS THE AREA TO BE DEDICATED FROM T.M. #25-70A AND CONSISTS OF 0.029 ACRES (1,259 SQ.FT.). THE REMAINDER OF THE PARCEL IS BEING DEDICATED FROM T.M. #25-70 AND CONSISTS OF 0.446 ACRES (19,416 SQ.FT.). 40' WIDE R/W PARCEL 'B' SHOWN HEREON IS PART OF A MAJOR SUBDIVISION AND RIGHT OF WAY DEDICATION. THE TOTAL ACREAGE BEING DEDICATED CONSISTS OF 1.283 ACRES.
- DRAINFIELD 1 IS AN ABANDONED DRAINFIELD THAT IS NO LONGER IN USE.
- THERE IS HEREBY CREATED A 15' WIDE DRAINAGE EASEMENT CENTERED ON THE EXISTING STORM DRAINAGE AND SAID EASEMENT SHALL BENEFIT THE TOWN OF WYTHEVILLE AND ENCUMBERS THE RESIDUAL PARCEL 'A'.
- THE SOLID HATCHED AREA CONSISTING OF 0.039 ACRES IS TO BE CONVEYED AND COMBINED TO T.M. #25-70A FROM T.M. #25-70. SEE DETAIL ON SHEET 1 OF 2 FOR CLARITY.
- THERE IS HEREBY CREATED A 15' WIDE BLANKET DRAINAGE EASEMENT. SAID EASEMENT SHALL BENEFIT RESIDUAL PARCEL 'B' AND ENCUMBERS THE RESIDUAL PARCEL 'A' AND LOCATION OF SAID EASEMENT TO BE DETERMINED AT A FUTURE DATE.

**OWNER'S CONSENT**

THIS IS TO CERTIFY THAT THIS MAJOR 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 VIRGINIA-LTC INC. - GIBSON SATTERWHITE, SVP, ASSET MANAGEMENT

AT LARGE TO WIT: State of California  
County of Orange  
On \_\_\_\_\_, before me, \_\_\_\_\_ personally appeared

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.  
WITNESS my hand and official seal.

Signature \_\_\_\_\_ (SEAL)

**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 TITLE SHOWN FOR THE SUBJECT PARCEL IS THE LAST INSTRUMENT IN THE CHAIN OF TITLE.

BRADLEY TATE, L.S. NO. 2794 DATE \_\_\_\_\_

**TOWN OF WYTHEVILLE CERTIFICATE OF APPROVAL:**

THIS MAJOR DIVISION AND DEDICATION OF RIGHT-OF-WAY AS SHOWN HEREON IS APPROVED BY THE UNDERSIGNED AND IS NOT EXEMPT FROM THE PROVISIONS OF THE TOWN OF WYTHEVILLE SUBDIVISION ORDINANCE EXCEPT AS INDICATED ON THE PLAT AND MAY BE ADMITTED TO RECORD.

AGENT TOWN OF WYTHEVILLE

**TOWN OF WYTHEVILLE SUBDIVISION AGREEMENT**

THIS MAJOR DIVISION IS SUBJECT TO A SUBDIVISION AGREEMENT BETWEEN FUSION HOLDINGS, LLC. AND THE TOWN OF WYTHEVILLE AS RECORDED IN INSTR. # \_\_\_\_\_ IN THE CLERK OF COURT OF WYTHE COUNTY, VIRGINIA.

**SOURCE OF TITLE: T.M. #25-70A**

THE AREA SHOWN WAS ACQUIRED BY FUSION HOLDINGS, LLC. FROM BW REAL ESTATE HOLDING, LLC. BY DEED DATED MARCH 20, 2023 AS RECORDED IN INSTR. #230000691 OF THE CIRCUIT COURT CLERKS OFFICE OF WYTHE COUNTY, VIRGINIA.

**SOURCE OF TITLE: T.M. #25-70**

THE AREA SHOWN WAS ACQUIRED BY VIRGINIA-LTC INC. FROM WYTHEVILLE HEALTHCARE PROPERTIES I, LLC. BY DEED DATED JUNE 1, 2010 AS RECORDED IN INSTR. #100001441 OF THE CIRCUIT COURT CLERKS OFFICE OF WYTHE COUNTY, VIRGINIA.

**OWNER'S CONSENT**

THIS IS TO CERTIFY THAT THIS MAJOR 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.

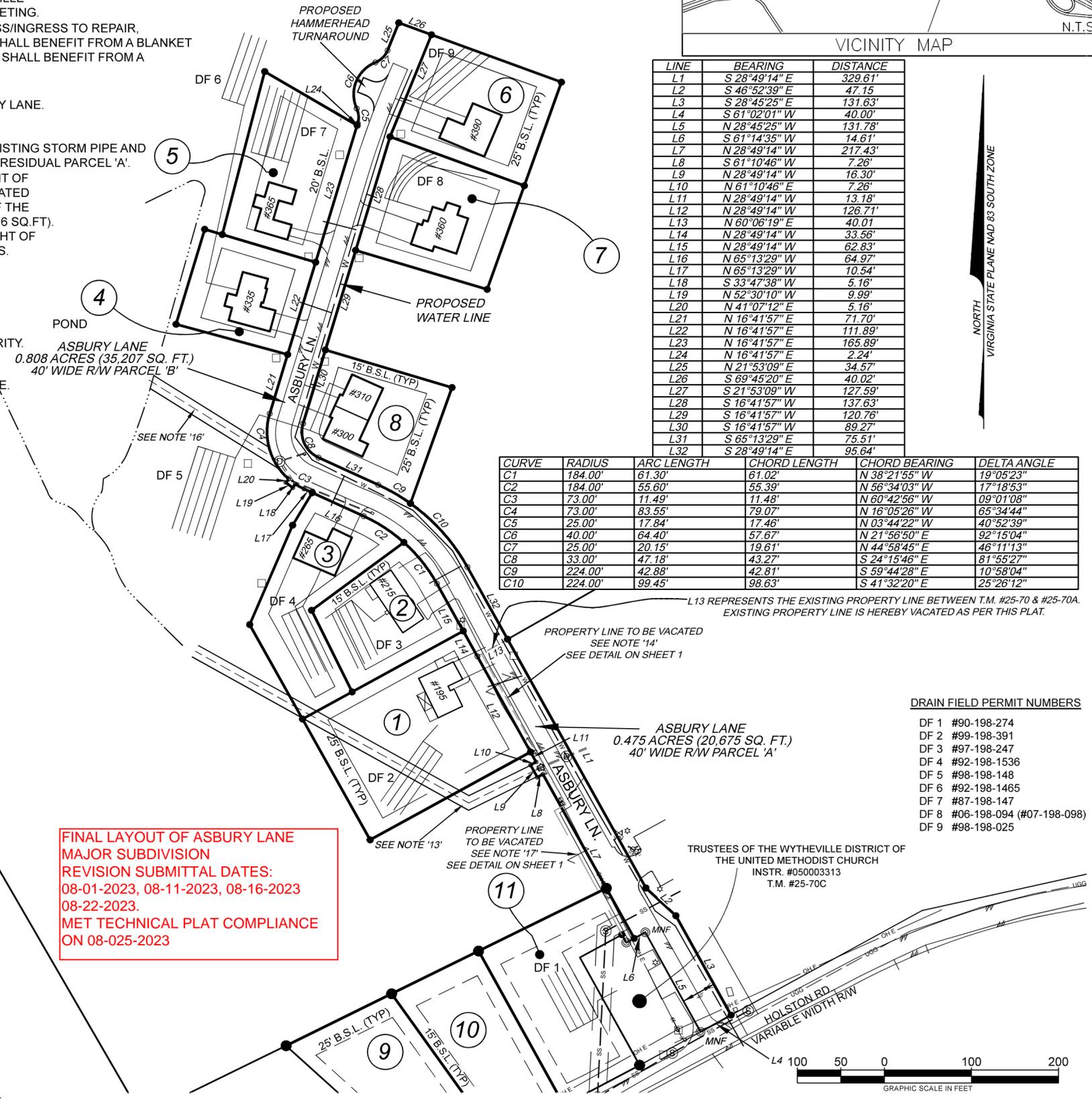
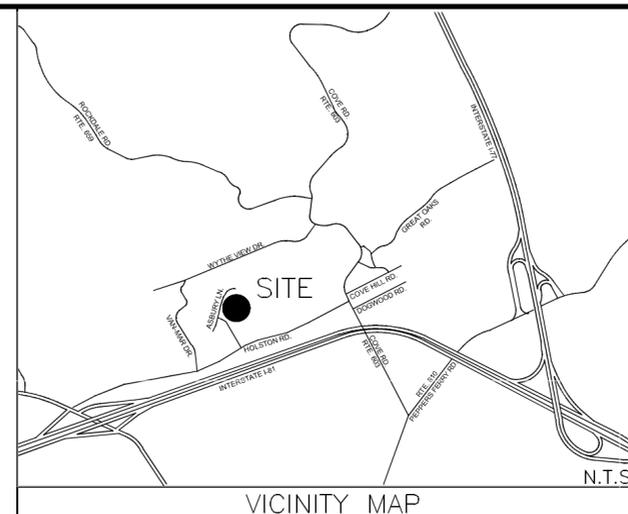
REPRESENTATIVE OF FUSION HOLDINGS, LLC. - MATTHEW CLARKE

COMMONWEALTH AT LARGE TO WIT:  
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



**FINAL LAYOUT OF ASBURY LANE MAJOR SUBDIVISION**  
**REVISION SUBMITTAL DATES:**  
08-01-2023, 08-11-2023, 08-16-2023  
08-22-2023.  
**MET TECHNICAL PLAT COMPLIANCE ON 08-025-2023**

LINE	BEARING	DISTANCE
L1	S 28°49'14" E	329.61'
L2	S 46°52'39" E	47.15'
L3	S 28°45'25" E	131.63'
L4	S 61°02'01" W	40.00'
L5	N 28°45'25" W	131.78'
L6	S 61°14'35" W	14.61'
L7	N 28°49'14" W	217.43'
L8	S 61°10'46" W	7.26'
L9	N 28°49'14" W	16.30'
L10	N 61°10'46" E	7.26'
L11	N 28°49'14" W	13.18'
L12	N 28°49'14" W	126.71'
L13	N 60°06'19" E	40.01'
L14	N 28°49'14" W	33.56'
L15	N 28°49'14" W	62.83'
L16	N 65°13'29" W	64.97'
L17	N 65°13'29" W	10.54'
L18	S 33°47'38" W	5.16'
L19	N 52°30'10" W	9.99'
L20	N 41°07'12" E	5.16'
L21	N 16°41'57" E	71.70'
L22	N 16°41'57" E	111.89'
L23	N 16°41'57" E	165.89'
L24	N 16°41'57" E	2.24'
L25	N 21°53'09" E	34.57'
L26	S 69°45'20" E	40.02'
L27	S 21°53'09" W	127.59'
L28	S 16°41'57" W	137.63'
L29	S 16°41'57" W	120.76'
L30	S 16°41'57" W	89.27'
L31	S 65°13'29" E	75.51'
L32	S 28°49'14" E	95.64'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	184.00'	61.30'	61.02'	N 38°21'55" W	19°05'23"
C2	184.00'	55.60'	55.39'	N 56°34'03" W	17°18'53"
C3	73.00'	11.49'	11.48'	N 60°42'56" W	09°01'08"
C4	73.00'	83.55'	79.07'	N 16°05'26" W	65°34'44"
C5	25.00'	17.84'	17.46'	N 03°44'22" W	40°52'39"
C6	40.00'	64.40'	57.67'	N 21°56'50" E	92°15'04"
C7	25.00'	20.15'	19.61'	N 44°58'45" E	46°11'13"
C8	33.00'	47.18'	43.27'	S 24°15'46" E	81°55'27"
C9	224.00'	42.88'	42.81'	S 59°44'28" E	10°58'04"
C10	224.00'	99.45'	98.63'	S 41°32'20" E	25°26'12"

L13 REPRESENTS THE EXISTING PROPERTY LINE BETWEEN T.M. #25-70 & #25-70A. EXISTING PROPERTY LINE IS HEREBY VACATED AS PER THIS PLAT.

**DRAIN FIELD PERMIT NUMBERS**

- DF 1 #90-198-274
- DF 2 #99-198-391
- DF 3 #97-198-247
- DF 4 #92-198-1536
- DF 5 #98-198-148
- DF 6 #92-198-1465
- DF 7 #87-198-147
- DF 8 #06-198-094 (#07-198-098)
- DF 9 #98-198-025



**HURT & PROFFIT**  
INSPIRED / RESPONSIVE / TRUSTED

Section 9, Item D.  
HAND.P.C  
WYTHEVILLE, VA. 24

276.228.0088  
370 S 4TH STREET

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

**PLAT SHOWING**  
**PHASE 1 OF ASBURY LANE SUBDIVISION**  
**MAJOR SUBDIVISION FOR THE PROPERTY OF**  
**FUSION HOLDINGS, LLC. & VIRGINIA-LTC INC.**  
EAST WYTHEVILLE MAG. DISTRICT, TOWN OF WYTHEVILLE, VIRGINIA

PROJECT NO.	20230156
FILE NO.	
LAT.	36.966738°
LONG.	-81.089896°
DATE:	08/22/2023
DRAWN BY:	JHG
CHECKED BY:	MBT



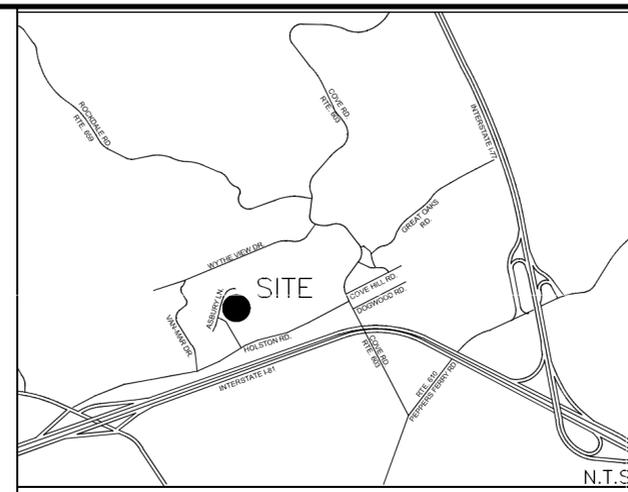
SHEET NO.	REV.
2 OF 2	49

DETAIL SCALE = 1"=80'



DETAIL LINE TABLE

LINE	BEARING	DISTANCE
L1	N 28°22'28" W	163.34'
L2	N 61°37'32" E	9.02'
L3	S 28°49'14" E	173.88'
L4	S 61°14'35" W	10.38'
L5	N 28°22'28" W	10.60'
L6	N 28°49'14" W	43.55'
L7	S 61°10'46" W	7.26'
L8	N 28°49'14" W	16.30'
L9	N 61°10'46" E	7.26'
L10	N 28°49'14" W	139.89'
L11	N 60°06'19" E	5.45'
L12	S 28°58'10" E	199.90'
L13	S 61°37'32" W	5.97'



VICINITY MAP

LINE	BEARING	DISTANCE
L1	S 61°02'09" W	210.58'
L2	N 28°57'51" W	160.27'
L3	N 61°02'09" E	65.10'
L4	N 61°02'09" E	145.88'
L5	S 28°49'14" E	33.56'
L6	S 28°49'14" E	126.71'
L7	N 28°57'51" W	125.31'
L8	N 23°08'27" E	125.54'
L9	N 30°52'40" E	43.96'
L10	S 65°13'29" E	64.97'
L11	S 28°49'14" E	62.83'
L12	S 53°23'15" W	132.08'
L13	S 26°09'36" E	105.57'
L14	N 65°13'29" W	10.54'
L15	S 33°47'38" W	5.16'
L16	N 52°30'10" W	9.99'
L17	N 41°07'12" E	5.16'
L18	N 16°41'57" E	71.70'
L19	N 74°39'29" W	132.88'
L20	N 16°36'44" E	115.04'
L21	S 73°18'03" E	21.12'
L22	S 73°18'03" E	111.89'
L23	S 16°41'57" W	111.89'
L24	N 14°25'22" E	121.19'
L25	N 14°25'22" E	74.16'
L26	S 59°32'21" E	123.19'
L27	S 16°41'57" W	165.89'
L28	N 16°41'57" E	2.24'
L29	N 21°53'09" E	34.57'
L30	S 69°45'20" E	40.02'
L31	S 69°45'20" E	159.05'
L32	S 19°31'11" W	127.53'
L33	N 69°45'20" W	164.32'
L34	N 21°53'09" E	127.59'
L35	S 19°31'11" W	127.65'
L36	N 73°18'03" W	157.72'
L37	N 16°41'57" E	137.63'
L38	S 16°41'57" W	120.76'
L39	S 73°18'03" E	151.77'
L40	S 19°31'11" W	142.76'
L41	N 65°13'29" W	75.51'
L42	N 16°41'57" E	89.27'
L43	S 28°49'14" E	95.64'
L44	S 60°06'19" W	40.01'
L45	S 28°49'14" E	13.18'
L46	S 61°10'46" W	7.26'
L47	S 28°49'14" E	16.30'
L48	N 61°10'46" E	7.26'
L49	S 28°49'14" E	150.94'
L50	S 28°49'14" E	66.49'
L51	S 61°14'35" W	10.38'
L52	N 28°22'28" W	10.60'
L53	S 61°14'35" W	55.08'
L54	S 28°45'25" E	142.67'
L55	S 61°53'48" W	62.35'
L56	S 64°01'37" W	24.28'
L57	S 70°13'29" W	12.01'
L58	S 70°13'29" W	85.24'
L59	S 61°17'23" W	4.81'
L60	S 61°17'23" W	90.00'
L61	N 47°35'49" W	209.23'
L62	N 63°33'35" E	135.34'
L63	S 35°22'19" E	193.91'
L64	N 63°33'35" E	111.60'
L65	S 28°42'37" E	201.42'
L66	N 63°33'35" E	163.74'
L67	S 83°42'05" W	184.79'
L68	N 42°42'43" E	250.70'
L69	N 56°40'14" W	158.35'
L70	N 34°31'30" W	163.45'
L71	N 67°38'03" E	436.41'
L72	N 67°38'03" E	1567.53'

- PARCEL '1'  
0.776 ACRES (33,782 SQ.FT.)
- PARCEL '2'  
0.373 ACRES (16,252 SQ.FT.)
- PARCEL '3'  
0.473 ACRES (20,606 SQ.FT.)
- PARCEL '4'  
0.346 ACRES (15,083 SQ.FT.)
- PARCEL '5'  
0.479 ACRES (20,845 SQ.FT.)
- PARCEL '6'  
0.473 ACRES (20,617 SQ.FT.)
- PARCEL '7'  
0.490 ACRES (21,342 SQ.FT.)
- PARCEL '8'  
0.435 ACRES (18,946 SQ.FT.)
- PARCEL '9'  
0.502 ACRES (21,871 SQ.FT.)
- PARCEL '10'  
0.450 ACRES (19,623 SQ.FT.)
- PARCEL '11'  
0.545 ACRES (23,750 SQ.FT.)

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	184.00'	61.30'	61.02'	N 38°21'55" W	19°05'23"
C2	184.00'	55.60'	55.39'	N 56°34'03" W	17°18'53"
C3	73.00'	11.49'	11.48'	N 60°42'56" W	09°01'08"
C4	73.00'	83.55'	79.07'	N 16°05'26" W	65°34'44"
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C8	33.00'	47.18'	43.27'	S 24°15'46" E	61°55'27"
C9	224.00'	42.88'	42.81'	S 59°44'28" E	10°58'04"
C10	224.00'	99.45'	98.63'	S 41°32'20" E	25°26'12"
C11	50.00'	52.36'	50.00'	N 32°13'02" W	60°00'01"

Section 9, Item D.

**HURT & PROFFIT**  
INSPIRED / RESPONSIVE / TRUSTED

HAND P.C.  
WYTHEVILLE, VA. 24

276.228.0008  
370 S 4TH STREET

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

**PLAT SHOWING**  
**PHASE 1 OF ASBURY LANE SUBDIVISION**  
**MAJOR SUBDIVISION FOR THE PROPERTY OF**  
**FUSION HOLDINGS, LLC. & VIRGINIA-LTC INC.**  
EAST WYTHEVILLE MAG. DISTRICT, TOWN OF WYTHEVILLE, VIRGINIA

PROJECT NO.	20230156
FILE NO.	
LAT.	36.966738°
LONG.	-81.089896°
DATE:	08/22/2023
DRAWN BY:	JHG
CHECKED BY:	MBT



SHEET NO.	REV.
1 OF 2	

THIS SHEET IS INTENDED TO BE REPRODUCED AT 17"x22". REPRODUCTION OF THIS SHEET AT A DIFFERENT SIZE THAN INTENDED SHALL VOID THE SCALE SHOWN ON THE SHEET.



## Town of Wytheville Subdivision Review SUBD-ASBURY

Has the Subdivision review fee been paid \_\_\_(NO) \_\_\_X (YES)

(Subsequent recording fees will be required after final approval prior to final recordation.

Recording fees will consist of \$26.00 per sheet included within approved plan set)

**All comments in red represent departmental suggestions based on current Town of Wytheville ordinances which will be presented to planning committee for consideration during the initial review process prior to any recommendations made to Town Council for final approval/rejection.**

Name of Subdivision: **Plat showing Phase 1 of Asbury Lane Subdivision Major Division for the Property of Fusion Holdings, LLC & Virginia-LTC INC.**

Name of Reviewer: Billy J. Anderson L.S., Assist. Town Engineer

Reviewing Department: Engineering

Submittal Date: 08-22-2023

Location of Subdivision: North of Holston Road, north and west of the Carrington Center along Asbury Lane and east of Van-Mar Drive.

Tax map no. of involved parcels: Tax map no. 25-70A & 25-70

Is the existing tax parcel under any land use classifications: No

Number of Existing Lots: 4 existing lots

Number of Proposed Lots: 11 New Lots ranging and 2 revised existing parcels

Proposed Use: Residential Present Use: Residential Conforming Use: Yes

Other Regulatory Agencies Involved: VDOT (Road layout and design is acceptable for introduction into Urban Maintenance Inventory System) Civil Design is being developed and reviewed for this project by a third-party Engineer.

Intended Water Supply: Public (infrastructure installation to Town standards required, current water source is connected into Carrington Center and will require disconnection, application of

new connection, design and installation of new water line water service laterals, valves, hydrant assemblies etc. prior to final approval of developments, appropriate sureties will be required for infrastructure construction.) Civil Design is being developed and reviewed for this project by a third-party Engineer. Lots 9-11 will be served by existing water services located along Holston Road. Applications for water availability will be required for each lot.

Intended Sanitary Sewer Disposal:

Lots 9-11 will be served by existing sanitary sewer services located along Holston Road, Applications for sanitary sewer availability will be required for each lot.

Lots 1-8 will be served by existing private sewage systems.

Date of plat submitted: 08-22-2023 Date of submittal: 08-22-2023

Submittal phase: **Fifth draft (preliminary)**

Number of sheets in set: 2

If more than one sheet is required in a set, is a sheet index provided: Yes

Name of Owner/Subdivider: Fusion Holdings, LLC

Name of Surveyor/Engineer: Hurt and Proffitt, Bradley Tate, RLS

Magisterial District/Locality Designation: East Wytheville Mag. District.

Will this subdivision require planning commission & town council approval prior to final approval and recordation of submitted subdivision plat: Yes

Will this subdivision require a subdivision agreement between the Town and Developer prior to final approval and recordation of submitted subdivision plat: Yes

**REQUIRED PLAT ITEMS:**

Plat scale shown: 1" = 75' & 1" = 100'

North arrow shown: Yes

Vicinity map shown: Yes

Current zone designation shown: R-1 Residential Rezoning requested/required: No

Owners consent statement shown: Yes

Owners consent notary's statement shown: Yes

Source of title statement shown: Yes

Surveyors certificate shown: Yes

Town approval statement shown: Yes

Subdivision agreement statement shown: Yes

Statement of Intent Shown: Yes (note 5)

Is information shown for all adjoining properties: Yes

Do any portions of the proposed lots fall within a FEMA special flood hazard area: No

Are applicable designated flood zones shown: NA

Is applicable designated flood zone panel information shown: Yes

Is the exterior boundary of subdivision shown in bold lines: Yes

Location, alignment, width, name of existing street shown: Yes (shown as 18')

Location, alignment, width of existing street right of way shown: Yes

Will additional street infrastructure installed by the developer be required: Yes (additional work will be required along Asbury Lane to become compliant with VDOT standards and Specifications (See VDOT requirements) Civil Design is being developed and reviewed for this project by a third party Engineer.

Will additional street right of ways dedicated by the developer be required: Yes

Are all existing/proposed street right of ways 50' or greater: No (a variance to this section of the Town of Wytheville Subdivision Ordinance has been applied for and approved, along with a variance for reduction in paved surface width and a variance for installation of curb and gutter).

Will on-site storm water management be provided: Yes, (Additional facilities/structures may be required).

Location, alignment, width of all existing alley way shown: N/A

Location, alignment, width of existing easements shown: Yes (infrastructure located along Asbury lane. Please show all infrastructure and any associated easements for this utility and any other utility within this project. Some utilities may fall outside of the proposed 15' PUE. )

Minimum building setback lines shown: Yes

Minimum building setback lines listed: Yes

Minimum building setback lines conform: Yes

Existing buildings shown: Yes

Do existing buildings meet setback requirements after subdivision: Yes

Layout, dimension, bearings of lot lines shown/conform: Yes

Lot areas shown/conform: Yes

Minimum lot width shown/conform: Yes

Are permanent lot corners indicated: Yes

Are VA. State Plane Coordinates on at least 4 lot corners shown: Yes

Will lots within this subdivision be served by private water systems: No

Will lots within this subdivision be served by private sanitary sewer systems: Yes: (some lots will be served by existing private septic systems)

Are all lots currently served by existing public water and sanitary sewer systems: Yes (but the system is passed through the current Carrington Center 4" meter located along Holston Road and will require disconnection and installation of new water infrastructure) Civil Design is being developed and reviewed for this project by a third party Engineer.

Is the location of all existing utilities shown: Yes (Proposed water line improvements, underground power shown.)

Will additional water infrastructure installed by the subdivider be required: Yes

Will additional sanitary sewer infrastructure installed by the subdivider be required: No

Do all lots have direct available access to an existing/proposed public road system: No (Asbury Lane is currently being assessed for acceptance after revisions/repairs are made.)

The Plat as submitted dated 08-22-2023 meets all technical specifications as required by the current Town of Wytheville Subdivision Ordinance. The plat as presented will be placed on the next Town of Wytheville Subdivision Council meeting for consideration and review. Additional supporting civil site plans are being reviewed for this project. If you have any questions or comments, please feel free to contact me at 276-223-3434 or by email at [billy.anderson@wytheville.org](mailto:billy.anderson@wytheville.org).

Sincerely,



Billy J. Anderson, LS  
Assistant Town Engineer

**9-E**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Resolution – Volunteers serving on Town Committees, Boards and Authorities

**SUMMARY:**

As the Council is aware, several months ago, a resolution was passed recognizing the volunteers who serve in the various Town Departments. Town staff also invited the volunteers who serve on the Town Committees, Boards and Authorities to attend the Volunteer Appreciation Event scheduled for Tuesday, October 24, from 6:00 p.m. – 7:30 p.m. Please find attached a resolution for the Council's consideration that recognizes the Town volunteers who serve on these various Committees, Boards and Authorities. This resolution will also be presented to these volunteers at the Volunteer Appreciation Event.

**Recommended Action**

If the Council desires to approve the resolution, it will require a motion and a vote by the Town Council.

# Resolution



*WHEREAS, the Town of Wytheville has eleven advisory Committees, Boards and Authorities that provide input and recommendations to the Town Council; and,*

*WHEREAS, these Committees, Boards and Authorities utilize many volunteers who work diligently to fulfill the duties imposed upon them by the Town Council; and,*

*WHEREAS, these volunteers strive to help the Town meet its mission, and to help to ensure that citizens of the town and visitors are served at the highest level; and,*

*WHEREAS, the volunteers of the Town's Committees, Boards and Authorities are a valuable asset, and the Town Council is grateful for the immeasurable knowledge and contributions that they provide to the Town of Wytheville and its citizens.*

*NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, officially commends all its volunteers who serve on the Town Committees, Boards and Authorities and expresses its deep appreciation for their efforts and commitment to the Town of Wytheville.*

*In Witness Whereof, I have hereunto set my hand and caused the seal of the Town of Wytheville, Virginia, to be affixed this 25th day of September, two thousand twenty-three.*

---

*Beth A. Taylor, Mayor*

*ATTEST:*

---

*Sharon G. Corvin, CMC, Town Clerk*

# 9-F

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	2023-24 Budget Amendment

**SUMMARY:**

Town Treasurer Stephens has advised that it will be necessary to amend the 2023-24 Budget to appropriate \$10,500 for the HVAC system at the Heritage Preservation Center

**Recommended Action**

If the Council desires to amend the budget and appropriate the funds, a motion will need to be made to amend the 2023-24 Budget to appropriate \$10,500 for the HVAC system at the Heritage Preservation Center, and a roll call vote by the Town Council will be necessary.

**PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS****SEPTEMBER 25, 2023****F. HVAC – BUDGET AMENDMENT**

In late August, the HVAC system at the Heritage Preservation Center failed. The system is 21 years old and has undergone several parts replacements in recent years. At this time, it is necessary that the HVAC system be replaced. The quoted price is \$9,925, but we suggest budgeting slightly over for contingencies. A copy of the proposal is attached.

**RECOMMENDATION:** Amend the Fiscal Year 2023-24 Budget and appropriate \$10,500, for the replacement of the HVAC system at the Heritage Preservation Center.

Proposal Prepared By:



Brian Broce

Estimator

91 Ingles St

Radford, VA 24141

Tel : 540-605-0064

[brian@newriverheatingandair.com](mailto:brian@newriverheatingandair.com)

[www.newriverheatingandair.com](http://www.newriverheatingandair.com)

### Prepared For

Town of Wytheville main office

Tel : 2762233433

[grant.gerlich@wytheville.org](mailto:grant.gerlich@wytheville.org)

### Bill To

Town of Wytheville main office



Section 9, Item F.

# AMERICAN STANDARD

You Invest

## \$9,925

### MODELS

#### American Standard 4A6H4060N1000A

- Silver 14
- Single-Stage
- Heat Pump

-10 year parts limited to original purchaser upon timely registration

-Otherwise 5 years (Applies to residential installation only)

-Limited Lifetime Heat Exchanger

#### American Standard TEM4B0C60S51SA

- Air Handler
- Direct Drive
- PSC

-10 year parts limited to original purchaser upon timely registration

-Otherwise 5 years (Applies to residential installation only)

-Limited Lifetime Heat Exchanger

#### American Standard BAYHTR1510BRK

- Auxilliary Heater

#### Included Deductions:

- Service fee (\$100.00)
- 5% Cash Discount (\$522.39)

#### Net Investment

## \$9,925

#### SPECIAL INCLUSIONS:

- Equipment Pad
- Lifts outdoor unit off ground in case of snow
- PVC condensate drain to floor or pump
- Secondary drain float switch
- Clear trap with easy cleanouts
- Supports indoor unit, internally-lined for noise dampening
- Supply Plenum
- Flush existing refrigerant lines
- Digital programmable thermostat with WiFi - Optional sensors available

TOTAL: \$9,925

**INCLUDED SERVICES:****AMERICAN STANDARD:**

- CHARGE SYSTEM TO MANUFACTURERS SPECIFICATION
- PRINT WARRANTY CERTIFICATE
- EXPLAIN SYSTEM OPERATION
- PERMIT FEES
- REGISTER MANUFACTURER WARRANTY
- REMOVE AND HAUL AWAY OLD EQUIPMENT AND DEBRIS
- CONNECT TO EXISTING DUCT WORK
- 5 YEAR COMPRESSOR AND 1 YEAR PARTS WARRANTY

---

## AVAILABLE UPGRADES & OPTIONS

To order your Upgrade(s) & Option(s), please click on the box

**UPGRADE 1 (APPROVED and included in the price)**

\$0.00

Available for: AMERICAN STANDARD

5% discount for payments made by cash, check, credit, or debit card

**UPGRADE 2 (DECLINED by the customer and not included in the price)**

\$1,400.00

Available for: AMERICAN STANDARD

DUCT CLEANING - Clean existing metal ducts (not available for fiberglass ductboard)

**UPGRADE 3 (DECLINED by the customer and not included in the price)**

\$400.00

Available for: AMERICAN STANDARD

APRILAIRE MERV 13 FILTER - Includes filter, cabinet, and duct modifications during system replacement

**UPGRADE 4 (DECLINED by the customer and not included in the price)**

\$1,400.00

Available for: AMERICAN STANDARD

AIR SCRUBBER - The AirScrubber by Aerus® attaches directly to the HVAC system ductwork to reduce viruses, bacteria, and other contaminants in the ambient air and on surfaces while the HVAC fan is running. Patented ActivePure is an advanced surface and air purification technology. It has been proven to reduce up to 99.9% of many common airborne and surface contaminants

**UPGRADE 5 (DECLINED by the customer and not included in the price)**

\$650.00

Available for: AMERICAN STANDARD

BLUETUBE UV LIGHT - Designed to reduce odors, air pollutants, VOCs (chemical odors), mold, bacteria and viruses. Germicidal UV light is a trust control method used in hospitals, water treatment facilities and food/beverage industries worldwide. Lifetime warranty on electronics, with a 2-year lamp warranty.

**UPGRADE 6 (DECLINED by the customer and not included in the price)**

\$750.00

Available for: AMERICAN STANDARD

10 YEAR WARRANTY UPGRADE

## TERMS & CONDITIONS OF AGREEMENT

1. Purchaser hereby accepts the equipment and service described above and agrees to pay New River Heating and Air the price shown above.
2. All equipment and material are guaranteed by New River Heating and Air to be as specified. All work will be completed in a workmanlike manner according to normally accepted practices.
3. Materials and work in addition to that described herein will be furnished only on Purchaser's authorization and will be paid by Purchaser as an extra charge.
4. Upon failure to pay any sums due hereunder, Purchaser agrees to pay New River Heating and Air interest at the rate of one and one-half percent (1½%) per month (annual rate of 18%) on all outstanding balances.
5. New River Heating and Air shall not be liable for any default caused by events beyond its control, including but not limited to, fire, flood, strikes, accidents, or delays affecting this work or other operations in which it is involved, directly or indirectly.
6. Purchaser shall permit New River Heating and Air reasonable access to the property on which equipment is to be installed. Title to all provided equipment remains with New River Heating and Air until all amounts due thereon are paid in full, whether such equipment is affixed to the realty or not, and shall remain personal property and be deemed sever-able without injury to the freehold. On any payment default by Purchaser, or if in New River Heating and Air 's judgment, reasonably exercised, its equity appears to be imperiled, then, New River Heating and Air may without further notice enter the premises and remove or resell the equipment, and Purchaser shall be liable for any deficiency or loss sustained by New River Heating and Air in connection therewith.
7. Once the equipment is connected to Purchaser's property, Purchaser assumes all risk of loss or damage to such equipment and shall ensure same fully to protect all interests of New River Heating and Air , the cost of insurance to be paid by Purchaser. New River Heating and Air carries liability insurance and Worker's Compensation Insurance.
8. New River Heating and Air provides a one-year limited labor warranty unless otherwise stated. Equipment or system failure due to lack of proper maintenance service or abuse is expressly excluded. Any malfunctions or failures caused by factors other than the equipment itself are excluded including, but not limited to, problems arising from wildlife, lack of filter changing, dirty coils, clogged drains, and weather or other acts of God. Normal maintenance check-ups and filter replacements are the responsibility of Purchaser. All other warranties, expressed or implied, are the responsibility of the manufacturer of the equipment, parts, or materials used in connection with the services.
9. There are no warranties, expressed or implied, for existing equipment, ductwork, or other materials not installed by New River Heating and Air
10. All warranty work will be performed during New River Heating and Air 's normal working hours, 8:00 AM to 5:00 PM, Monday through Friday.
11. Purchaser is responsible for all costs and reasonable attorney fees incurred by New River Heating and Air in connection with any action or proceeding (including arbitration and appeals) arising out of this Agreement, including a collection of any outstanding amounts due, whether or not suit is filed.
12. Except as provided herein New River Heating and Air makes no other representations or warranties, either express or implied, including, but not limited to, any implied warranties of merchantability or fitness for a particular purpose New River Heating and Air expressly disclaims all other warranties. New River Heating and Air 's maximum liability hereunder shall consist of refunding all money paid to it by Purchaser hereunder subject to removal and return to New River Heating and Air of all equipment provided hereunder. Under no circumstances will New River Heating and Air be liable to Purchaser or any other person for any damages, including, without limitation, any indirect, incidental, special, or consequential damages, expenses, cost, profits, lost savings or earnings, lost or corrupted data, or other liability arising out of or related to this Agreement, or the services or equipment provided hereunder.
13. This agreement shall be governed and construed solely according to the internal laws of the State of Maryland, without reference to any conflicts of laws.
14. This agreement is the complete and exclusive statement of the agreement between Purchaser and New River Heating and Air and it supersedes all prior oral and written proposals and any prior or subsequent communications pertaining to the subject matter hereof.

Change Out Proposal • Date Created: 09-05-2023

Payment Options

Check

Section 9, Item F.



Grant Gerlich  
September 11, 2023

**11-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Staff Report(s)

**SUMMARY:**

Town Manager Freeman will present a Staff Report(s) on various topics.

**Recommended Action**

No action required at this time.

**11-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Upcoming Meetings

**SUMMARY:**

Town Clerk Sherry Corvin will present the upcoming meetings to the Town Council.

**Recommended Action**

No action required at this time.

## UPCOMING MEETINGS

1. The Joint Industrial Development Authority will meet on Thursday, September 28, 2023, at 3:00 p.m., here in the Council Chambers.
2. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, October 9, 2023, due to the Columbus Day holiday.
3. The Wytheville Town Council meeting scheduled for Tuesday, October 10, 2023, has been canceled.
4. There will be a special Town Council meeting held on Wednesday, October 11, 2023, at 4:00 p.m., here in the Council Chambers.
5. The Wytheville Recreation Commission will meet on Wednesday, October 11, 2023, at 5:30 p.m., at the Community Center.

**12-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Update on Peppers Ferry Road Sidewalk ADA Upgrade Project

**SUMMARY:**

Town staff will provide an update to the Town Council regarding the Peppers Ferry Road Sidewalk ADA Upgrade Project.

**Recommended Action**

No action required at this time.

**12-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Rehabilitation Zone Program

**SUMMARY:**

Assistant Town Manager Elaine Holeyton will discuss a proposed Rehabilitation Zone Program with the Town Council.

**Recommended Action**

No action required at this time.

# 12-C

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Vacancies/Upcoming Vacancies on Town Committees/Boards

**SUMMARY:**

Town Clerk Sherry Corvin will review the vacancies/upcoming vacancies on Town Committees/Boards.

**Recommended Action**

No action required at this time.

## **COMMITTEE VACANCIES**

### **Building Code Appeals**

William Turner, III – Expires 7/26/23 (Not eligible for reappointment)

### **Joint Industrial Development Authority**

David Kause – Expires 11/10/23 (Not eligible for reappointment)

### **Recreation Commission**

Michael Mitchell – Expires 12/31/23 – (Not eligible for reappointment)

### **Wytheville Economic Development Authority**

Linda Nye – Expires 12/12/23 (Not eligible for reappointment)

Melissa Crockett – Expires 12/12/23 (Eligible for reappointment)

### **Wytheville Tree Committee**

Vacancy

# 12-D

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 25, 2023
<b>Subject:</b>	Volunteer Appreciation Event

**SUMMARY:**

Town Clerk Sherry Corvin will update the Town Council on the Volunteer Appreciation Event.

**Recommended Action**

No action required at this time.

**12-F**

# Town of Wytheville

## October 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> All meetings are held in the Municipal Building unless otherwise noted.	<b>2</b> <b>CALENDAR SUBJECT TO CHANGE</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b> HOLIDAY—TOWN OFFICES CLOSED	<b>10</b> 5:00 PM TOWN COUNCIL MEETING CANCELLED	<b>11</b> 4:00 PM — Special Town Council Meeting 5:30 PM — Recreation Commission (Recreation Center)	<b>12</b> 6:00 PM-Planning Commission	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> 5:30 PM - DTW (DTW Office)	<b>17</b>	<b>18</b> 12:00 PM-Housing Authority (HA Office)	<b>19</b> 10:00 AM — NRRWA (NRRWA Plant) 11:00 AM — Board of Zoning Appeals	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> 5:00 PM — Town Council Meeting	<b>24</b>	<b>25</b>	<b>26</b> 3:00 PM — JIDA	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				

SEP 15 2023

To whom it may concern,

July 1, 2023

*Want to  
Amber*

My husband and I were on our way for a family vacation with our service pets. We had our truck, toy hauler and gear in tow. We had anticipated this trip for quite some time. Spontaneity is not something we can ascribe to being my husband is a combat service disabled veteran with heart and lung issues. Trips must be planned, equipment/ medications must be arranged, and the ability to travel long distances at once are not an option. We were a bit over 100 miles from our destination when our truck began to act up. Warning lights came on and we lost most of our power to do anything but creep to the nearest gas station. We were able to make it to a little town called Wytheville Va.. where I found a Ford service garage.

The staff at Aschenbach Ford were incredible! Particularly, Marybeth, Angel, Carol, and Tracy who showed us kindness during this difficult time. The staff took our vehicle right away to do the diagnostics. We waited while they completed . It was a substantial item for the diesel truck and it would be a few days until the part would arrive. The staff gave us a ride to our camper which had to be parked at the neighboring Tractor Supply business for several days because there was no room at the dealership. Ashley, the Tractor Supply manager gave us permission to park our toy hauler in their parking area until the repairs were completed, and assured us it would be just fine. The dealership gave us a ride to collect our things ( clothing, medications, medical equipment and pet supplies) and then drove us to the Holiday Inn Express in town. Martha who works at the front desk was so kind and accommodating getting us a room several hours before the "official" check in so we could settle in considering our circumstances. Since we would be staying in town for a few days, we rented a vehicle at Enterprise where a young man named Thomas set up my rental. There were a few delays, but he made it right by getting us a comfortable vehicle, spic and span clean, delivering it to the hotel. This gave us an opportunity to explore the town and make the most of an unexpected turn of events.

We explored many shops in town to include, Jo Jo's Attic, Skeeter's Hot Dog's, PR Sturgill's , Peking Chinese, and Papa Tasos . We got to explore Big Walker Mt. Lookout and Country store. In each place we visited everyone was kind, inviting and welcoming to the town. It was almost like stepping back in time, to the days where people knew each other, and where small towns thrived. I must say your LOVE sign in the town park area is truly fitting and demonstrates genuine Southern hospitality we received. We did not initially choose to be in Wytheville for our first visit, BUT we will surely choose to visit Wytheville for our next visit!!!

With gratitude and best regards,  
The Mabus Family  

*Ron + Rose  
Mabus*