



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, NOVEMBER 13, 2023 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — COUNCILWOMAN CANDICE N. JOHNSON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILMAN GARY L. GILLMAN
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 Special Town Council Meeting of October 11, 2023 **(requires motion and vote)**
8. **CITIZENS' PERIOD**
9. **PRESENTATIONS TO TOWN COUNCIL**
 - A.** Presentation by Ms. Thalia Rodriguez regarding the Farmer's Market
 - B.** Presentation by Fire Chief Chris Slemp on the proposed amendments to the Fire Prevention and Protection section of the Town Code
10. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** **Consider the request of Wythe County Public Schools Foundation for Excellence to provide traffic control on Saturday, January 13, 2024, to conduct a Sandman Half Marathon and the MLK 5K Run**
 1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
 2. Consideration by the Town Council to approve the request **(requires motion and vote)**
 - B.** **Consider the request of Open Door Cafe to provide traffic control on Thursday, November 23, 2023, to conduct the Stuffed Strut 5K Run**
 1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton

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

C. Consider the request of the Kiwanis Club of Wythe County to provide traffic control on Saturday, May 4, 2024, to conduct a 5K Run

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

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

D. Consider the request of Downtown Wytheville, Incorporated to provide traffic control on Saturday, December 2, 2023, for the Wytheville Christmas Parade and Celebration

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

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

E. Consider the establishment of the Personal Property Tax Reimbursement Rate

1. Staff Report/Presentation by Town Treasurer Michael Stephens

2. Consideration by the Town Council to establish the Personal Property Tax Reimbursement Rate **(requires motion and roll call vote)**

F. Consider an appointment to the Joint Industrial Development Authority of Wythe County (JIDA) to fill the expired term of Mr. David Kause (term expired November 10, 2023)

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to make an appointment to the JIDA **(requires motion and vote)**

G. Consider an appointment to the Wytheville Building Code Appeals Board to fill the expired term of Mr. William Turner, III (term expired July 26, 2023)

1. Staff Report/Presentation by Town Clerk Sherry Corvin

2. Consideration by the Town Council to make an appointment to the Wytheville Building Code Appeals Board **(requires motion and vote)**

H. Consider dispensing with the December 25, 2023, Town Council meeting due to the Christmas holidays

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to dispense with the meeting **(requires motion and vote)**

11. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

12. REPORTS

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

B. Upcoming Meetings - TOWN CLERK SHERRY CORVIN

13. OTHER BUSINESS

A. Continued review of the Housing Rehabilitation Zone Program

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

B. Update regarding the Town of Wytheville Economic Development Incentives

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

C. Update regarding the Open Door Community Development Block Grant application

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

D. Council Member Time

E. Miscellaneous

(1) Council Committee Reports; (2) November Town Council Meeting Calendar; (3) September Building Permit Reports; (4) October Building Permit Reports; (5) Other

14. ADJOURNMENT

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MINUTES
WYTHEVILLE TOWN COUNCIL
SPECIAL MEETING
WEDNESDAY, OCTOBER 11, 2023 AT 4:00 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 Holeton, Town Clerk Sherry Corvin, Town Treasurer Michael Stephens, Computer Operations Manager Ron Jude, Assistant Computer Operations Manager Jeff Hooper, Police Sergeant Tommy Lester, Administrative and Events Coordinator Charlie Jones, David Johnston

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 Vice-Mayor Pattison.

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

6. RE: CONSENT AGENDA

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of September 25, 2023. She inquired if there was a motion to approve the minutes of the regular meeting of September 25, 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 results: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Johnson. Voting Abstaining: Councilwoman Atkins.

7. RE: PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS

A. RE: STAFF REPORT REGARDING THE ISSUANCE OF GENERAL OBLIGATION BONDS TO ACQUIRE A REFUSE TRUCK AND A DEHUMIDIFICATION UNIT

Mayor Taylor advised that the next agenda item is a Staff Report/Presentation by Town Manager Brian Freeman regarding the issuance of General Obligation Bonds 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 stated that the dehumidification unit for the indoor pool at the Wytheville Community Center has been an issue in the past. He noted that the current unit has started failing and that it was part of the original construction of the facility. Town Manager Freeman advised that a new dehumidification unit was really the only option, and that the approximate cost of replacing the unit is \$583,880. He commented that another portion of these bonds will be for a refuse truck. Town Manager Freeman stated that the current refuse truck is at its full life expectancy, and, over the last couple of years, it has experienced a lot of parts failures and maintenance needs. He noted that the anticipated cost for the new refuse truck is \$253,597. Town Manager Freeman advised that an additional \$5,000 was added for Bond Counsel. He stated that these bonds are through the United States Department of Agriculture and the maximum amount of the bonds is \$843,000. A brief discussion continued regarding further details of the General Obligation Bonds. Vice-Mayor Pattison inquired of Town Manager Freeman regarding when the new refuse truck will be delivered. Town Manager Freeman stated that he was not sure when it would be delivered, however, the purchase order has been executed and Staff anticipates that the truck will be received during the current calendar year. He commented that the dehumidification unit is anticipated to be installed during the first quarter of 2024. Councilwoman Johnson inquired of Town Manager Freeman regarding the levy of taxes for the purchaser of a General Obligation Bond. Town Manager Freeman stated that the owner of the Bond does not have the ability to levy taxes. Discussion continued regarding the guidelines and requirements of repayment for a General Obligation Bond for the Town of Wytheville.

B. RE: PUBLIC HEARING - ISSUANCE OF GENERAL OBLIGATION BONDS TO ACQUIRE A REFUSE TRUCK AND A DEHUMIDIFICATION UNIT

Mayor Taylor advised that the meeting constituted a public hearing (due notice having been given) to consider the issuance of General Obligation Bonds in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town. She inquired if there were any citizens present

who wished to address the Council during the public hearing. There being none, she declared the public hearing closed and proceeded with the agenda.

C. RE: CONSIDERATION OF THE ISSUANCE OF GENERAL OBLIGATION BONDS TO ACQUIRE A REFUSE TRUCK AND A DEHUMIDIFICATION UNIT

Mayor Taylor advised that the next agenda item is consideration by the Town Council to adopt a resolution authorizing the issuance of General Obligation Bonds and the execution and delivery of certain related documents. She inquired if there was a motion to adopt a resolution authorizing the issuance of General Obligation Bonds in the maximum amount of \$843,000 to acquire a refuse truck and a dehumidification unit for the Town, and to execute and to deliver certain related documents.

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, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

8. RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting. (4:13 p.m.)

Beth A. Taylor, Mayor

Sharon G. Corvin, CMC, Town Clerk

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Presentation on Farmer's Market |

SUMMARY:

Ms. Thalia Rodriguez with the Wytheville Farmer's Market will be attending the Town Council meeting to make a presentation to the Town Council regarding the Farmer's Market.

Recommended Action

No action is required.

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | November 13, 2023 |
| Subject: | Presentation on Proposed Amendments to the Fire Prevention and Protection section of the Town Code |

SUMMARY:

Fire Chief Chris Slep will make a presentation to the Town Council regarding the proposed changes to the Fire Prevention and Protection section of the Town Code.

Recommended Action

No action is required.

Chapter 6 ~~PUBLIC SAFETY FIRE PREVENTION AND PROTECTION~~¹

Draft #4 10/03/2023

ARTICLE I. IN GENERAL

Secs. 6-1—6-15. Reserved.

ARTICLE II. FIRE DEPARTMENT²

DIVISION 1. GENERALLY

Sec. 6-16. Establishment of the town fire and rescue department; purposes.

- (a) There is hereby created the town fire and rescue department.
- (b) The town council by creation of the fire and rescue system intends to ensure adequate public safety, health and welfare through a collaborative fire, rescue and emergency medical services program that is competent, highly trained, efficiently delivered and equitably administered, and that is operated through the town's fire and rescue department, in accordance with this article. The system should provide maximum cost-effective performance, promote the town-wide public interest, account for adequate service levels, provide for sound financial practices involving the use of public funds, ensure transparency in the operation of the combined system, fairly communicate and consider all views regarding the provisions of these services, provide for the improvement in training and operational capabilities of all service providers, and develop near- and long-term plans and policies for projected growth and development in the town and its public safety requirements.
- (c) The delivery of fire, rescue and emergency medical services shall be accomplished through a coordinated policy and regulatory framework that addresses the town-wide need for such services and advances the competence and capabilities of the town's providers, both career and volunteer.

(Ord. No. 1377, § 6-16, 1-13-2020)

¹State law reference(s)—Fire protection generally, Code of Virginia, § 27-1 et seq.; fire departments, Code of Virginia, § 27-6.1 et seq.; Virginia Statewide Fire Prevention Code, 13 VAC 5-51-11 et seq.

²State law reference(s)—Ordinances as to fire departments, Code of Virginia, § 27-14.

Sec. 6-17. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Chief of the fire and rescue department or FRD chief means the chief of the town fire and rescue department.

Coordinator of emergency management or emergency management coordinator means the person tasked with coordinating emergency response for the town under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000.

Corporation counsel means the town attorney.

Department or fire and rescue department means the town's fire and rescue department.

Director of emergency management or emergency management director, for purposes of this ordinance and the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, means the town manager.

Emergency management means preparation and delivery of those services provided for under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000.

Fire alarm means the giving, signaling, or transmission to any public safety answering point, public fire station, or company or to any officer or employee thereof, whether by telephone, spoken word or otherwise, of information to the effect that there is a fire at or near the place indicated by the person giving, signaling or transmitting such information.

Fire and rescue department means the department of the town described in section 6-18.

Fire and rescue services, fire and rescue system or system means the town's fire and rescue system established by section 6-16.

Fire code official means the ~~fire marshal~~ the officer or other designated authority charged with administration and enforcement of the fire prevention code.

Fire hazard means ~~any thing anything~~ or act increasing or causing an increase of the hazard or menace of fire to a greater degree than that customarily recognized by persons in the public service who are regularly engaged in preventing, suppressing or extinguishing a fire; or which will obstruct, delay, hinder or interfere with the operations of the fire and rescue department or the egress of occupants in the event of a fire.

Fire lane means a road or other passageway developed to allow the passage of fire apparatus. A fire lane is not necessarily intended for vehicular traffic other than fire apparatus.

Fire marshal means the person appointed as fire marshal pursuant to section 6-59.

Fire official means the fire chief or designee.

Fire Prevention Code or FPC means that Code adopted under Code of Virginia, § 27-97.

Fireworks means any firecracker, torpedo, skyrocket, or other substance or object, of whatever form or construction, that contains any explosive or inflammable compound or substance, and is intended, or commonly known as fireworks, and which explodes, rises into the air or travels laterally, or fires projectiles into the air.

Fireworks display means a presentation of fireworks for a public or private gathering.

Hazardous material means matter (solid, liquid, or gas) or energy that when released is capable of creating harm to people, the environment, and property, including weapons of mass destruction, as defined by 18 U.S. Code, Section 2332a, as well as any other criminal use of hazardous materials, such as illicit labs, environmental crimes, or industrial sabotage.

Member, as used in the Fire Prevention Code, means any authorized representative of the fire marshal's office or the town fire and rescue department.

Operational medical director means an EMS physician, currently licensed to practice medicine or osteopathic medicine in the commonwealth, who is formally recognized and responsible for providing medical direction, oversight and quality improvement to the town fire and rescue system.

Open burning means the burning of material wherein products of combustion are emitted into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudgepots and similar devices associated with safety or occupational uses typically considered open flames, recreational fires or use of portable outdoor fireplaces. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

"Permissible fireworks" means any fountains that do not emit sparks or other burning effects to a distance greater than five meters (16.4 feet); wheels that do not emit a flame radius greater than one meter (39 inches); crackling devices and flashers or strobes that do not emit sparks or other burning effects to a distance greater than two meters (78.74 inches); and sparkling devices or other fireworks devices that (i) do not explode or produce a report, (ii) do not travel horizontally or vertically under their own power, (iii) do not emit or function as a projectile, (iv) do not produce a continuous flame longer than 20 inches, (v) are not capable of being reloaded, and (vi) if designed to be ignited by a fuse, have a fuse that is protected to resist side ignition and a burning time of not less than four seconds and not more than eight seconds (re: Virginia Code Section 27-95).

Policy means a generally applicable rule for the operation of the fire and rescue system.

Promulgated policy or standard operating procedure means one which is in effect.

Public funds means any monies appropriated by the town council for the purposes of the fire and rescue system whether derived from town levies or general funds, or any fees, grants, loans or gifts from any federal, state, local or private source whatsoever and any monies commingled with such public funds.

Public safety answering point (PSAP) means a point designated to receive 911 calls and route them to emergency service personnel.

Recreational fire means an outdoor fire burning material other than rubbish where the fuel being burned is not contained in an incinerator, outdoor fire place, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of 3 feet or less in diameter and 2 feet or less in height for pleasure, religious, ceremonial, cooking, warmth or similar purposes.

Readiness, for purposes of a mitigation plan under section 6-19(c), means the ability of emergency responders within the system to respond to fires, hazardous material releases or medical emergencies for which they have been trained.

Standard operating procedure / Standard Operating Guideline or SOP / SOG means a prescribed method to be followed routinely for the performance of designated operations or in designated situations.

(Ord. No. 1377, § 6-17, 1-13-2020)

Sec. 6-18. Town fire and rescue department.

The town fire and rescue department is continued as a department of the town government. The department shall be responsible for providing fire suppression, emergency medical service, fire prevention, and other related public safety functions. The town fire and rescue department shall be under the operational command of a full-time employee reporting to the town manager and designated chief of the fire and rescue department (the "FRD chief"). The town fire and rescue department is hereby recognized as a designated

emergency response agency and an integral part of the official public safety program of the town with a responsibility for providing emergency medical response.

(Ord. No. 1377, § 6-18, 1-13-2020)

Sec. 6-19. Chief of the fire and rescue department; powers and duties.

- (a) The FRD chief has operational control of the fire and rescue system, serves as the department head of the town fire and rescue department; develops policies and SOP's and SOG's that are consistent with applicable law, relevant fire and rescue standards and agreed regional policies and operating procedures; and performs other job functions as required by the town manager or the town council. The term "operational control of the fire and rescue system" means that the FRD chief controls the day-to-day operations of the system, including, but not limited to, managing and commanding use of apparatus and equipment (regardless of how it is titled or how it is marked), the coordination of shifts between career and volunteer crews, coordination with mutual aid jurisdictions, the planning and implementation of training, insurance, incident and accident reporting and such other administrative or operational details as have any bearing on the operation of the system in accordance with the purposes recited in section 6-16.
- (b) Policies and guidelines SOP's may be proposed by the FRD chief, to address any aspects of the fire and rescue system, including, but not be limited to, the following topics:
 - (1) Command and operation of the fire and rescue system and emergency incident procedures;
 - (2) Maintenance and repair of vehicles and equipment;
 - (3) Proper insurance coverage;
 - (4) Driver selection and vehicle and equipment use;
 - (5) Emergency medical services protocols, in concert with the operational medical director;
 - (6) Drug and alcohol use, and driver testing for drugs and alcohol;
 - (7) Licensing and compliance with other state and federal requirements; and
 - (8) Audit of all public funds, member organization compliance with promulgated policies and SOP's, operational capabilities and any other matter that may be deemed necessary or convenient to the effectuation of the town's intent set forth in section 6-16.
- (c) Except in an emergency, ~~every policy and SOP~~policies and guidelines shall be in writing, shall state its effective date and shall state its mitigation plan. Unless exempt from disclosure under the Virginia Freedom of Information Act, each promulgated policy and SOP guideline shall be subject to FOIA~~published to the town's website~~.
- (d) In the case of an emergency, defined as a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action, the FRD chief may issue such policies or SOPs as he may determine are required for the duration of any such emergency. Any emergency policy or SOP shall be reduced to writing as soon as practical and shall remain in effect for more than 90 days.
- (e) The FRD chief makes recommendations to the town manager, and the town council, and faithfully executes promulgated policies and SOP's.
- (f) The FRD chief serves as the emergency management coordinator for the town, reporting to the emergency management director.
- (g) In case of absence or disability of the FRD chief, an assistant or acting chief of the fire and rescue department shall exercise all the powers and assume the responsibilities of the FRD chief.

(Supp. No. 9)

(h) Shall serve as the town's fire official.

(i) May exercise authority as granted pursuant to Virginia law.

(Ord. No. 1377, § 6-19, 1-13-2020)

Sec. 6-20. Unified command and operations structure.

Whenever this article uses the term "chief or other officer in charge," it means the highest-ranking officer on the scene who has been certified or otherwise qualified for incident scene command in accordance with a promulgated policy.

(Ord. No. 1377, § 6-20, 1-13-2020)

Sec. 6-21. Titling of vehicles and equipment.

- (a) All apparatus and equipment used and to be used for fire, rescue and emergency medical services employed by the fire and rescue system and purchased following the enactment of this article with public funds shall be the property of the town and subject to the provisions of this Code governing town property. ~~The volunteers shall have the right to use the town's equipment for the purpose of providing fire, rescue and emergency medical services and for practicing therewith, pursuant to promulgated policies and SOP's.~~
- (b) It shall be the responsibility of the FRD chief to keep all apparatus referred to in subsection (a) of this section in proper condition and repair in accordance with promulgated policies and, to that end, to make regular systematic inspections of such apparatus and equipment and to establish and carry out maintenance schedules in accordance with promulgated policies.

(Ord. No. 1377, § 6-21, 1-13-2020)

Sec. 6-22. Background checks.

Every person entering service with the system shall undergo a criminal background check at the expense of the town and a department of motor vehicle check under Code of Virginia, § 46.2-208(B)(9). Such person's criminal history record information shall be disclosed only pursuant to the provisions of Code of Virginia, § 19.2-389(A)(7) or other applicable provision of state law. Any criminal history shall be examined for compatibility with potential employment duties. No person shall operate a motor vehicle for the system whose driving history is incompatible with such service under criteria to be established by policy or whose criminal history or driving history would cause the system to be in violation of any mutual aid agreement, state regulation, or other legal obligation. At a minimum, the policy adopted to implement this section shall prohibit driving a vehicle for the system by any person with a driving point total of less than zero or a conviction within the past seven years for driving under the influence or similar charge, driving on a suspended license, or reckless driving.

(Ord. No. 1377, § 6-22, 1-13-2020)

Sec. 6-23. Service fees for emergency medical transport.

Reasonable fees shall be charged for emergency medical transport services and ground transportation mileage provided by the town fire and rescue system. The schedule of rates for services shall be established by resolution of the town council.

(Ord. No. 1377, § 6-23, 1-13-2020)

Sec. 6-24. Authority of the chief of the fire and rescue department.

The FRD chief is hereby authorized and directed to write policies and [SOP's guidelines](#) and for the administration of the charges imposed by section 6-23, including, but not limited to, payment standards for those persons who demonstrate economic hardship, as permitted by applicable law.

(Ord. No. 1377, § 6-24, 1-13-2020)

DIVISION 2. RELIEF FOR FIREFIGHTERS AND DEPENDENTS³

Sec. 6-25. Conditions and benefits.

The town hereby provides for the relief of:

- (1) Any children and surviving spouse of any firefighter who dies;
- (2) Any firefighter who is disabled by injury or illness as the direct or proximate result of the performance of his duty, including the presumption under Code of Virginia, § 27-40.1, in the service of the town or any political subdivision with which it contracts or has contracted for fire protection, whether such firefighter is a member of a fire company of the county in which the injury occurred or of a political subdivision with which it contracts for fire protection.

Such total disability retirement benefits shall be not less than those provided under the in-line-of-duty disability retirement provisions of Code of Virginia, § 51.1-404. Such relief of any children and surviving spouse of any firefighter who dies shall be exclusive of, and not dependent upon, any payment under the Line of Duty Act.

(Code 1987, § 6-36)

Sec. 6-26. Death and disability claims; prerequisites.

- (a) The death of, or any condition or impairment of the health of town firefighters caused by respiratory diseases, hypertension or heart disease resulting in total or partial disability, shall be presumed to have been suffered in the line of duty unless the contrary is shown by a preponderance of competent evidence, provided that prior to making any claim based upon such presumption for retirement, sickness or other benefits on account of such death or total or partial disability, such firefighter shall have been found free from respiratory diseases, hypertension or heart disease, as the case may be, by a physical examination which shall include such appropriate laboratory and other diagnostic studies as have been deemed necessary and conducted by such physician as may be designated by the town manager. Any such firefighter or, in the case of his death, any person entitled to make a claim for such benefits, claiming that his death or disability was suffered in the line of duty shall, if requested by the town manager, submit himself, in the case of a claim for disability benefits, to physical examination by any physician designated by the council, which examination may include such tests or studies as may reasonably be prescribed by the physician so designated or, in the case of a claim for death benefits, submit the body of the deceased firefighter to a postmortem examination to be performed by the medical examiner for the county, appointed under Code of Virginia, § 32.1-282. Such firefighter or claimant shall have the right to have present at such examination, at his own expense, any qualified physician he may designate. Nothing in this section shall be construed to extend or otherwise affect the provisions of Code of Virginia, title 65.1, relating to workers' compensation.

³State law reference(s)—Relief for firefighters and dependents, Code of Virginia, § 27-39 et seq.

- (b) To carry out the intention of providing relief to town firefighters and/or their dependents, the town authorizes its town manager to provide for the employment of a physician, as needed, to perform the physical examination required by subsection (a) of this section. The town manager is to instruct the physician and limit the physical examination to the requirements of subsection (a) of this section. He shall cause such examination to be made of every firefighter entering upon the town's service at the time of such entry.
- (c) Such presumption, subject to the provisions of subsection (a) of this section, shall be employed in determining eligibility for death, retirement, sickness and other benefits provided pursuant to the authority granted by this section, or pursuant to any other provisions of law or the Charter of the town, or otherwise, for persons who die or become totally or partially disabled.

(Code 1987, § 6-37; Ord. No. 702, §§ (a)—(c), 8-27-1973)

Secs. 6-27—6-50. Reserved.

ARTICLE III. FIRE PREVENTION CODE⁴

Sec. 6-51. Adoption.

The statewide fire prevention code shall be in force in the town.

(Code 1967, § 27-1; Code 1987, § 6-51; Ord. No. 658, 3-22-1971)

Sec. 6-52. When and where copies may be obtained.

Copies of the fire prevention code adopted under this article may be obtained at the office of the town manager during regular office hours.

(Code 1967, § 27-2; Code 1987, § 6-52)

Sec. 6-53. Term of permits.

Any permit issued ~~pursuant to the fire prevention code adopted~~ under this article and/or the Virginia Statewide Prevention Code shall define the period for which the permit is valid.~~be valid until revoked or suspended.~~

(Code 1967, § 27-3; Code 1987, § 6-53)

Sec. 6-54. ~~Bureau of fire prevention.~~Office of the Fire Marshal

~~The fire prevention code adopted under this article shall be enforced by the bureau of fire prevention in the fire department, which bureau is hereby established and which bureau shall be operated under the supervision of the town manager.~~ The Office of the Fire Marshal's position shall reside within the Fire and Rescue Department. The appointment of the fire marshal and assistant fire marshals shall be consistent with 6-59 of this chapter.

⁴State law reference(s)—Virginia Statewide Fire Prevention Code Act, Code of Virginia, § 27-94 et seq.

(Code 1967, § 27-4; Code 1987, § 6-54)

Sec. 6-55. Modifications.

The ~~town manager~~fire official shall have power to modify any of the provisions of the fire prevention code adopted under this article upon application in writing by the owner or lessee, or his duly authorized agent, when there are practical difficulties in the way of carrying out the strict letter of such fire prevention code, provided that the spirit of the fire prevention code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the ~~town manager~~fire official thereon shall be entered upon the records of the town and a signed copy shall be furnished to the applicant.

(Code 1967, § 27-5; Code 1987, § 6-55)

Sec. 6-56. Appeals.

~~Whenever the town manager shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the fire prevention code adopted under this article do not apply or that the true intent and meaning of such prevention code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the town manager to the town council within 30 days from the date of the decision from which the appeal is taken. Appeals shall be managed and heard in a manner consistent with the Virginia Statewide Fire Prevention Code.~~

(Code 1967, § 27-6; Code 1987, § 6-56)

Sec. 6-57. Penalties

- ~~(a) Any person violating or failing to comply with any provision of this division or the Virginia Statewide Fire Prevention Code, as amended, shall be guilty of a Class 1 misdemeanor. Each violation or failure shall constitute a separate offense, and each day during which the same violation or failure is found to have existed shall constitute a separate offense.~~
- ~~(b) In addition to the penalties specified in subsection(a), the fire marshal may invoke any other lawful procedure to prevent or abate any violation of this division.~~

~~(code 1967, 27-100)~~

~~Sec. 6-57. New materials, processes or occupancies which may require permits.~~

~~The town manager shall determine and specify, after giving affected persons an opportunity to be heard, any new materials, processes or occupancies, which shall require permits, in addition to those now enumerated in the fire prevention code adopted under this article. The town manager shall distribute copies thereof to interested persons.~~

(Code 1967, § 27-7; Code 1987, § 6-57)

Sec. 6-58. Fireworks.

- (a) *Transportation, manufacture, use, etc., generally; confiscation and disposition.*
 - (1) Except as otherwise provided in this article, it shall be unlawful for any person to transport, manufacture, store, sell, offer for sale, expose for sale, buy, use, ignite or explode any firecracker,

torpedo, skyrocket, or other substance or thing within the town, of whatever form or construction, that contains any explosive or inflammable compound or substance, commonly known as fireworks, which explodes, rises into the air or travels laterally, or fires projectiles into the air, other than ~~sparks, sparklers, fountains, Pharaoh's serpents, caps for pistols, pinwheels commonly known as whirligigs or spinning jennies,~~ permissible fireworks provided that such permitted fireworks may only be used, ignited or exploded on private property with the consent of the owner of such property.

- (2) Any fireworks transported, manufactured, stored, sold, offered for sale, exposed for sale, bought, or intended for use, ignition or explosion in violation of this article shall, upon conviction of the person guilty of the violation in question, be confiscated by the police department. The court shall order destruction of such articles upon expiration of the time allowed for appeal of such judgment of conviction.
- (b) *Display by fair association, etc.* Upon application in writing for a display of fireworks by a fair association, amusement park or by any organization or group of individuals, the town manager may, in his discretion, issue a permit for the supervised display of such fireworks within the town at definite times and places and under such circumstances as shall be reasonably safe for persons and property. After such permit has been issued, sales of fireworks may be made for use under such permit, and the association, amusement park, organization or group to which it is issued may make use of such fireworks under the terms and conditions of such permit.
- (c) ~~Roman candles, sparklers, etc.~~ This section shall not be construed to apply to ~~Roman candles, sparklers, Pharaoh's serpents, caps for toy pistols, pinwheels, whirligigs or spinning jennies~~ permissible fireworks when used, ignited or exploded on private property within the consent of the owner of the property in question.
- (d) *Sale of materials for signaling in operation of railroad engine, etc.* This section shall not be construed to apply to the sale or use of materials or equipment otherwise prohibited by this section when such materials or equipment are used or to be used by any person for signaling or other emergency use in the operation of any railroad engine or train or any vehicle for the transportation of persons or property.

~~€ Sales and storage of permissible fireworks and fireworks display shall be subject to permits and fees as set for by the Wytheville Town Council.~~

~~(f) Town Council hereby establishes a permit requirement for the sale and/or storage of permissible fireworks.~~

(Code 1967, §§ 27-9—27-12; Code 1987, § 6-58)

State law reference(s)—Power of town to regulate or prohibit the use and exhibition of fireworks, Code of Virginia, § 15.2-1113.

ARTICLE IV. LOCAL FIRE MARSHALS

Sec. 6-59. Appointment of fire marshal.

~~The town council may appoint an officer who shall be called the fire marshal whenever, in the opinion of the council, the appointment shall be deemed expedient. The term "fire marshal," as used in this article, may include the local fire official and local arson investigator when appointed pursuant to this article.~~

There shall be a fire marshal appointed by the chief, subject to confirmation by the town manager. The fire marshal shall have all the powers and duties set out in Title 27, Chapter 3 of the Code of Virginia pertaining to local fire marshals, including those powers and duties set out in the Statewide Fire Prevention Code. The fire chief and the deputies and assistants of the fire marshal shall also have those powers and duties.

in the absence of the fire marshal and as otherwise directed by the fire marshal, and the term "fire marshal" when used in this division shall include deputies and assistants of the fire marshal.

(Code 1987, § 6-59; Ord. No. 978, 11-25-1991)

Sec. 6-60. Investigation of fires.

The fire marshal shall make an investigation into the origin and cause of every fire occurring within the town limits.

(Code 1987, § 6-60; Ord. No. 978, 11-25-1991)

Sec. 6-61. Summoning witnesses and taking evidence.

- (a) In making such investigation, the fire marshal may issue a summons directed to the chief of police demanding the summoning of witnesses to attend before him at such time and place as the fire marshal may direct. The chief of police shall forthwith execute the summons and make return thereof to the fire marshal at the time and place named therein.
- (b) Witnesses, on whom the summons before mentioned is served, may be compelled by the fire marshal to attend and give evidence, and shall be liable in like manner as if the summons had been issued by a magistrate of the judicial district in a criminal case. The witness shall be sworn by the fire marshal before giving evidence, and their evidence shall be reduced to writing by him, or under this direction, and subscribed by them respectively.

(Code 1987, § 6-61; Ord. No. 978, 11-25-1991)

Sec. 6-62. Right of entry to investigate cause of fire or explosion.

If, in making such an investigation, the fire marshal, his deputies or assistances shall make complaint under oath that there is good cause of suspicion or belief that the burning of or explosion on any land, building or vessel or of any object was caused by any act constituting a crime as defined in article I of chapter 5 of title 18.2 of the Code of Virginia and that the fire marshal, -his deputies or assistances haves been refused admittance to the land, building or vessel or to examine the object in or on which any fire or explosion occurred within 15 days after the extinguishment of such, a magistrate of the judicial district where the land, building, vessel or object is located may issue a warrant to the chief of police requiring the chief to enter such land, building or vessel or the premises upon which the object is located in the company of the fire marshal, his deputies or assistances for the purposes of conducting a search for evidence showing that such fire or explosion was caused by any act defined in article I of chapter 5 of title 18.2 of the Code of Virginia.

(Code 1987, § 6-62; Ord. No. 978, 11-25-1991)

Sec. 6-63. Issuance of fire investigation warrant.

If, in undertaking such an investigation, the fire marshal, his deputies or assistances makes an affidavit under oath that the origin or cause of any fire or explosion on any land, building, or vessel, or of any object is undetermined and that he has been refused admittance thereto, or is unable to gain permission to enter such land, building, or vessel, or to examine such object, within 15 days after the extinguishing of such, any magistrate of the judicial district where the land, building, vessel, or object is located may issue a fire investigation warrant to the fire marshal authorizing him to enter such land, building, vessel, or the premises upon which the object is located for the purpose of determining the origin and source of such fire or explosion. If the fire marshal, his

(Supp. No. 9)

deputies or assistances, after gaining access to any land, building, vessel, or other premises pursuant to such a fire investigation warrant, has probable cause to believe that the burning or explosion was caused by any act constituting a criminal offense, he shall discontinue the investigation until a search warrant has been obtained pursuant to section 6-62, or consent to conduct the search has otherwise been given.

(Code 1987, § 6-63; Ord. No. 978, 11-25-1991)

Sec. 6-64. Report of investigation.

The fire marshal shall make report to the town council of any investigation made by him as soon thereafter as practicable, returning therewith the evidence taken by him and submitting such recommendations therein as he may think the public interest demands.

(Code 1987, § 6-64; Ord. No. 978, 11-25-1991)

Sec. 6-65. Duties and powers at fires.

Whenever any fire occurs, it shall be the duty of the fire marshal or his designated representative to be present at the same and advise and act in concert with such officers of police as may be present; and, for preserving order at and during the existence of such fire, and for the protection of property, he shall have concurrent powers with the officers of police, and the chief or other officer in charge, but shall not exercise any authority which will conflict with the powers of the chief or other officer in command of any fire department in the discharge of his special duties as such.

(Code 1987, § 6-65; Ord. No. 978, 11-25-1991)

Sec. 6-66. Power of fire marshal or fire chief to take property found at scene of fire or explosion; restitution of such property.

The fire chief, fire marshal or his designated representative is authorized to take and preserve any property found at the scene of a fire or explosion during his presence there while in the act of extinguishing such or found later with the consent of the owner or pursuant to section 6-62, which property indicates the fire or explosion was intentionally caused. Any person whose property is so taken and held may petition the circuit court of the county for return of the property, and the court may order restitution upon such conditions as are appropriate for preservation of evidence, including the posting of bond.

(Code 1987, § 6-66; Ord. No. 978, 11-25-1991)

Sec. 6-67. Power to arrest, procure and serve warrants, and to issue summons; limitation on authority.

- (a) In addition to such other duties as may be prescribed by law, the local fire marshal, his deputies or and his assistants shall, if authorized by the town council, have the authority to arrest, to procure and serve warrants of arrest and to issue summons in the manner authorized by general law for violation of local fire prevention and fire safety and related ordinances. The authority granted in this section shall not be exercised by the fire marshal, his deputies or assistant until such person has satisfactorily completed a training course designed specifically for local fire marshals and their assistants, which course shall be approved by the state fire services board.

- (b) The department of fire programs in cooperation with the department of criminal justice services shall have the authority to design, establish and maintain the required courses of instruction through such agencies and institutions as the departments jointly may deem appropriate and to approve such other courses as such departments determine appropriate.
- (c) The authority granted in this section shall not be construed to authorize the fire marshal or his assistants to wear or carry firearms unless the fire marshal, his deputies or assistances have met the standards set forth under section 6-68 of this chapter.

(Code 1987, § 6-67; Ord. No. 978, 11-25-1991)

Sec. 6-68. Police powers of fire marshals.

- (a) In addition to such other duties as may be prescribed by law, the local fire marshal and his assistants designated by the fire marshal shall, if authorized by the town council, have the same police powers as the chief of police, police officer or law enforcement officer. The investigation and prosecution of all offenses involving fires, fire bombings, bombings, attempts or threats to commit such offenses, false alarms relating to such offenses, possession and manufacture of explosive devices, substances and fire bombs shall be the responsibility of the fire marshal or his designee, if authorized by the town council. The police powers granted in this section shall not be exercised by the fire marshal or his assistant until such persons has satisfactorily completed a course for fire marshals with police powers, designed by the department of fire programs in cooperation with the department of criminal justice services, which course shall be approved by the state fire services board.
- (b) In addition, the fire marshal with police powers shall continue to exercise those powers only upon satisfactory participation in in-service and advanced courses and programs designed by the department of fire programs in cooperation with the department of criminal justice services, which courses shall be approved by the state fire services board.

(Code 1987, § 6-68; Ord. No. 978, 11-25-1991)

Sec. 6-69. Right of entry to investigate releases of hazardous material, hazardous waste, or regulated substances.

The fire marshal shall have the right to enter upon any property from which a release of any hazardous material, hazardous waste, or regulated substance, as defined in the Code of Virginia, §§ 10.1-1400 or 62.1-44.34:8, has occurred or is reasonably suspected to have occurred and which has entered into the groundwater, surface water or soils of the town in order to investigate the extent and cause of any such release. If, in undertaking such an investigation, the fire marshal makes an affidavit under oath that the origin or cause of any such release is undetermined and that he has been refused admittance to the property, or is unable to gain permission to enter the property, any magistrate serving the town where the property is located may issue an investigation warrant to the fire marshal authorizing him to enter such property for the purpose of determining the origin and source of the release. If the fire marshal, after gaining access to any property pursuant to such investigation warrant, has probable cause to believe that the release was caused by any act constituting a criminal offense, he shall discontinue the investigation until a search warrant has been obtained or consent to conduct the search has otherwise been given.

(Code 1987, § 6-69; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

Sec. 6-70. Power to order immediate compliance with law, etc., or prohibit use of building or equipment.

The local fire marshal shall, if authorized by the town council, have the authority to exercise the powers authorized by the fire prevention code. However, an order prohibiting the use of a building or equipment-issued pursuant to this section shall not be effective beyond the date of a determination made by the authorities identified in and pursuant to the Code of Virginia, § 27-97, regardless of whether or not said determination overrules, modifies or affirms the order of the local fire marshal. If an order of the local fire marshal issued pursuant to this section conflicts to any degree with an order previously issued by an authority identified in pursuant to the Code of Virginia, § 27-97 the latter order shall prevail. The local fire marshal shall immediately report to the authorities identified in the Code of Virginia, § 27-97, on the issuance and content of any order issued pursuant to this section.

(Code 1987, § 6-70; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

Sec. 6-71. Inspection and review of plans of buildings under construction.

Inspection of buildings other than state-owned buildings under construction and the review and approval of building plans for these structures for enforcement of the uniform statewide building code shall be the sole responsibility of the appropriate local building inspectors for the town. Upon completion of such structures, responsibility for fire safety protection shall pass to the local fire marshal or designated official by the town to enforce the statewide fire prevention code in those localities which enforce the statewide fire prevention code.

(Code 1987, § 6-71; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

Sec. 6-72. Penalty for failure to discharge duty.

For his failure to discharge any duty required of the fire marshal by law he shall be liable for each offense to a fine not exceeding \$100.00, to be imposed by the town council and to be collected as other fines are collected.

(Code 1987, § 6-72; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

Sec. 6-73. Appointment, powers and duties of assistant fire marshal.

The ~~town council~~ fire chief may appoint one or more deputy or assistant fire marshals, who, in the absence of the fire marshal, shall have the powers and perform the duties of the fire marshal.

(Code 1987, § 6-73; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

Sec. 6-74. Oaths of fire marshal and assistants.

The fire chief, fire marshal and his assistants, before entering upon their duties, shall respectively take an oath, before any officer authorized to administer oaths, faithfully to discharge the duties of such office; the certificate of the oath shall be returned to and preserved by the town council.

(Code 1987, § 6-74; Ord. No. 978, 11-25-1991; Ord. No. 1240, 9-14-2009)

ARTICLE V. – RECOVERY OF EXPENSES FOR RESPONSE TO CERTAIN EMERGENCY CALLS

Sec. 6.75. Hazardous materials incidents

- (a) Wytheville FRD shall make every attempt to recover expenses incurred while performing official duties at the scene of a hazardous materials release.
- (b) When the incident requires the resources of the Wytheville FRD, the responsible party shall be responsible for reimbursement of expenses directly to the Town of Wytheville for all expendable items used, personnel charges, and apparatus charges at the rate set forth by the Town Council
- (c) Monies recovered from such incidents shall be appropriated back to the Wytheville FRD budget to help replace items used and provide for partial funding of capital projects required to maintain and operate the hazardous materials response capabilities of the department.

Sec. 6-76. False/accidental alarms.

- (a) It is unlawful to call for the services of emergency assistance when the caller knows that an emergency does not exist. Provisions for negligent calls of this type are governed by Virginia Code, section 18.2-212.
- (b) Every individual, business or organization which has a fire alarm system which automatically reports such alarm to a public safety answering point (PSAP) or provides for notification of off-site personnel, shall be responsible for the proper functioning of that alarm system.
- (c) Every individual, business or organization which has a fire alarm system, as defined in section 6-17, shall be required to notify the appropriate PSAP that an accidental alarm has been activated within two (2) minutes of the alarm sounding or such individual, business or organization may be liable for payment of a fee for response to the alarm.
- (d) For those identified in paragraph (b) above, a fee will be assessed for each accidental alarm responded to where the appropriate PSAP has not been notified within two (2) minutes of the alarm activation. In the case of fire alarms, a charge shall be assessed for each alarm occurring after three false alarms per quarter within a 12-month period from July 1 to June 30 of each year, with results in the Wytheville FRD response to the alarmed premises, regardless of the cause of the false alarm or malfunction signal. The service charges shall be payable within 30 days of written notification to the subscriber or owner of the alarm system and will be assessed on a quarterly basis. The charge will be consistent with fees set forth by the Wytheville Town Council in the master fee schedule. Late payments will be assessed a ten percent fee.
- (e) All fees collected as a result of this section shall be used to offset the costs of providing fire services.
- (f) The Wytheville FRD shall be responsible for carrying out the provisions of this section.

Sec 6.77. – Reserved

ARTICLE VI. – REGULATIONS REGARDING BURNING

Sec 6.78 – Burning of leaves, trash, and other waste material generally.

- (a) Except as otherwise provided, it shall be unlawful for any person to burn any garbage, trash, refuse, rubbish or other waste material in the Town of Wytheville.

- (b) Leaves and brush originating on the premises of private residences may be burned on those premises; providing, that:

 - (1) Such burning is done between 9:00 a.m. and 12:00 midnight and all embers are totally extinguished at the end of the period.
 - (2) No material is added to the fire between 9:00 p.m. and 9:00 a.m.
 - (3) The location of the burning is not less than one hundred (100) feet from any occupied building, unless the occupant has given prior written permission.
 - (4) To minimize the possibility of contaminant emission from inadvertent fires, at no time shall the fire be unattended.
- (c) No burning of garbage, trash, refuse, rubbish or other waste material or of leaves or brush permitted under this section shall be commenced, or if such burning has been commenced it shall be immediately terminated, upon the declaration of an alert warning or emergency stage of the air pollution episode, when proclaimed by the executive director of the state air pollution control board of his designated representative.
- (d) A violation of any provision of this section shall constitute a Class 1 misdemeanor.
- (e) Open burning that is the result of the clearing of land greater than 10,000 square feet and is not result of agricultural operations shall require a fire permit issued by the Town's Fire Marshal's Office.

Sec. 6.79 – Limitation on burning brush, leaves, etc., between February 15 and April 30 and in general.

- (a) During the period beginning February fifteenth and ending April thirtieth of each year, it shall be unlawful for any person to set fire to brush, leaves, grass, debris or any field containing dry grass or other inflammable material capable of spreading fire located in or within three hundred (300) feet of any woodland or brushland, except between the hours of 4:00 p.m. and 12:00 midnight.
- (b) When it is deemed necessary by the Town's Fire Chief, an open burning ban may be imposed on the entire town or sections of the town when conditions exist that would make open burning a threat to life or property, or nuisance as provided for in the Virginia Statewide Fire Prevention Code, F-301.10, at anytime during the year.
- (c) A violation of this section shall constitute a Class 1 misdemeanor.

(re: Virginia State code 10.1-1142)

10-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | November 13, 2023 |
| Subject: | Wythe County Public Schools Foundation for Excellence Request |

SUMMARY:

Please find attached a request from the Wythe County Public Schools Foundation for Excellence for traffic control on Saturday, January 13, 2024, to conduct a Sandman Half Marathon and the MLK 5K Run. The Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Elaine Holeton will review this request with the Town Council.

Recommended Action

Action on this request will require a motion and vote by the Town Council.

EVEN-23-22

Street Closure Application and Event Application
Status: Active
Submitted On: 9/16/2023

Primary Location
No location

Applicant

Ami Scott

@ foundation@wythek12.org

1570 West Reservoir Street P.O. Box 815
Wytheville, VA 24382

GENERAL GUIDELINES

PROCESS: Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The Safety and Events Committee only meets one time a month and the Town Council only meets twice a month. It is highly recommended that you submit your application well in advance of your event to ensure that your application can be considered prior to the event date.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE*

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.*

Contact/Applicant Information

Organization Name or N/A*

Wythe County Public Schools
Foundation for Excellence

Organization phone number

276-228-5411

Primary Contact Name*

Ami Scott

Primary Contact Cell Phone*

Primary Contact Email*

foundation@wythek12.org

Secondary Contact Name*

Amanda Gillman

Secondary Contact Phone* ②

Secondary Contact Email Address* ②

amanda.gillman@wythek12.org

Event Information

Event Type* ②

5K

Event Name* ②

Sandman Half Marathon and MLK 5K

Event Description* ②

The Foundation for Excellence would like to hold it's annual Sandman Half Marathon and MLK 5K in Wytheville again this year

Event Begin Date*

01/13/2024

Event End Date*

01/13/2024

What window of time do you need the street closure or traffic control? Need beginning and end times.* ②

9:00am-10:00am

Actual Event Begin Time* ②

9AM

Actual Event End Time* ②

12PM

Is this the first time that you have sponsored this event?* ②

NO

If you have held the event before, are you proposing different location or types of activities from last year?* ②

NO

ROUTE & STREET CLOSURE INFORMATION

Please select a route below or upload a map of the event route or street closure limits in the attachment section.

1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)

2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)

3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

4. Other Route

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?*

10

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?*

We can provide some, but not all safety vests for this event.

How many loaner safety vests do you need?*

8

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.*

YES

Will food for sale or food trucks be at the event?*

YES

Alcohol Sales. Will alcohol be sold or distributed as part of the event?*

NO

Will the event use a Town park or facility in conjunction with the street closure event?*

YES

Will anything be sold at the event?*

NO

Will the event require assistance with trash or recycling?*

NO

Will tents or stages be set up in coordination with the event?*

NO

Will connection to electricity or generators be needed?*

YES

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*

- Ami Elizabeth Scott
Sep 16, 2023

Attachments

| Event Map | REQUIRED |
|--|----------|
| at_Sep_16_2023_18-03-03?Sep16,2023 | |
| R | |
| Details_Upload_Sep_16_2023_18-03-03?Sep16,2023 | |

5k
New Route This Year!

Please use 175 Tazewell Street when navigating to 5k starting location or scan QR



5k
START FINISH

Zombie Dash Fun Run

DOWNTOWN WYTHEVILLE
MAYHEM
ON MAIN STREET

Zombie Fun Run starts at 2:00 pm
Zombie 5k starts at 4:00 pm

Town of Wytheville
Parks & Recreation

For additional details and to register for 5k and fun run
<https://downtownwytheville.org/events-and-attractions/flagship-events/zombie-bash/>

| Signs for Sand Man | | Location |
|--------------------|---|--|
| | Start/Registration | 4th Street Civic Center |
| 1 | Turn right | Corner of 4th and Calhoun |
| 2 | Turn left | Corner of Calhoun and 6th |
| 3 | Turn right | at railroad crossing, bearing right on Madison |
| 4 | Turn left | at bridge, corner of Church/Clay and Whippoorwill |
| 5 | Turn right | at intersection of Whippoorwill and Broadway FOR ALL HALF MARATHON RUNNERS |
| 6 | Go straight | at intersection of Whippoorwill and Broadway FOR 9 MILE RUNNERS |
| 7 | Turn around | at High Rocks parking lot, top of mountain |
| 8 | Turn right | at intersection of Broadway and Whippoorwill |
| 9 | Turn left | at intersection of Whippoorwill and Atkins Mill Road |
| 10 | Turn right | at intersection of Atkins Mill Road and Railroad Ave/S. 3rd St. |
| 11 | Go straight | at intersection of S. 3rd St and Marshall Street |
| 12 | Turn left | at intersection of S. 3rd St. and Withers Road |
| 13 | Go straight | at intersection of Withers and Union Street |
| 14 | Turn right | at intersection of Withers and 4th Street |
| | Finish | at 4th St Civic Center |
| | scattered throughout | |
| | Mileage markers 1-13 | |
| | Caution: Runners on road | |
| | You're almost there, or other encouraging signs | |
| | Sponsor signs | |



Wytheville Extreme Half Marathon
Distance: [1]13.05 mi Location: Wytheville, Virginia

ROUTE DESCRIPTION:
 No Description Provided

| AT | FOR | NOTES |
|---------|--------------|--|
| 0.26 mi | 525R | Turn right at Calhoun St |
| 0.36 mi | 726R | Turn left at S 6th St |
| 0.5 mi | 748R | Turn right to stay on S 6th St |
| 0.64 mi | 1727R | Continue onto W Clay St |
| 0.97 mi | 1857R | Continue onto S Church St/ State Route 640 |
| 1.32 mi | 2mi 1324R | Turn left at State Route 640/ Whippoorwill Rd |
| 3.57 mi | 3mi 5235R | Sharp right at State Route 720/ Whippoorwill Rd |

| AT | FOR | NOTES |
|----------|--------------|--|
| 7.56 mi | 1mi 4205R | Sharp right at State Route 720/ Whippoorwill Rd |
| 9.36 mi | 2mi 6042R | Turn left at Atkins Mill Rd/ State Route 649 |
| 12.31 mi | 626R | Turn left at E Railroad Ave |
| 12.43 mi | 3534R | Turn left at S 4th St |
| 13.1 mi | - | Stop |

© MapMyFitness LLC. All Rights Reserved. 2009-2008 | View more maps online at:
 Find this route online at <http://www.mapmyrun.com/run/track-data/id/wytheville791126788163726429>
 Distance values on this map may differ slightly from values reported on the route engine.

10-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--------------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Open Door Café Stuffed Strut Request |

SUMMARY:

Please find attached a request from Open Door Café for traffic control on Thursday, November 23, 2023, to conduct a Stuffed Strut 5K Run. The Safety and Events Committee has reviewed this request and would recommend that it be approved. Assistant Town Manager Elaine Holeton will review this request with the Town Council.

Recommended Action

Action on this request will require a motion and vote by the Town Council.

EVEN-23-23

Street Closure Application and Event Application
Status: Active
Submitted On: 9/20/2023

Primary Location
No location

Applicant

Eric Bucey
@ ebucey@wythehope.org
680 West Main Street
Wytheville, VA 24382

GENERAL GUIDELINES

PROCESS: Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The Safety and Events Committee only meets one time a month and the Town Council only meets twice a month. It is highly recommended that you submit your application well in advance of your event to ensure that your application can be considered prior to the event date.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE* ?

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.* ?

Contact/Applicant Information

Organization Name or N/A* ?

Open Door Cafe

Organization phone number ?

276-227-0212

Primary Contact Name* ?

Eric Bucey

Primary Contact Cell Phone* ?

Primary Contact Email* ?

ebucey@wythehope.org

Secondary Contact Name* ?

Mike Pugh

Secondary Contact Phone* ?

Secondary Contact Email Address* ?

mpugh@wythehope.org

Event Information

Event Type* ?

5K

Event Name* ?

Stuffed Strut

Event Description* ?

Run, walk, or roll so others can eat! Join the 12th annual Stuffed Strut and give some of your Thanksgiving day to help fight hunger. Runners, walkers, and para-athletes join and raise funds in the fight against hunger. Kids under 10 may run, walk, bike, skate, or scoot the 1 mile fun run. The 2023 Stuffed Strut begins at 8 am Thanksgiving morning in downtown Wytheville at the Open Door Café. The route is a relatively flat, paved course around downtown Wytheville. November mornings in our climate zone can be frigid. Please dress accordingly. Parking is available along the street, across Main Street at First Christian Church, and at Curves on the corner of 12th and West Main Streets. On-site registration opens at 6:45 am. We will serve warm refreshments immediately after the run's conclusion, in time to get everyone home for a big Thanksgiving lunch. First, second and third place finishers in several age and mobility categories will receive custom medals.

Event Begin Date*

11/23/2023

Event End Date*

11/23/2023

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

7:30 am - 9:30 am

Actual Event Begin Time* ?

8AM

Actual Event End Time* ?

10AM

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

NO

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

YES

ROUTE & STREET CLOSURE INFORMATION

Please select a route below or upload a map of the event route or street closure limits in the attachment section.

1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)

2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)

3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

4. Other Route

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?*

10-15

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?*

We can provide some, but not all safety vests for this event.

How many loaner safety vests do you need?*

15

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.*

YES

Will food for sale or food trucks be at the event?*

NO

Alcohol Sales. Will alcohol be sold or distributed as part of the event?*

NO

Will the event use a Town park or facility in conjunction with the street closure event?*

NO

Will anything be sold at the event?*

NO

Will the event require assistance with trash or recycling?

NO

Will tents or stages be set up in coordination with the event?*

NO

Will connection to electricity or generators be needed?*

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.

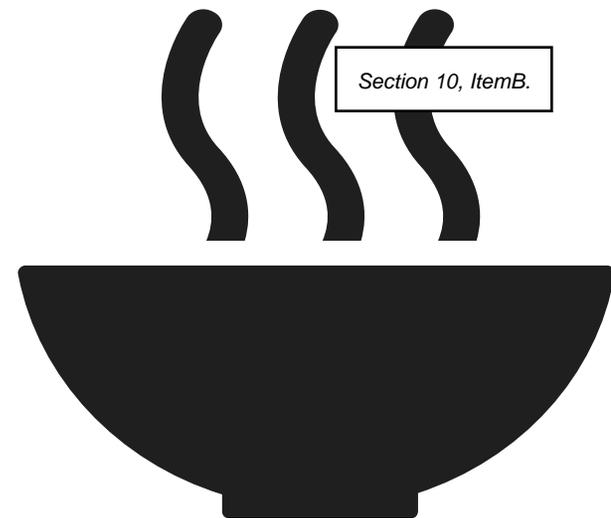
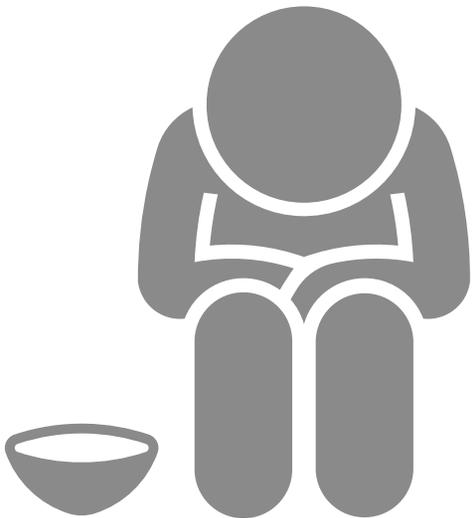
Select the box to provide a digital signature for this application*

- Eric L. Bucey
Sep 20, 2023

Attachments

Event Man

REQUIRED



RUN-WALK-ROLL SO OTHERS EAT!

2021 STUFFED STRUT 5K

Open Door Cafe, 650 W. Main Street, Wytheville, VA



NOVEMBER 25, 2021
8:00 AM

- Onsite check-in from 6:45 am
- Onsite registration: \$45 run, \$40 walk
- Kids Fun Strut @ 8:45 am

CHECKLIST



- Overall M/F Medals
- Medals for Top 3 per age/gender division
- Post event refreshments
- Results online



KIDS FUN STRUT

0.93 mi

Distance

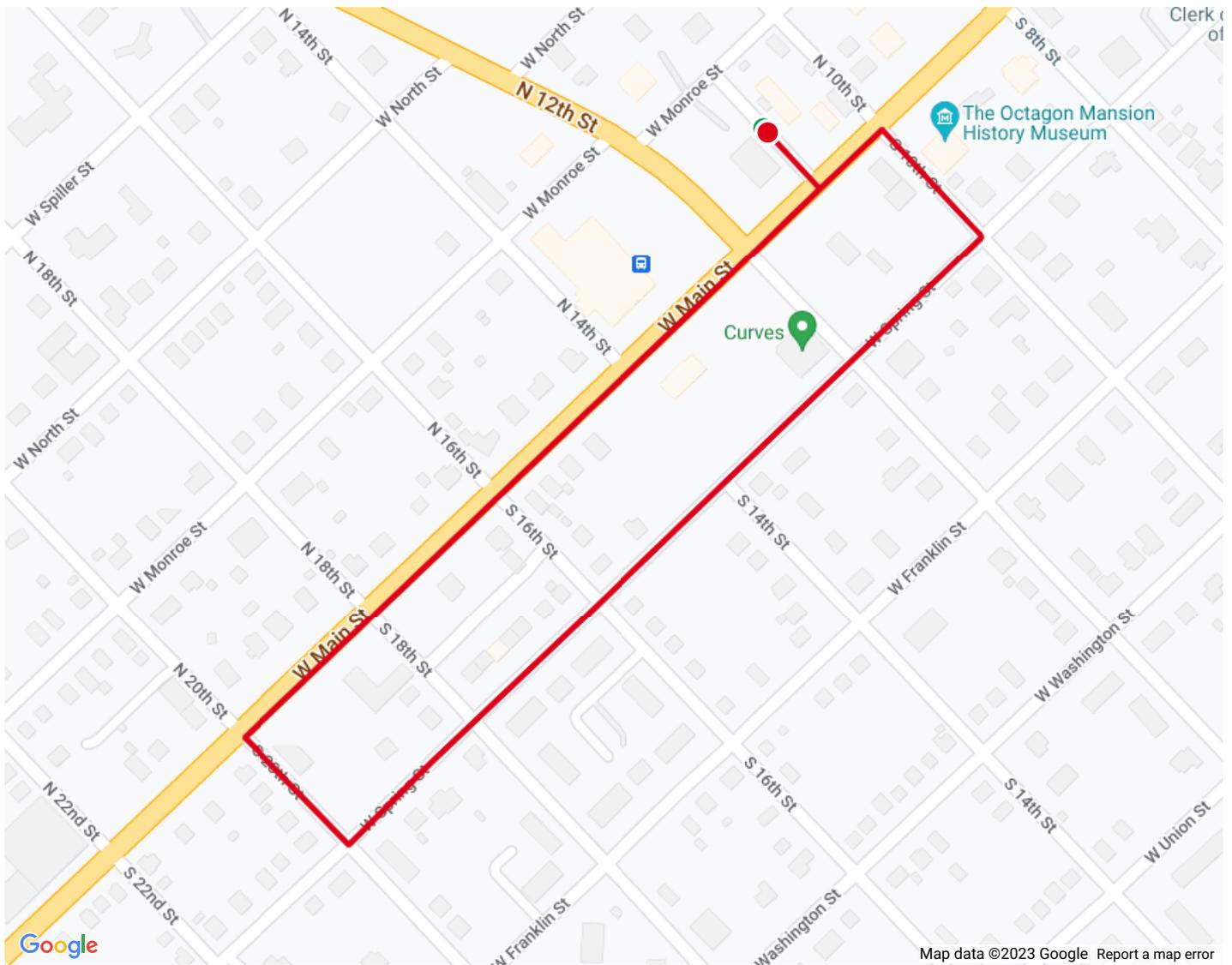
13 ft

Elevation Gain

Run

Activity Type

Notes

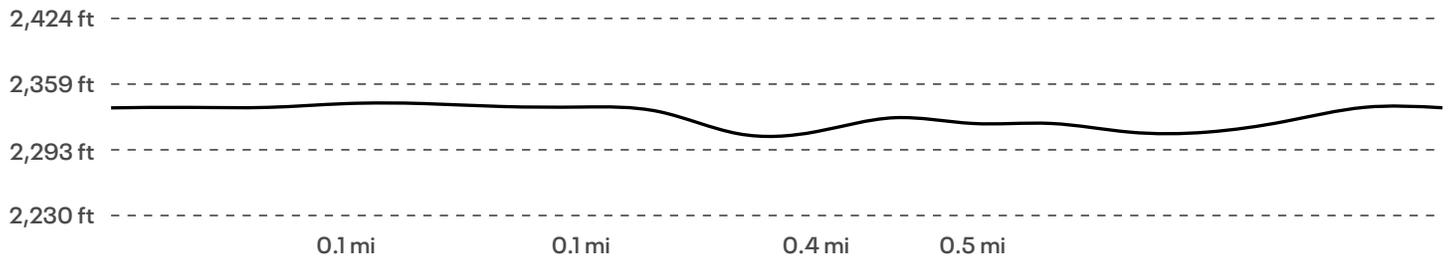


Map data ©2023 Google Report a map error

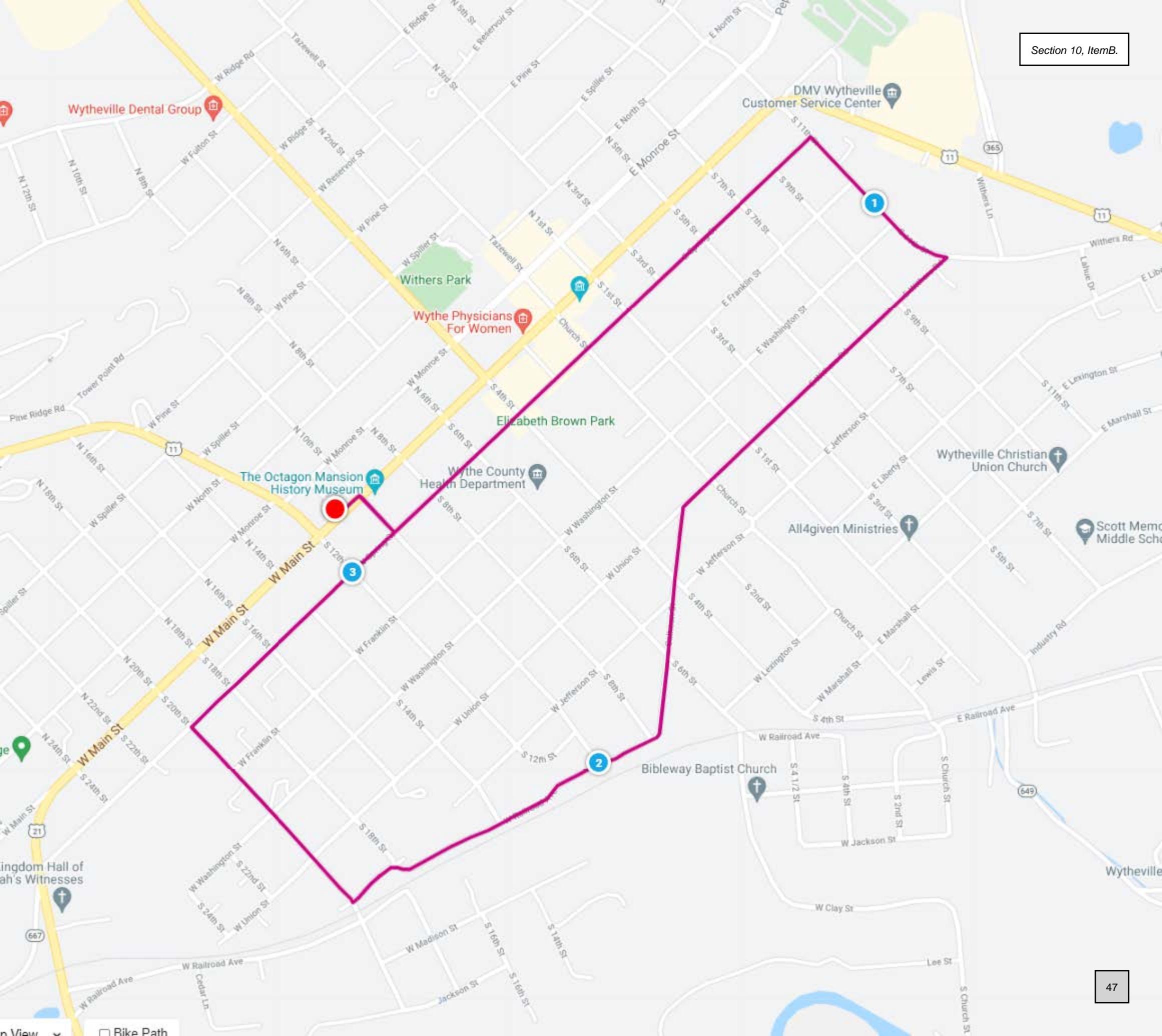
Start
2,338 ft

Ma
2,3 Section 10, Item B.

Elevation



| DISTANCE (MI) | DIRECTION |
|---------------|---|
| 0.00 | Head southeast on W Main St toward W Main StDestination will be on the left |
| 0.03 | Head northeast on W Main St toward S 10th St |
| 0.07 | Head southeast on S 10th St toward W Spring St |
| 0.13 | Turn right onto W Spring St |
| 0.50 | Head northwest on S 20th St toward W Main St |
| 0.56 | Head northeast on W Main St toward N 18th St |
| 0.90 | Turn left |
| 0.93 | Destination |





COMMON POLICY DECLARATIONS

Crum and Forster Specialty Insurance Company
305 Madison Avenue
Morristown, NJ 07962

POLICY NUMBER
 BAK-88413-1
RENEWAL OF:

1. NAMED INSURED AND MAILING ADDRESS:
 , Hope, Inc.
 650 W Main St, Wytheville, VA 24382

PRODUCER:
 Citadel Insurance Services, LC
 2600 W Executive Parkway, Suite 500
 Lehi, UT 84043

2. POLICY PERIOD: From 11/23/23 to 11/24/23 12:01 A.M. Standard Time at your Mailing Address above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL OF THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

3. THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED. THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

| COVERAGE PARTS | PREMIUM |
|--|------------------------|
| Commercial General Liability Coverage Part | \$ 300.00 |
| Commercial Property Coverage Part | Not Covered |
| Commercial Inland Marine Coverage Part | Not Covered |
| Commercial Garage Coverage Part | Not Covered |
| Owners and Contractors Protective Liability Coverage Part | Not Covered |
| Coverage for Certified Acts of Terrorism Rejected; Exclusion attached. <input checked="" type="checkbox"/> | |
| Premium shown is payable at inception. | Total: \$300.00 |

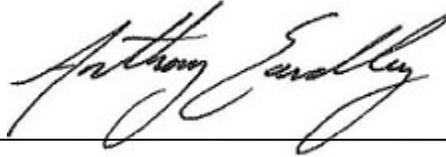
4. FORMS APPLICABLE TO ALL COVERAGES:

See Schedule of Forms and Endorsements – SB001
 CG 24 04 12 19 Waiver of Transfer of Rights of Recovery
 CG 20 01 04 13 Primary and Noncontributory

5. BUSINESS DESCRIPTION : Class Codes as shown on form SB049 CGL Part Declarations – Item 3. and, if applicable, Class Codes shown on form SB071 CGL Part Declarations Extension

| | |
|--------------|----------|
| Premium: | \$300.00 |
| Surplus Tax: | \$6.75 |
| Stamp Fee: | \$0.09 |
| Other Fee: | \$151.16 |

Countersigned: 12-08-2021
 Date

By: 
 Anthony Eardley
 Authorized representative

10-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--------------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Kiwanis Club of Wythe County Request |

SUMMARY:

Please find attached an application from the Kiwanis Club of Wythe County requesting for the Town to provide traffic control for a 5K Run. The application is attached that provides the details of the request. The Safety and Events Committee has reviewed this request and approved it. The Committee would recommend that the Town Council approve this request.

Recommended Action

Action on this request will require a motion and vote by the Town Council.

EVEN-23-24

Street Closure Application and Event Application

Status: Active

Submitted On: 9/26/2023

Primary Location

No location

Applicant

Joshua Floyd
276-223-4110
jfloyd@wcc.vccs.edu
1000 E. Main Street
Wytheville, VA 24382

GENERAL GUIDELINES

PROCESS: Once received by staff, the application is reviewed by the Safety and Events Committee. The Committee makes a recommendation to the Town Council. The Town Council makes the final decision regarding the application. The applicant is then notified of the approval or disapproval of the request. The Safety and Events Committee only meets one time a month and the Town Council only meets twice a month. It is highly recommended that you submit your application well in advance of your event to ensure that your application can be considered prior to the event date.

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance. These volunteers will help ensure a safe event. The Town's Public Safety Department can provide vests if needed. These civilian volunteers are required to wear safety vests.

VOLUNTEER ASSISTANCE* ?

Yes, we WILL PROVIDE adult volunteers to help with this event.

Please check the box to indicate that you understand the General Guidelines and process for review and approval of this application.* ?

Contact/Applicant Information

Organization Name or N/A* ?

Kiwanis Club of Wythe County

Organization phone number ?

Primary Contact Name* ?

Josh Floyd

Primary Contact Cell Phone* ?

Primary Contact Email* ?

jfloyd@wcc.vccs.edu

Secondary Contact Name* ?

Wythe Morris

Secondary Contact Phone* ?

Secondary Contact Email Address* ?

Event Information

Event Type*

5K

Event Name*

Kiwanis Club of Wythe County 5K

Event Description*

The Kiwanis Club of Wythe County 5K will be holding its third annual 5K event in downtown Wytheville. All proceeds will benefit the Kiwanis Club programs and overall outreach towards area youth within our community.

Event Begin Date*

05/04/2024

Event End Date*

05/04/2024

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

8 a.m. - Noon (or thereabouts)

Actual Event Begin Time*

9AM

Actual Event End Time*

11AM

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

NO

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

NO

ROUTE & STREET CLOSURE INFORMATION

Please select a route below or upload a map of the event route or street closure limits in the attachment section.

1. "Chautauqua" Route (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street and return to the Fourth Street Civic Center.)

2. "Spiller" Route (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street and finish in front of Spiller School marquee sign.)

3. "Smallest Church" Route (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

4. Other Route

VOLUNTEERS REQUIRED: For events involving street closures, applicants are required to provide adult civilian assistance volunteers.

How many adult volunteers will be provided for this event?*

15

Civilian volunteers will be required to wear safety vests to assist with traffic control. Subject to availability, Wytheville Public Safety may provide loaner safety vests. Will you be able to provide safety vest or will you need Wytheville Public Safety Department to provide loaner vests for your volunteers?*

No, we cannot provide safety vest for our volunteers.

How many loaner safety vests do you need?*

At least 10

The event organizer is required to have liability insurance. Have you purchased liability insurance? Proof of liability insurance is required prior to final approval.*

YES

Will food for sale or food trucks be at the event?*

NO

Alcohol Sales. Will alcohol be sold or distributed as part of the event?*

NO

Will the event use a Town park or facility in conjunction with the street closure event?*

YES

Will anything be sold at the event?*

NO

Will the event require assistance with trash or recycling?

YES

Will tents or stages be set up in coordination with the event?*

YES

Will connection to electricity or generators be needed?*

YES

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*

Joshua W. Floyd
Sep 26, 2023



10-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | November 13, 2023 |
| Subject: | Downtown Wytheville, Incorporated Wytheville Christmas Parade and Celebration Request |

SUMMARY:

Please find attached a request from Downtown Wytheville, Incorporated requesting traffic control on Saturday, December 2, 2023, to conduct the Wytheville Christmas Parade and Celebration. The Safety and Events Committee has reviewed this request and would recommend approval by the Town Council. Assistant Town Manager Elaine Holeton will review this request with the Town Council.

Recommended Action

Action on this request will require a motion and vote by the Town Council.



EVEN-23-28

Street Closure or Traffic Control Application

Status: Active

Submitted On: 10/16/2023

Primary Location

No location

Applicant

Todd Wolford

276-223-3343

exedir@downtownwytheville.org

180 West Main Street

Suite 4

WYTHEVILLE, VA 24382

APPLICATION CONFIRMATION

Please check the box to indicate that you understand the process for review and approval of this application and to agree to the Policy Guidance on Event Safety, Street Closure and Traffic Control.*

APPLICANT INFORMATION

Event Name*

Wytheville Christmas Parade and Celebration

Organization Name or N/A*

Applicant Name*

Todd Wolford

Applicant Cell Phone*

276-223-3343

Applicant Email Address*

exedir@downtownwytheville.org

Co Applicant*

Charlie Jones

Co Applicant Cell Phone*

276-223-3343

Co Applicant Email Address*

charlie.jones@wytheville.org

Have you sponsored this same event (same scope, location, street closure) previously?*



YES

EVENT INFORMATION

Day of the Week * ?

Saturday

Event Date or Day of Event*

12/02/2023

Event Type* ?

Parade

Name of the Route (if known) * ?

Christmas Parade Route

Street Closure Time Bracket, when you need the streets closed or controlled for setup and tear down. Use N/A if this is not applicable to you.*

will consult with PD and public works

Time Event Opens to Public* ?

12PM

Time Event Closes to Public* ?

7PM

If the event is multiple days with a variation of times. Please describe all dates and times here. Otherwise enter N/A.*

N/A

Provide purpose and scope of your event. List the types of activities proposed.* ?

carriage rides, visit with santa, live music, crafts, Christmas parade

Expected Attendance or number of people that you expect will attend.* ?

8000

If you will use volunteers please indicate the number of safety vests that you will need to borrow from the Police Department.*

6

STREET CLOSURE OR TRAFFIC CONTROL

The applicant will be required to upload a map of the event area or area where the street closure or traffic control is to occur. The applicant shall upload the map in the attachment section of this portal. Please show street names and path of travel for parades, 5K and marches.

Describe the street closure or limits of the event. Describe from which intersection to which intersection or what portions of streets are impacted. For 5K and parades describe starting point, paths of travel and end location.* ?

Christmas Parade Route, same closure as 2022

Applicant: It is your responsibility to contact the Police Department at 276-223-3300 one week prior to the date of the street closure to confirm the event closure time and details. Do you understand this requirement?*

YES

Employee Section: Please describe the type of street closure planned for the event and responsible parties day of event.

OTHER REQUIRED INFORMATION

Will there be food for sale or food trucks be at the event?* ?

NO

Alcohol Sales. Will alcohol be sold or distributed as part of the event?* ?

NO

Will the event use a Town park or facility in conjunction with the street closure event?*

YES

Use of a Town park requires a use permit from the Parks and Recreation Department 223-3378. Indicate whether you have received this permit and attach it to this application in the attachments section.*

NOT APPLICABLE

Will anything be sold by an outdoor, temporary or mobile vendor at the event? *

NO

Will tents, stages, or other physical elements be used/placed in the street, sidewalks or right of way? *

NO

Will connection to electricity or generators be needed?*

NO

Will there be open fire, fireworks or any source of open flames in conjunction with this request?*

NO

Describe your plan for trash refuse collection and providing port a johns or sanitary facilities.*

We dont use trash collection or prota johns for this event.

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 local, state and federal laws as it relates to the event that I am sponsoring are followed and adhered to. I have read and I understand the Town Policy Guidance on Street Closures and Traffic Control and I agree to serving as the Event Organizer to ensure that the event can be safely held.

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

- Todd Wolford
Oct 16, 2023

Attachments

- | | | |
|---|--|-----------------|
|  | Event Map Christmas parade maps.pdf Uploaded by Todd Wolford on Oct 16, 2023 at 10:56 AM | REQUIRED |
|  | Certificate Proof of Insurance for Event - Policy.pdf Uploaded by Todd Wolford on Oct 16, 2023 at 11:03 AM | REQUIRED |
|  | Christmas Celebration Maps.pdf Christmas Celebration Maps.pdf Uploaded by Todd Wolford on Nov 8, 2023 at 11:41 AM | |

NBP2551115G

Renewal of Number

Mount Vernon Fire Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

Section 10, Item D.

POLICY DECLARATIONS

No. NBP2551115H

NAMED INSURED AND ADDRESS:

DOWNTOWN WYTHEVILLE, INC.

180 W MAIN ST STE 4

WYTHEVILLE, VA 24382

POLICY PERIOD: (MO. DAY YR.) From: 04/26/2022 To: 04/26/2023

12:01 A.M. STANDARD TIME AT YOUR MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Non-Profit Directors and Officers

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.

THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

| | PREMIUM |
|--|----------|
| Businessowners Liability Coverage Part | \$740.00 |
| Businessowners Property Coverage Part | \$50.00 |
| Management Liability Coverage Part | \$854.00 |

THE INSURANCE POLICY THAT YOU HAVE APPLIED FOR HAS BEEN PLACED WITH OR IS BEING OBTAINED FROM AN INSURER APPROVED BY THE STATE CORPORATION COMMISSION FOR ISSUANCE OF SURPLUS LINES INSURANCE IN THIS COMMONWEALTH, BUT NOT LICENSED OR REGULATED BY THE STATE CORPORATION COMMISSION OF THE COMMONWEALTH OF VIRGINIA. THEREFORE YOU, THE POLICYHOLDER, AND PERSONS FILING A CLAIM AGAINST YOU ARE NOT PROTECTED UNDER THE VIRGINIA PROPERTY AND CASUALTY INSURANCE GUARANTY ASSOCIATION ACT (SECTION 38.2-1600 et seq.) OF THE CODE OF VIRGINIA AGAINST DEFAULT OF THE COMPANY DUE TO INSOLVENCY. IN THE EVENT OF INSURANCE COMPANY INSOLVENCY YOU MAY BE UNABLE TO COLLECT ANY AMOUNT OWED TO YOU BY THE COMPANY REGARDLESS OF THE TERMS OF THIS INSURANCE POLICY, AND YOU MAY HAVE TO PAY FOR ANY CLAIMS MADE AGAINST YOU.

Main Fee: \$0.46
Surplus Tax: \$41.27
POL FEE: \$190.00
Total: \$1,875.73

R-T Specialty, LLC

(Name of Surplus Lines Broker)

128232

(License Number)

Prudential Plaza, 180 N. Stetson Ave, STE 4600, Chicago IL

(Broker's Mailing Address)

Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **R-T SPECIALTY, LLC (RICHMOND) (1019)**
9020 Stony Point Parkway, Suite 450
Richmond, VA 23235

Issued: 04/22/2022 10:42 AM

Broker: Risk Solutions
110 East Main Street
Wytheville, VA 24382

By: 
Authorized Representative

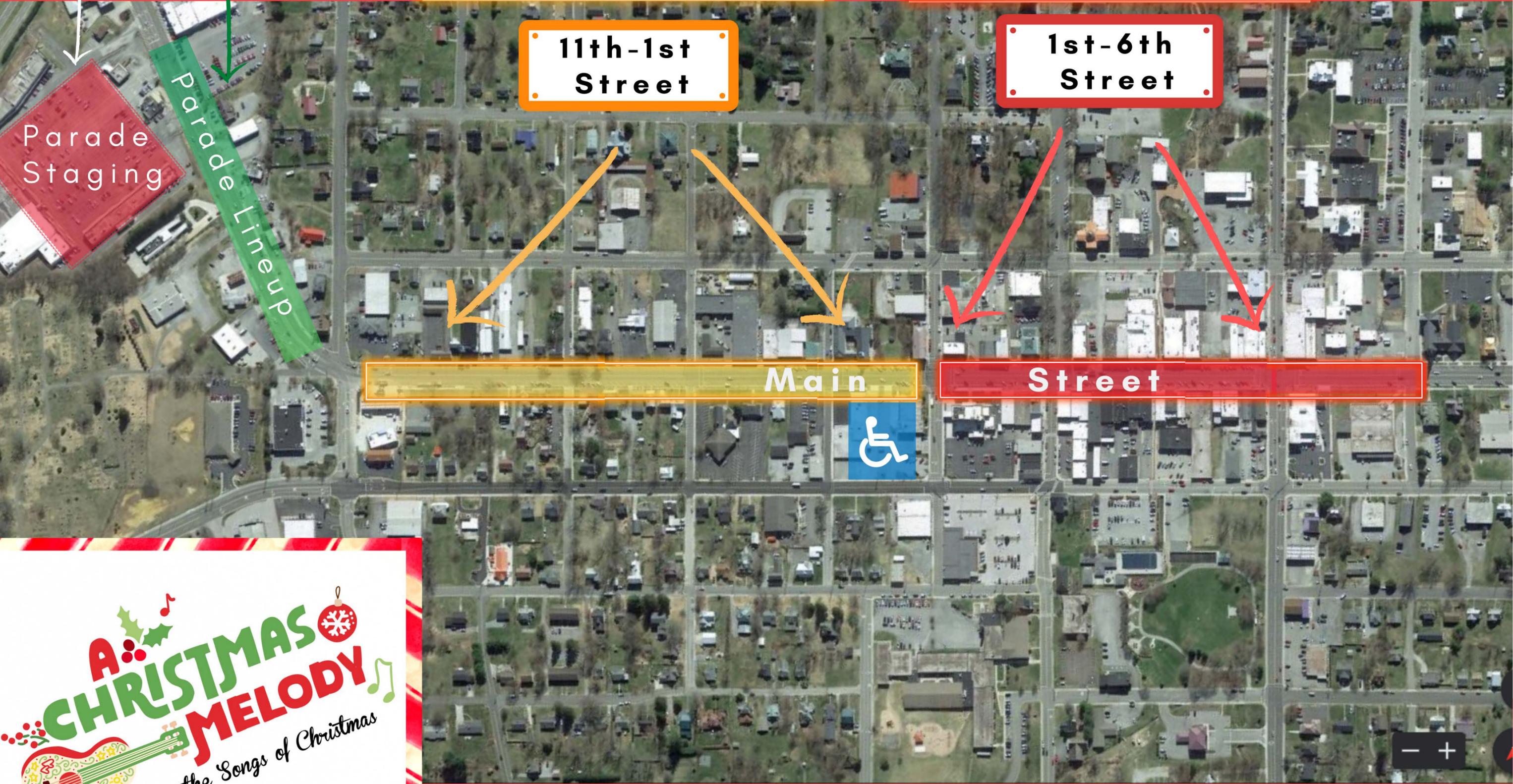
UPD (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

DMV parking lot

East Rte. 11

Parking Allowed

Pedestrian Only



1st-6th Street



1st Street



6th Street

Pedestrian Only



All vehicles must be off of Main Street from 1st Street - 6th Street on Saturday December 3 by 3:30pm



All registered parade vehicles must enter from East Route 11



PARADE CHECK IN

Route 11 PARADE LINEUP Route 11



★ PARADE START

COMMERCIAL
GENERAL PARADE FLOATS

JUDGED

ANTIQUÉ VEHICLES

RELIGIOUS/CIVIC/YOUTH

Walkers/Bands
Antique Vehicles
Auto Zone

DMV Shopping Center
PARADE STAGING

- Parade staging starts at **4:00pm.**
- Parade lineup starts at **5:00pm.**
- Parade starts at **5:30pm**
- All entries must register and be approved.
- No entries will be allowed after **5:15pm**

SATURDAY DECEMBER 2

1:00-4:00 PM

Section 10, Item D.



10-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | November 13, 2023 |
| Subject: | Personal Property Tax Reimbursement Rate |

SUMMARY:

As the Town Council is aware, annually, the Council must establish the Personal Property Tax Reimbursement Rate. With the current Personal Property Tax Rate at \$0.38 per \$100 valuation, the Personal Property Tax Reimbursement Rate should be set at 36.48 percent. This rate is for the vehicle tax reimbursement for citizens that was approved by the Virginia Governor in the 1990s.

Recommended Action

Action on this request will require a motion and roll call vote by the Town Council.

10-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

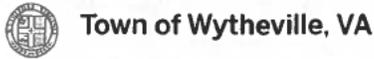
| | |
|----------------------|--|
| Meeting Date: | November 13, 2023 |
| Subject: | Appointment – Joint Industrial Development Authority of Wythe County |

SUMMARY:

The term of Mr. David Kause on the Joint Industrial Development Authority of Wythe County (JIDA) expired November 10, 2023. Mr. Kause is not eligible for reappointment. Please find attached two applications for consideration of appointment to the JIDA. This appointment is for four years, and it will expire November 10, 2027.

Recommended Action

Action to appoint a member to the JIDA could be taken at this meeting, or, if the Council desires, Meet and Greet sessions could be scheduled with the applicants. If the Council desires to make an appointment at this meeting, it will require a motion and vote by the Town Council.



07/17/2023

COMM-23-7

Application to Serve on Town Committee or Board

Status: Active

Date Created: Jul 17, 2023

Applicant

Mark Bloomfield

APPLICANT INFORMATION

Full Legal Name

Mark Joseph Bloomfield

Applicant Mailing Street/PO Address

Town or City Mailing Address

Wytheville

State Mailing Address

VA

Zip Code Mailing Address

24382

Applicant Contact Phone Number

Applicant Email Address

Place of Employment or Other

none

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to to submit Financial and Real Estate Disclosure Form to

satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?

Joint Industrial Development Authority

If you would like to serve on more than one board or committee, please enter them both in this field.

--

Are you currently a member of the Board of Zoning Appeals?

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.

Education: attended Bluefield State, Concord and Marietta Colleges and a graduate of YMCA of USA Senior Director's Institute.

Professional background includes serving 20 years as a YMCA Director/CEO.

Created KMB Consultants, Inc. in 1986 to provide management, marketing and software training services to YMCA's nationwide.

Opened the Wytheville area's first Dairy Queen in in 1988.

In 2001, Co-founded NetVentures Corporation with son Kevin Bloomfield which was the nation's second largest cloud-based software provider to YMCAs and JCCs.

2006 co-founder of Bloomfield Partners LLC and 2017 co-founder of Bloomfield Partners Investments LLC.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.

Previously served on Town Council, NRRWA Board and District III board. Also chaired the Wytheville Industrial Development Authority

Provide information about yourself. Share knowlege base or skillsets that you possess. How will you add value to the committee or board?

I am an active member & volunteer St. John's Episcopal Church and currently serves as Sr. Warden and Chair of Finance Committee.

Held officer positions on the Downtown Wytheville Board of Directors including Treasurer and President.

Currently serving as Chairman of the Millwald Theatre Inc. Board of Directors through 2023.

Member of the Wytheville Rotary Club.

Elected to Wytheville Town Council in May 2018.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form in the Attachments Section of this Application. To access these forms the applicant will be required to download them from the Town Website. Copy and paste this link in a new web browser: <https://www.wytheville.org/docs/general/071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf>

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

1. I hereby certify that the information provided is complete and accurate.



2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.



Name of Applicant:

Mark Joseph Bloomfield

Click here to add your legally binding digital signature

MArk J. Bloomfield

07/17/2023

Town Council Approval

Date of Issuance

--

Attachments

 071922-Town-Committee-Board-Packet-and-Background-Release-Forms Mark Bloomfield.pdf
Uploaded by Mark Bloomfield on Jul 17, 2023 at 4:22 pm

08/04/2023

COMM-23-11

Application to Serve on Town Committee or Board

Status: Active

Date Created: Jul 27, 2023

Applicant

Vicki Parks

APPLICANT INFORMATION

Full Legal Name

Vicki Parks

Applicant Mailing Street/PO Address

.

Town or City Mailing Address

Wytheville

State Mailing Address

Virginia

Zip Code Mailing Address

24382

Applicant Contact Phone Number

.

Applicant Email Address

Applicant Contact Phone Number

.

Place of Employment or Other

WCCH

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?

Joint Industrial Development Authority

If you would like to serve on more than one board or committee, please enter them both in this field.

JIDA or Wytheville Economic Development Authority

Are you currently a member of the Board of Zoning Appeals?

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.

I have 25 years in healthcare and prior to that I worked many years as a CPA preparing audits and taxes for industrial clients. I actively support many of the local nonprofits including Hope Packs, The Millwald, the local United Way, Womens Night Out, Wythe Bland Foundation and Relay for Life.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.

I have served on Boards in other states. In Virginia I currently serve on the Wythe Bland Foundation and GMEC.

Provide information about yourself. Share knowledge base or skillsets that you possess. How will you add value to the committee or board?

I am a detail orientated person and I have good analytical skills, especially when it comes to improving reputation measures or operational performance.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form in the Attachments Section of this Application. To access these forms the applicant will be required to download them from the Town Website.

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

10-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | November 13, 2023 |
| Subject: | Appointment – Building Code Appeals Board |

SUMMARY:

The term of Mr. William Turner, III, on the Building Code Appeals Board expired July 26, 2023, and Mr. Turner is not eligible for reappointment. This appointment will be for a five year term that expires July 26, 2028. Please find attached two applications for consideration of appointment.

Recommended Action

Action to appoint a member to the Building Code Appeals Board could be taken at this meeting, or, if the Council desires, Meet and Greet Sessions could be scheduled with the applicants. If the Council desires to make an appointment at this meeting, it will require a motion and vote by the Town Council.



COMM-23-16

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 10/19/2023

Primary Location

No location

Applicant

George Sayers



Speedwell, Virginia 24374

APPLICANT INFORMATION

Full Legal Name*

George Landon Lee Sayers

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24374

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Wythe County Board of Supervisors/
Sayers Heating & Cooling

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

Board of Zoning Appeals- Five (5) year term. Members are required to submit a Real Estate Disclosure Form to satisfy statewide reporting requirements.

Building Code Appeals Board- Five (5) year term.

Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in  serving on?*

Building Code Board of Appeals

If you would like to serve on more than one board or committee, please enter them both in this field. ?

Are you currently a member of the Board of Zoning Appeals?*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.*

I'm the Maintenance Department Head for Wythe County. I'm a Class A Contractor with a Masters in HVAC, Plumbing, Electrical, Gas & Residential Building. I have been working around construction since 2002 both residential and commercial.

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.*

Envision Environmental from 2003 to 2018. Wythe County from 2018 to current

Provide information about yourself. Share knowledge base or skillsets that you possess. How will you add value to the committee or board?*

I'm a Class A Contractor with a Masters in HVAC, Plumbing, Electrical, Gas & Residential Building. I have been working around construction since 2002 both residential and commercial.

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

The applicant will be required to upload the Background Report Release Form and the Personnel Record Request Form . The forms can be downloaded from the link under attachments on the attachment page. Copy and paste this link in a new web browser: <a

Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

ACKNOWLEDGMENT & AUTHORIZATION

1. I hereby certify that the information provided is complete and accurate.*



2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.*



Name of Applicant:* ?

George L Sayer

Click here to add your legally binding digital signature*

✓ George Landon Lee Sayers
Oct 19, 2023

Town Council Approval

🔒 Date of Issuance

—

🔒 If appointed. Town Clerk put term expiration date here.

—

Attachments

REQUIRED



Background Report Release Form and Personnel Record Release Form

Applaction.pdf

Uploaded by George Sayers on Oct 19, 2023 at 9:33 PM



COMM-23-15

Application to Serve on Town
Committee or Board

Status: Active

Submitted On: 10/16/2023

Primary Location

No location

Applicant

Andy Sayers

APPLICANT INFORMATION

Full Legal Name*

Henry Andrew Sayers Jr

Applicant Mailing Street/PO Address *

Town or City Mailing Address*

State Mailing Address*

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Sayers Electric

The Town Council makes appointments to Boards, Committees, and Commissions. Interested citizens should complete this application. The council will review the applications before an appointment is made. For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349. Here is the list (below) of Boards, Committees, and Commissions.

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Joint Industrial Development Authority- Four (4) year term. Members are required to submit a Financial and Real Estate Disclosure Form to satisfy statewide reporting requirements. Members must attend a Conflict of Interest Training.

Planning Commission - Four (4) year term. Members are required to submit Real Estate Disclosure Form to satisfy statewide reporting requirements. Must attend Certified Planning Commissioner's Training.

Recreation Commission - Three (3) year term.

Smyth-Wythe Airport Commission - Four(4) year term.

Tree Advisory Committee - Four (4) year term.

Wall of Honor Committee - Four (4) year term.

Willow Brook Jackson/Umberger Homestead Museum Advisory Board - Five (5) year term.

Wytheville Economic Development Authority - Four (4) year term. Members must submit a Financial and Real Estate Disclosure Form to satisfy state reporting guidelines. Members must attend a Conflict of Interest Act Training.

Wytheville Redevelopment & Housing Authority - Four (4) year term.

Which Board/Committee are you interested in serving on?*

Building Code Board of Appeals

If you would like to serve on more than one board or committee, please enter them both in this field.

Are you currently a member of the Board of Zoning Appeals?*

NO

If you are already serving on the Board of Zoning Appeals, please contact the Town Clerk. The Code of Virginia prohibits members of the BZA from serving on other boards, aside from one member who may also be on the Planning Commission.

Please provide us with additional information regarding your professional background, your educational background, any community service activities and information related to your experience as it relates to the appointment.*

28 Years in the electrical industry - (22 Years industrial & 6 years Commercial and Residential

Share any previous employment or service on other Town Boards or Committees that you may have been involved with. Include service dates, job positions and other details of your service.*

N/A

Provide information about yourself. Share knowlege base or skillsets that you possess. How will you add value to the committee or board?*

Master Electrician

The Town requires that all individuals who seek to serve on a Town Committee or a Town Board shall undergo a background check at the time of application.

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Once you have downloaded and completed the form on your personal computer, save the document on your personal computer. When you get to the attachments field in this application, you can upload the completed background release form document into this application portal. If you have issues with this step call 276-223-3353 and a Town Clerk will assist you.

ACKNOWLEDGMENT & AUTHORIZATION

1. I hereby certify that the information provided is complete and accurate.*



2. I understand that if appointed, I am expected to attend the meeting(s) as scheduled and I understand that repeated absences may result in my being removed from a Board or Commission.*



Name of Applicant:* ⓘ

Andy Sayers

Click here to add your legally binding digital signature*

✔ Andy Sayers
Oct 16, 2023

Attachments

10-H

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Dispense with December Meeting |

SUMMARY:

The second December meeting of the Town Council falls on Monday, December 25, 2023. It has been customary in the past to dispense with the second meeting in December due to the Christmas holidays.

Recommended Action

Action to dispense with the December 25, 2023, Town Council meeting will require a motion and vote by the Town Council.

12-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Staff Report(s) |

SUMMARY:

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

Recommended Action

No action required at this time.

12-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | 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 Wytheville Redevelopment and Housing Authority will meet on Wednesday, November 15, 2023, at 12:00 p.m., at the Housing Authority Office.
2. The New River Regional Water Authority will meet on Thursday, November 16, 2023, at 10:00 a.m., at the Water Plant in Austinville.
3. District III will meet on Thursday, November 16, 2023, at 6:00 p.m., at the Marion Office.
4. The Homestead Museum Advisory Board will meet on Friday, November 17, 2023, at 10:00 a.m., at the Jackson Property.
5. Downtown Wytheville, Incorporated (DTW) will meet on Monday, November 20, 2023, at 5:30 p.m., at the DTW Office.
6. The Town of Wytheville Municipal Offices will be closed and all services curtailed beginning at 12:00 p.m. on Wednesday, November 22, 2023, through Friday, November 24, 2023, due to the Thanksgiving holiday.
7. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, November 27, 2023, at 5:00 p.m., here in the Council Chambers.

13-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Housing Rehabilitation Zone Program |

SUMMARY:

Assistant Town Manager Elaine HOLETON will continue to discuss the proposed Housing Rehabilitation Zone Program with the Town Council.

Recommended Action

No action required at this time.

First Draft

**Town of Wytheville
Housing Rehabilitation Zone Program**



Town of Wytheville
150 East Monroe Street
Wytheville, VA 24382
276-223-3333

Revision History
Adopted x/xx/23

Housing Rehabilitation Zone Program

1. **Overview.** The Housing Rehabilitation Zone Program is designed to encourage and incentivize the development of new housing units and the redevelopment of housing units for workforce housing in the Town of Wytheville.
2. **Purpose.** The purpose of the zone is to encourage new construction and/or redevelopment of housing units at a “for sale cost” or “for rent rate” that provides housing for the workforce demographic in the Town of Wytheville. Workforce housing is generally defined as the type of housing units that are affordable to those who are considered essential for the economy and well-being of the community. The term “workforce” describes positions from various sectors of the economy. Examples include tourism and service-related positions, construction and tradespeople, entry level government, public safety, healthcare and education positions, basic industry, and manufacturing positions. The Town will use state and federal income standards to establish housing unit rent and purchase thresholds to inform this workforce housing initiative.
3. **Enabling Statute.** The Code of Virginia §36-55.64 enables the Town of Wytheville to establish housing rehabilitation zones for the purpose of providing incentives and regulatory flexibility in such zone. The enabling statute is included in Appendix A.
4. **Policy Amendments.** The Town Council reserves the right to modify or repeal this program at any time. The most current draft of this document will be stored on the Town website. Revision history will be listed with the document.
5. **Jurisdiction.** The jurisdiction for this program is the incorporated limits of the Town of Wytheville.
6. **Point of Contact/Administrator.** The administrator or point of contact for this program shall be the Town Manager or his/her designee.
7. **Applicant.** The applicant for the program shall be the landowner, or the authorized representative for the landowner.
8. **Housing Rehabilitation Zone Map** is the official map that represents selected properties for the Housing Rehabilitation Zone. The Housing Rehabilitation Zone may also be referenced to as the “zone” for the purposes of this policy.
9. **Selected Property.** The selected property shall be the tax map parcel number(s) of the property, that is selected by the Town Council, to be included in the

Housing Rehabilitation Zone Program and shown on the Housing Rehabilitation Zone Map.

- 10. **Ordinance Required.** The Town Council shall draft and consider an ordinance to create the initial zone program, program map and to designate selected properties for the zone. Once the zone is established, additional properties may be added to the zone, by amending the ordinance. A sample ordinance is included in Appendix B.
- 11. **Term.** The term limit for zone designation is ten (10) years. The date of the Town ordinance for selection of the property shall be used to establish the beginning of the term date. Properties may re-apply for the program upon expiration of the initial term date.
- 12. **Application Process.** The Administrator shall maintain the application process which shall be used for selection of the properties. The application shall be submitted by using the Town online application portal available at <https://wythevilleva.viewpointcloud.com/>
- 13. **Application Fees.** The Town Council reserves the right to assign fees for the application process and if needed waive fees for the application process.
- 14. **Selection Committee.** The Town Council has appointed a Selection Committee to pre-screen the applications and make recommendations to the Town Council for property selection. The Town Council shall receive the recommendation of the committee and make the final determination as to which properties are included in the program. The Selection Committee shall be comprised of one member of the Town Council, one member of the Planning Commission, one member of the Town of Wytheville Economic Development Authority and two (2) members of Town Staff as appointed by the Town Manager. All members of the committee should be willing to volunteer for the committee except for Town staff who shall operate in this capacity as part of their employment. The Administrator shall schedule the meetings of the committee and prepare the applications for review and consideration, in addition to other required tasks such as communications with Town Council and applicants for the program.
- 15. **Application Submittal Process and Timeframes.** The timeframe shall be reflective of the time required to conduct the selection process. Applications will be pre-screened for completeness, as they are received by the Administrator. The Administrator will convene the Selection Committee to consider the application(s). The recommendation and supporting information will be provided to the Town Council for consideration and final selection.

A semi-annual review and selection by Town Council is the preferred approach, however, a more frequent review can be facilitated if a time sensitive need justifies this review and consideration. Due to the nature of the program, an ordinance is required.

- 16. Benefits of the Housing Rehabilitation Zone Program on Selected Properties.** It is the intent of the Town Council to offer attractive benefits and incentives for participation in the program. The Town Council reserves the right to add, remove or modify incentives as needed or as determined by factors outside of the control of the Town Council. Benefits for the current year are listed in Appendix C and can be modified at the discretion of the town council. Performance Agreements shall be used to lock in site specific benefits for each selected property.
- 17. Volume Requirement.** The minimum volume requirement for participating in the zone is three (3) units. The applicant shall provide proof that the project can develop a minimum of three (3) units on either contiguous and adjacent parcels or on one parcel of land. A housing unit is defined as a potential home for one family, such as a single-family home or a housing unit such as an apartment.
- 18. Housing Unit Thresholds.** As part of the application process and to be considered for the zone, the applicant must demonstrate a commitment to developing housing units at the thresholds which are considered by the Town to be categorized as workforce housing. For the purpose of this program, workforce housing unit sell costs and rental rates cannot exceed the thresholds listed and agreed to by the applicant. Over time the thresholds may be adjusted for inflation or other reasons in accordance with the state and federal policy that serves as the source for these values. When needed, local program limits will be adjusted in accordance with those federal and state standards.

Rental Units shall not exceed the threshold for unit rates as determined by the Virginia Housing Program Income and Rents Limit Calculator Spreadsheet, which shall also be known as “the spreadsheet”. The 80% of “Median Income Limit” for the rental rates/by number of bedrooms as shown on the spreadsheet shall be used. No adjustment for utilities is required for the Town program. If the developer chooses to offer mixed income units, the average of all units must meet the 80% threshold. It shall be expected that housing unit rental rates over time will remain under the thresholds established by this program and shown on the spreadsheet for each respective year of the housing unit’s operation within

the time period for participation in the program. The current year rental unit threshold is shown in Appendix E.

For Sale Units shall not exceed 80% of the sales price limit threshold established by the Virginia Housing Loan Program and shown for our geographic region. Home sales need only meet the sale price threshold at the time of the sale. The Home Sales Price Limit for the current year is shown in Appendix E.

- 19. Selection Factors for Properties Under Consideration.** In consideration of the submitted applications for inclusion in the program, the Town Council will consider the recommendation of the Selection Committee and the following factors.
- a. Ability of the property to meet the goal of providing workforce housing and commitment to meeting the housing unit thresholds.
 - b. The draft performance agreement completed by the applicant.
 - c. Location of the property and ability to utilize public water and public sewer.
 - d. Location in appropriate zone district.
 - e. Concept plan that meets the intent of providing workforce housing.
 - f. Draft building plans or building concept plans that meet the intent to provide workforce housing.
 - g. Previous experience and expertise of the applicant. Ability to complete the project.
 - h. Project readiness and/or ability to complete the project in a timely manner.
 - i. Land ownership. Does the applicant own the land?
 - j. Land restrictions and/or title search. Are there any encumbrances on the land?
 - k. For rent properties must have the ability to manage rent limits over time.
 - l. Input from Virginia Housing and the Department of Housing and Community Development on the project.
 - m. Any other factor as determined by the Town Council.
- 20. Performance Agreement.** Each applicant will be required to submit a draft Rehabilitation Zone Performance Agreement by using the town form. A sample of the Performance Agreement is shown in Appendix F. Prior to receiving the benefits of the program, the applicant will be required to execute and record the agreement in the Wythe County Clerk of Court. The agreement will outline the responsibilities of both the applicant and the town as it relates to this program. The Housing Rehabilitation Zone program may be amended over time. The Performance Agreement between the applicant and the Town is meant to commit the project to specific deliverables unique to each project.

21. **Mixed Use Projects.** Mixed use projects that develop over 50% of a structure or site for the purposes of workforce housing may apply for the program. The boundaries of the housing component shall be clearly defined, and the number of units shall be known at the time of application.
22. **Transfer of Property.** The transfer of property is allowed. Any new owner of a property that had previously been admitted into the zone must sign a renewed performance agreement, true to its original form, to receive the benefits and incentives associated with the Housing Rehabilitation Zone designation for that property. Should a new property owner not sign a performance agreement, they shall not receive the incentives offered through the zone designation.
23. **Summary.** The Housing Rehabilitation Zone is a program sponsored by the Town of Wytheville to provide incentives for the development of affordable housing that accommodates the workforce which is essential to the economic success of the Town. Strong partnerships with developers and home builders are key to the success of the program and highly encouraged.

Appendix A. Housing Rehabilitation Zone

Code of Virginia enabling statute from online source.

<https://law.lis.virginia.gov/vacode/title36/chapter1.5/section36-55.64/>

§ 36-55.64. Creation of local housing rehabilitation zones.

A. Any city, county, or town may establish, by ordinance, one or more housing rehabilitation zones for the purpose of providing incentives and regulatory flexibility in such zone.

B. The incentives provided in a housing rehabilitation zone may include, but not be limited to (i) reduction of permit fees, (ii) reduction of user fees, and (iii) waiver of tax liens to facilitate the sale of property that will be substantially renovated, rehabilitated or replaced.

C. Incentives established pursuant to this section may extend for a period of up to 10 years from the date of initial establishment of the housing rehabilitation zone; however, the extent and duration of any incentive shall conform to the requirements of applicable federal and state law.

D. The regulatory flexibility provided in a housing rehabilitation zone may include, but not be limited to (i) special zoning for the district, (ii) the use of a special permit process, (iii) exemption from certain specified ordinances, excluding ordinances or provisions of ordinances adopted pursuant to the requirements of the Chesapeake Bay Preservation Act (§ [62.1-44.15:67](#) et seq.), the Erosion and Sediment Control Law (§ [62.1-44.15:51](#) et seq.), and the Virginia Stormwater Management Act (§ [62.1-44.15:24](#) et seq.), and (iv) any other incentives adopted by ordinance, which shall be binding upon the locality for a period of up to 10 years.

E. The governing body may establish a service district for the provision of additional public services pursuant to Chapter 24 (§ [15.2-2400](#) et seq.) of Title 15.2.

F. Each locality establishing a housing rehabilitation zone pursuant to this section may also apply for the designation of a housing revitalization zone pursuant to Chapter 11 (§ [36-157](#) et seq.). Nothing in this chapter shall preclude such dual designation.

G. Any housing rehabilitation zone established pursuant to this chapter shall be deemed to meet the requirements for designation of housing revitalization eligible to be financed as an economically mixed project pursuant to § [36-55.30:2](#).

H. This section shall not authorize any local government powers that are not expressly granted herein.

2006, c. [711](#); 2013, cc. [756](#), [793](#); 2016, c. [331](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Appendix B. Sample Ordinance

ORDINANCE NO.

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the day of , , at 5:00 p.m.

Present:

Absent:

AN ORDINANCE ESTABLISHING A HOUSING REHABILITATION ZONE IN THE TOWN OF WYTHEVILLE, VIRGINIA

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that this ordinance hereby establishes a Housing Rehabilitation Zone in the Town of Wytheville. The boundary of the Housing Rehabilitation Zone is established as indicated on the attached Housing Rehabilitation Map with selected properties as noted. The provisions and administration of the Housing Rehabilitation Zone are as provided in the attached regulations and shall be administered by the Town Manager or his/her designee. The Housing Rehabilitation Zone Map and the regulations may be amended by ordinance from time to time as deemed necessary by the Town Council.

Appendix C. Rehabilitation Zone Program Benefits

Effective January 1, 2024. Selected properties for the Town of Wytheville Housing Rehabilitation Zone are required to execute a performance agreement with the Town that outlines the expectations of both the property owner and the Town of Wytheville for participation in the program. A signed performance agreement is required prior to the administration of any benefits listed. Benefits shall apply to the tax map number(s) listed on the application and housing projects that meet the listed thresholds for participation in the program. The benefit period is ten (10) years from the original designation date.

Potential benefits of Housing Rehabilitation Zone Designation may include the following.

- 1) **Waiving of Permit and User Fees.** The waiving of land development, utility and building permit fees. This shall include any permit application obtained through the building, zoning, planning, engineering, public utilities, or public works departments. Disclaimer: Any fee or cost associated with the purchase of equipment, or the extension of public utilities shall not be included in the benefit, examples include the purchase of meter bases or utility line extensions, which shall be at the expense of the developer.
- 2) **Consultation with Town Staff.** The participant in the zone designation will receive regular consultations with Town Staff throughout all phases of project development. Participation in the program provides the developer with customized assistance for the life of the project. Examples include conceptual site layout design assistance, networking with state housing agencies to ensure access to grants and loans, and regular checkups by Town Staff to lend assistance as needed.
- 3) **Application Points on Low Income Housing Tax Credit Applications (LIHTC).** The LIHTC program is administered by Virginia Housing. Developers who choose to apply for this program will do so independently of the Town Rehabilitation Zone Program. Participation in the Rehabilitation Zone Program will provide the applicant with fifteen (15) points on the LIHTC application. The LIHTC program is a competitive application process which only applies to low-income rental unit projects. Developers are encouraged to carefully understand program parameters such as the management and reporting requirements of this program. For those developers who are familiar with and choose to apply to the LIHTC program, the fifteen (15) points on the application is a benefit of the program. <https://www.virginiahousing.com/en/partners/rental-housing/rental-housing-tax-credits>
- 4) **Local Stamp of Approval.** All developers in Virginia have access to Virginia Housing and Department of Housing and Community Development funding and financing regardless of Rehabilitation Zone Designation. Receiving a local stamp of approval as a Town of Wytheville Rehabilitation Zone property could provide the

project with preferred consideration for statewide programs such as Virginia Housing Predevelopment Loan Program, Virginia Housing Stabilization and Deconstruction Grants as part of the Community Impact Grant program and other state and federal programs. The developer would apply for these programs independent of the Rehabilitation Zone Program.

<https://www.virginiahousing.com/partners/housing-partners/grant>

<https://www.dhcd.virginia.gov/housing>

- 6) Town Council Discretion.** Upon the request of the applicant the Town Council, at their discretion, may consider granting the following benefits to selected properties in the Housing Rehabilitation Zone.
- a. Waiver of tax liens to facilitate the sale of property that will be substantially renovated, rehabilitated, or replaced.
 - b. The establishment of a service district for the provision of additional public services pursuant to Chapter 24 (§ 15.2-2400 et seq.) of Title 15.2 of the Code of Virginia.
 - c. Regulatory flexibility such as special zoning for the district or allowing a special use process for Town Council consideration of the project in a zone not listed in the Land Use Table of the Unified Development Ordinance.
 - d. Preference for locality-initiated applications which includes but is not limited to, EPA Brownfield Grants, Community Housing and Development Block Grants, Industrial Revitalization Fund Grant, and USDA programs.

Appendix D. Sample Performance Agreement

HOUSING REHABILITATION ZONE PERFORMANCE AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2024, between **XXXXX** (the "Owner"), and the **TOWN OF WYTHEVILLE, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, (the "Town").

WITNESSETH:

WHEREAS, the Owner has ownership in fee simple of tax map parcel numbers, **XXXXX** (the "Property"), located in the Town of Wytheville, Virginia, and described in those certain deeds and/or plats recorded in the Office of the Clerk of the Circuit Court of the County of Wythe, Virginia by Instrument #(s) **XXXXX** to which reference is made for a more particular description; and

WHEREAS, the Owner of the referenced property has applied for the Town Council's consideration to be included in the Town of Wytheville Housing Rehabilitation Zone; and

WHEREAS, the Owner is desirous of participating in the Housing Rehabilitation Zone with the terms and conditions of the program as reflected in the guidance "Town of Wytheville Housing Rehabilitation Zone Program", as amended; and

WHEREAS, the Owner is committed to the development of workforce housing units, and when applicable, to the management of workforce housing, that meets the "for sale" **and/or** "rental rate" threshold established by the program; and

NOW, THEREFORE in consideration of the terms of this agreement, the Owner, with the consent of the Trustee(s) and the Noteholder(s), hereby covenants and agrees as follows:

1. The Owner agrees to design, construct, and install **X** **Number of** _____ **housing units**, identified as **XXXXXXXX** on the proposed conceptual site plan. This commitment shall include any infrastructure required to connect the proposed units to public infrastructure for the purpose of servicing the proposed housing units.

2. The **Rent or Sale Price** shall not exceed the threshold of **xxxxx**. For the units identified as **XXXXX** on the attached concept plan for the first year of operation.

3. In future years, from this date forward until the end of the ten-year term of **XXXXXX** which is required for participation in the program, the **rent threshold** shall not exceed that which is listed for the program and shown for the respective year of the program, as illustrated in Appendix E, as amended.

4. At the request of the Town, the Owner may be asked to provide documentation and reporting requirements indicating compliance with the program, for the ten-year life of the program.

5. This Agreement does not relieve the Owner of any responsibilities or requirements placed upon it by the various ordinances of the Town applicable to the development of the Property. The Owner agrees that the development of the Property shall be done in strict conformity with such ordinances and requirements.

6. The Owner shall give written notice to any successive landowners of the rehabilitation zone designated properties and provide the contact information for the Town's designated administrator to ensure that future owners are aware of their requirements and ability to utilize the zone designation.

7. If the Owner shall faithfully comply with each and all requirements of this Agreement and shall indemnify and save harmless the Town from all loss, damage, expense, or cost arising out of any claim, suit, or action instituted against the Town or its agents or employees on account of or in consequence of any breach by the Owner of the agreement. The Town shall reserve the right to require a measure of security and the right to enforce all its provisions until all requirements of the Agreement are fully complied with.

8. If there are liens and/or encumbrances against the Property, the noteholders, lienholders, and trustees, if any, must affix their signatures to the recordable plat prior to final plat recordation.

9. The Noteholder secured by the deed of trust on the Property, joins in the execution of this Agreement to evidence its consent to the provisions hereof. The Trustee, at the direction of the Noteholder, joins herein, consents to the provisions hereof, and hereby subordinates the lien of the Deed of Trust to this Agreement and the covenants created or set forth herein.

10. In the event the Town's ordinances, rules, regulations, and/or procedures are changed, the parties hereto will be bound by such changes that may affect this development and shall comply with same.

11. This Agreement shall be construed, interpreted, and applied according to the laws of the Commonwealth of Virginia and shall be binding upon the heirs, personal representatives, executors, devisees, administrators, successors, grantees and assigns of the parties hereto.

12. The landowner agrees that the terms of this Agreement shall be binding and shall apply to any future owners, with the new execution of a performance agreement. The landowner further agrees that this Agreement shall be recorded in the Office of the Circuit Court of the County of Wythe, Virginia.

NOW, THEREFORE in consideration of the terms of this agreement, the **Town**, hereby covenants and agrees as follows:

1. Upon the selection of the shown properties into the Housing Rehabilitation Program, the Town shall add the selected properties to the official Housing Rehabilitation Zone Map for a period of ten years from the initial date of ordinance adoption.

2. The Town shall waive all land development permit and user fees as identified in the Housing Rehabilitation Zone program guidelines, for the development of housing units that meet the identified thresholds as shown in this agreement and located on the selected properties as identified on this agreement.

3. The Town shall facilitate the exchange of information with statewide housing advocacy groups such as Virginia Housing and the Department of Housing and Community Development to assist with the identification of and potential applications for additional statewide incentives and programs that may benefit the project.

4. Town Staff agree to meet with the landowner as requested to consult on matters of design, development and potential incentives, grants, and financing options.

5. Upon a separate request of the owner, the Town Council will consider owner requests for assistance, such as those shown as "Town Council Discretion" on Appendix C of the program guidelines.

6. Upon request of the landowner, town staff will assist with conceptual site design ideas to help expediate the project and to assist the landowner with potential cost reductions related to wise site design and efficient design considerations.

IN WITNESS WHEREOF, XXXX Development, LLC, has/have cause his/their/its name(s) to be hereunto signed by _____ and the said Town has caused its name to be hereunto signed by its TOWN MANAGER/AUTHORIZED DESIGNEE.

OWNER ACKNOWLEDGMENT

XXXX DEVELOPMENT, LLC

By: _____

Printed Name: _____

Title: _____

STATE OF _____

CITY/COUNTY OF _____, to wit:

I, _____, a Notary Public in and for the City/County and State aforesaid, do hereby certify that XXXX Development, LLC, whose names as such are signed to the foregoing Agreement, have acknowledged the same before me in my City/County and State aforesaid. He/She/They is/are personally known to me or has/have produced _____ identification.

GIVEN under my hand this _____ day of _____, 2022.

Notary Public

My Commission Expires: _____

Notary Registration Number: _____

TOWN'S ACKNOWLEDGMENT

STATE OF _____

CITY/COUNTY OF _____, to wit:

I, _____, a Notary Public in and for the City/County and

State aforesaid, do hereby certify that that _____, TOWN
MANAGER/AUTHORIZED DESIGNEE OF THE TOWN MANAGER, whose name as such is
signed to the foregoing Agreement, have acknowledged the same before me in my
City/County and State aforesaid. He/She is personally known to me.

GIVEN under my hand this _____ day of _____, 2022.

Notary Public

My Commission Expires: _____

Notary Registration Number: _____

APPROVED AS TO CONTENT:

APPROVED AS TO FORM:

Town Clerk

Town Attorney

Appendix E. Participation Thresholds for Housing Units in the Rehabilitation Zone- Effective January 1, 2024

Rental Housing Unit Thresholds

To participate in the Housing Rehabilitation Zone Program, rental housing units must meet the housing unit rental rate threshold established by the Virginia Housing Program Income and Rent Limits Calculator for 80% of Median Income for Wythe County. Projects selected in 2024 for participation in the program cannot exceed rental rates as shown. Yearly adjustment can occur in coordination with any changes to the Virginia Housing Program Income and Rent Limits Calculator. Rents must remain under the listed threshold for the (five or ten years?) of the program, for those units which were shown on the application submitted for participation in the program.

| | |
|--------------------|---------|
| One Bedroom Unit | \$1,008 |
| Two Bedroom Unit | \$1,080 |
| Three Bedroom Unit | \$1,498 |
| Four Bedroom Unit | \$1,672 |

For Sale Housing Unit Thresholds

To participate in the Housing Rehabilitation Zone Program, “for sale” housing units must meet the housing unit sale price threshold established. This established value is 80% of the sales price listed in the most recent Virginia Housing Sales Price Limit for First Time Homebuyer Loan Program.

<https://virginiahousing.com/partners/lenders/lending-limits-requirements>

In 2024, the Sales Price Limit for new homes established in Wythe County is \$330,000. 80% of this value is \$264,000.

The housing unit cannot be sold for greater than \$264,000. The participant in the Rehabilitation Zone must guarantee on the Performance Agreement that they will not exceed this sale price for any housing units as shown on the application submitted for participation in this program.

13-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---------------------------------|
| Meeting Date: | November 13, 2023 |
| Subject: | Economic Development Incentives |

SUMMARY:

Assistant Town Manager Elaine Holeyton will review the Town of Wytheville Economic Development Incentives with the Town Council.

Recommended Action

No action required at this time.

13-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | November 13, 2023 |
| Subject: | Update on Open Door Community Development Block Grant Application |

SUMMARY:

Assistant Town Manager Elaine Holeton will provide an update to the Town Council regarding the Open Door Community Development Block Grant application.

Recommended Action

No action required at this time.

Update on Open Door Monroe Street Project
CDBG Community Impact Grant 2024
November 13, 2023, Town Council Meeting

Overview: The local non-profit Open Door Community is in the planning stage of developing a housing complex on West Monroe Street in Wytheville. The complex will offer 36 units for affordable housing in the heart of our community.

Open Door, in partnership with the Town of Wytheville and Mt. Rogers Planning District Commission (MRPDC) would like to apply for a Virginia Department of Housing and Community Development (DHCD), Community Development Block Grant (CDBG) as part of the summer 2024 grant round.

Town Management has met with MRPDC and Open Door on several occasions to discuss the potential of this funding source and all parties agree that this project is a good fit for the grant funding. The Open Door housing project supports the Town's goals for addressing the housing challenges of our community.

One of the first steps in consideration of the project is to host a community public meeting to make the community aware of the funding source and to receive public input. This public input meeting is not required for a Town Council meeting time, and is structured as an administrative public hearing session. We are currently in the process of scheduling this meeting for December based on MRPDC availability. The meeting will be advertised and posted on our website. Comments are welcome at any time. Another administrative public hearing will need to occur later in the process, when more project specific details are known, most likely in the spring or summer of 2024.

After the first public input meeting, the next step would be for all parties to begin the work of preparing for the application. Should we decide to apply for the CDBG grant, and prior to the official application submittal (Summer 2024) the Town Council would need to pass a resolution. Prior to the resolution consideration by Town Council the Town Staff will have specific needs identified, funding level requests and other details of the project available to share with the Town Council at that time.

The CDBG Community Impact Grant is highly competitive. In the category of housing production, the maximum award is \$1,250,000. Should we receive a grant award, this funding would greatly support the efforts of Open Door to provide affordable housing in our community.

I included general information about the DHCD, Community Development Block Grant to this update page. If you have questions, please feel free to contact me at any time.

Thank you.

Elaine R. Holeton, Assistant Town Manager

Community Improvement Grants

Virginia's CDBG Community Improvement Grant (CIG) option is designed to aid those communities with the greatest community development needs in implementing projects which will most directly address these needs.

There are three options for Community Improvement Grants assistance: Open Submission (Local Innovation Fund Grants, Community Economic Development Fund Grants, Construction-Ready Water and Sewer Fund Grants, Regional Water/Wastewater Grants, Public Services Grants), Urgent Need Grants, and Competitive Grants (Housing Rehabilitation, Public Infrastructure, Community Service Facilities, Business District Revitalization, and Comprehensive Community Development).

Program funding distribution is as follows:

| Program | Maximum Award |
|--|---------------------------------------|
| Public Infrastructure (including Housing Production) | \$1,500,000 |
| Public Services | \$250,000 (\$500,000 for regional) |
| Community Service Facility* | \$1,250,000 |
| Comprehensive Community Development (Two activities) | \$1,300,000 |
| Comprehensive Community Development (Three activities) | \$1,600,000 |
| Business District Revitalization | \$1,000,000 |
| Housing | \$1,250,000 |
| Urgent Need | \$1,250,000 |
| Local Innovation | \$500,000 (\$1,000,000 for regional) |

| | |
|----------------------------------|--|
| Community Economic Development | \$1,000,000 (\$1,250,000 for regional) |
| Construction-Ready Water & Sewer | \$1,500,000 |
| Regional Water/Wastewater | \$2,500,000 |

CDBG Program Overview

- Funding authorized under the *Housing and Community Development Act of 1974*
- Three National Objectives:
 - Low- and moderate-income benefit
 - Slum and blight elimination
 - Urgent community development needs

Partners for Better Communities



Section 13, Item C.

Source: D17c0 website
2023 Program 6

CDBG Program Overview

- Serves Non-Entitlement localities
 - Only localities are eligible applicants
- Program Design establishes Virginia's overall Program Goal and Objectives
- Request for Proposal
 - CDBG Competitive Application Guidelines and Open Submission Program Fact Sheets

Partners for Better Communities



CDBG Method of Distribution

| | |
|----------------------|---------------------|
| 2023 CDBG Allocation | \$18,242,546 |
| Prior Year Funding | \$3,746,773 |
| Total | \$21,989,319 |

CDBG Community Improvement Grant Programs

| | |
|-----------------------|---------------|
| Competitive | \$ 13,989,319 |
| Planning Grants | \$ 1,000,000 |
| Open Submission Funds | \$ 6,000,000 |

Public Services
Scattered Site

Community Economic Development
Local Innovation

Construction-Ready Water and Sewer Fund
Regional Water/Wastewater Fund
Urgent Need Open Submission Projects

\$ 1,000,000

Partners for Better Communities



Competitive Grants

- **Housing** – Rehabilitation of housing units to DHCD Housing Rehabilitation Standards or construct new housing units. Targeted project area
- **Comprehensive Community Development**– At least two major activities, such as water, sewer, housing, etc.
- **Public Infrastructure**– Water/Wastewater services, drainage improvements, streets (including streetscapes).
- **Community Service Facility** – Workforce training, health care, daycare associated with economic development, etc.
- **Business District Revitalization** – downtown revitalization/economic development

Partners for Better Communities



Competitive Proposal Evaluation Criteria

- National Objective Relationship
- Composite Fiscal Stress
- Regional Priorities
- Costs and Commitments
- Project Specific Evaluation
 - Community Priority (scoring based **only** on submitted materials demonstrating community needs)
 - Stakeholder Involvement
 - Readiness (timeliness and costs)
 - Capacity (local and community engagement)
 - Long-term Impact/sustainability

Partners for Better Communities



APPLICATION BASICS

- Two public hearings are required
 - First Public Hearing: solicits input on local community development and housing needs and past use of CDBG funds
 - Second Public Hearing: solicits input on a locality's proposed CIG proposal
- Advertisement and timing
 - Advertised at least seven days prior in the non-legal section of the local paper and by one other method. Hearings must be held at least one week apart
 - Adhere to 2023 CDBG Program Design for public hearing requirements

Partners for Better Communities



13-E

Town of Wytheville

November 2023

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|--------------------------------------|----------------------------------|--|--|--|-----|
| All meetings are held in the Municipal Building unless otherwise noted. | CALENDAR SUBJECT TO CHANGE | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 HOLIDAY—TOWN OFFICES CLOSED | 8 | 9 6:00 PM-Planning Commission | 10 HOLIDAY—TOWN OFFICES CLOSED | 11 |
| 12 | 13 5:00 PM — Town Council Meeting | 14 | 15 12:00 PM-Housing Authority (HA Office) | 16 10:00 AM — NRRWA (NRRWA Plant) 6:00 PM — District III (Marion Office) | 17 10:00 AM - Homestead Museum Board (Jackson Property) | 18 |
| 19 | 20 5:30 PM - DTW (DTW Office) | 21 | 22 HOLIDAY—TOWN OFFICES CLOSE AT 12:00 p.m. | 23 HOLIDAY—TOWN OFFICES CLOSED | 24 HOLIDAY—TOWN OFFICES CLOSED | 25 |
| 26 | 27 5:00 PM — Town Council Meeting | 28 | 29 | 30 | | |

September 2023 Building Permits

General BLD Permits

| Record # | Permit/ Issued Date | Applicant Name | Property Owner Name | Cost of Construction | Mechanical: | Electrical: | Plumbing, Gas | Description of Proposed Improvements | Zoning |
|--------------|---------------------|------------------|---------------------------------|----------------------|---------------|-----------------|---------------|---|--------|
| BLD-23-101 | 9/29/2023 | Dale Yontz | | \$4,500.00 | | | | Connect house to accessory building via breezeway | R-3 |
| BLD-23-100 | 9/28/2023 | Jeff Repass | Mount Rogers Community Services | \$4,000.00 | | \$750.00 | | Offices and living area | B-2DT |
| BLD-23-99 | 9/26/2023 | Tim Viars | Evan Grant | \$14,000.00 | | | | Replace deck (same foot print) | B-2DT |
| BLD-23-97 | 9/25/2023 | Matt Ridgaway | ANDERS THOMAS G & GENA B | \$3,000.00 | | | | Adding roof over existing steps | B-2 |
| BLD-23-96 | 9/22/2023 | Dawn Williams | | \$5,000.00 | | | | Replacing existing porch and increasing size. | R-2 |
| BLD-23-95 | 9/22/2023 | Elizabeth Carter | | \$5,000.00 | | | | Adding roof to porch | R-3 |
| BLD-23-94 | 9/18/2023 | Linda Crockett | | \$1,000.00 | | | | Replace existing porch 6'-0"x6'-0" | R-3MH |
| BLD-23-93 | 9/14/2023 | Sherri Repass | | \$400.00 | | | | Kitchen remodel | R-2 |
| BLD-23-92 | 9/11/2023 | Linda Crockett | | \$4,000.00 | | | | Replacing existing porch. New porch will be 6'-0"x6'-0" | R-3MH |
| BLD-23-91 | 9/11/2023 | Steve Quinn | | \$7,000.00 | | | | 50'-0"x10'-0" Porch | R-2 |
| BLD-23-85 | 9/13/2023 | Lenynn Rodriquez | BLEVINS RAYMOND V JR & KAY D | \$16,000.00 | | | | Repairing exterior masonry wall | R-1 |
| Total | | | | \$63,900.00 | \$0.00 | \$750.00 | \$0.00 | | |

MEP Permits

| Record # | Permit/Issued Date | Owner Name | Applicant Name | Electrical Cost: | Plumbing Cost: | Mechanical Cost: | Description of Proposed Improvements | Zoning |
|--------------|--------------------|-------------------|------------------|--------------------|-------------------|--------------------|--|--------|
| MEP-23-136 | 9/29/2023 | Todd Jonas | Brandon Edmonds | \$1,464.52 | | | Installing new meter base and running new wire to 2 existing panels | R-1 |
| MEP-23-135 | 9/28/2023 | | Randy Compton | | | \$4,500.00 | AC unit on existing gas unit | B-2DT |
| MEP-23-134 | 9/26/2023 | Philip Montgomery | Michael Shupe | \$5,000.00 | | | an AEP number is being requested for a new 200 amp overhead recreational service for the outbuildings, minimal circuits within the building. | R-1 |
| MEP-23-133 | 9/26/2023 | Phillip Green | James Bishop | | | \$11,952.00 | Replace oil boiler with gas boiler/ gas line to appliance | R-2 |
| MEP-23-132 | 9/25/2023 | Joanne Arnold | Jesse Doss | \$11,500.00 | | | Install whole house emergency stand by generator | R-3 |
| MEP-23-131 | 9/18/2023 | Andy Sayers | | \$4,800.00 | | | Replacing meter base and panel box | R-2 |
| MEP-23-130 | 9/14/2023 | HARRY GRUBB | Aaron Robinson | | \$1,200.00 | | REPLACE SEWER LINE | M-1 |
| MEP-23-129 | 9/18/2023 | | Brandon Edmonds | \$2,927.00 | | | Relocation of 100AMP service from current commercial building to garage due to customer selling the commercial building | M-1 |
| MEP-23-128 | 9/7/2023 | FRANCES RICHMOND | Aaron Robinson | | \$1,000.00 | | REPLACE WATER LINE | R-2 |
| MEP-23-127 | 9/6/2023 | | Patrick Williams | | | \$500.00 | Installing gas line to outdoor grill and firepit | R-2 |
| Total | | | | \$25,691.52 | \$2,200.00 | \$16,952.00 | | |

Fence Permits

| Record # | Permit/ Issued Date | Name of Applicant | Name of the Property Owner | Fence Structure Cost | Electrical Cost: | Description of Proposed Improvements | Zoning |
|--------------|---------------------|--------------------|----------------------------|----------------------|------------------|--|--------|
| FENC-23-31 | 9/15/2023 | Mark Sechrest | | 1,200.00 | | Install 40' of a 8' high privacy fence | R-1M |
| FENC-23-27 | 9/21/2023 | Daniele Stanley | | 3,000.00 | | 6' privacy fence | R-3 |
| FENC-23-30 | 9/12/2023 | SCHUMANN HANNELORE | | 10,000.00 | | 8'-0" high privacy fence | R-3 |
| Total | | | | \$14,200.00 | \$0.00 | \$0.00 | |

Accessory Structure Permits

| Record # | Permit Issued Date | Applicant Name | Property Owner Name | Cost of Construction | Electrical Cost | Mechanical Cost | Plumbing Cost | Description of Proposed Improvements | Zoning |
|--------------|--------------------|-----------------|---------------------|----------------------|-----------------|-----------------|---------------|---|--------|
| BDAS-23-43 | 9/19/2023 | Luther Hatmaker | | 7,000.00 | | | | 12'-0"x30'-0" Accessory Building | R-2 |
| BDAS-23-41 | 9/19/2023 | Charles Lefler | | 6,800.00 | | | | 10'-0"x20'-0" accessory building | R-2 |
| BDAS-23-42 | 9/19/2023 | Emily Bassinger | Emily Bassinger | 200.00 | | | | 8x7.5 Lifetime brand shed to be assembled in the backyard | R-2 |
| BDAS-23-40 | 9/11/2023 | Kristen Lacey | Kristen Lacey | 1,350.00 | | | | Garden Cedar Greenhouse located within garden fencing, within privacy fencing.7.8' L x 6.7' W x 7.7' H | R-3 |
| BDAS-23-39 | 9/12/2023 | Jordan Cruise | Jeff Sturgill | 185,828.00 | | | | 2856 sf detached garage on a concrete slab. | R-1 |
| BDAS-23-38 | 9/7/2023 | Jerry Grubb | | 500.00 | | | | 8'-0"x40'-0" Shipping container | R-2 |
| BDAS-23-30 | 9/6/2023 | Laurie Felts | | 4,700.00 | | | | 10'-0"x16'-0" Storage Building | R-2 |
| BDAS-23-14 | 9/5/2023 | | | 3,000.00 | | | | Addition to detached garage, Addition no larger than 33'-0"x12'-0" with concrete slab maybe. May enclose. | R-2 |
| Total | | | | \$209,378.00 | \$0.00 | \$0.00 | \$0.00 | | |

Sign Permits

| Record # | Permit Issued Date | Applicant Name | Property Owner Name | Cost of Construction | Electrical Cost | Mechanical Cost | Description of Proposed Improvements | Zoning |
|--------------|--------------------|----------------|---------------------|----------------------|-----------------|-----------------|--|--------|
| SIGN-23-22 | 9/20/2023 | Joseph Hand Jr | | 620.00 | | | Adding a 48'x36' awning over entrance door | B-2DT |
| Total | | | | \$620.00 | \$0.00 | \$0.00 | | |

Pools & Spas

| Record # | Permit Issued Date | Applicant Name | Property Owner Name | Cost of Construction | Electrical Cost | Mechanical Cost | Plumbing Cost | Description of Proposed Improvements | Zoning |
|--------------|--------------------|----------------|---------------------|----------------------|-----------------|-----------------|---------------|--------------------------------------|--------|
| Total | | | | \$0.00 | \$0.00 | \$0.00 | | | |

Town of Wytheville Building Department September 2023 OpenGov Ledger Report

Section 13, Item E.

| Record # | Record Type | Fee Label | Amount Paid | Date Paid |
|------------|---|-------------------------------------|-------------|-----------------|
| BLD-23-101 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/29/2023 19:05 |
| BLD-23-101 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/29/2023 19:05 |
| MEP-23-136 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$50.00 | 9/29/2023 16:10 |
| MEP-23-136 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.00 | 9/29/2023 16:10 |
| MEP-23-135 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$80.00 | 9/28/2023 13:26 |
| MEP-23-135 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.60 | 9/28/2023 13:26 |
| MEP-23-135 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | \$1.20 | 9/28/2023 13:26 |
| BLD-23-100 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/28/2023 13:05 |
| BLD-23-100 | General Building Permit Application | Virginia Department of Housing Levy | \$1.50 | 9/28/2023 13:05 |
| BLD-23-100 | General Building Permit Application | Electrical Fees | \$40.00 | 9/28/2023 13:05 |
| CO-23-28 | Certificate of Occupancy | Certificate of Occupancy Fee | \$25.00 | 9/28/2023 12:38 |
| BLD-23-99 | General Building Permit Application | Building Permit Fee | \$56.00 | 9/26/2023 15:54 |
| BLD-23-99 | General Building Permit Application | Virginia Department of Housing Levy | \$1.12 | 9/26/2023 15:54 |
| MEP-23-134 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$80.00 | 9/26/2023 15:57 |
| MEP-23-134 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.60 | 9/26/2023 15:57 |
| MEP-23-133 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$108.00 | 9/26/2023 15:13 |
| MEP-23-133 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.16 | 9/26/2023 15:13 |
| MEP-23-133 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | \$1.62 | 9/26/2023 15:13 |
| BLD-23-97 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/25/2023 13:11 |
| BLD-23-97 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/25/2023 13:11 |
| BLD-23-96 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/22/2023 15:18 |
| BLD-23-96 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/22/2023 15:18 |
| BLD-23-95 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/22/2023 14:14 |
| BLD-23-95 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/22/2023 14:14 |
| MEP-23-132 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$108.00 | 9/25/2023 20:50 |
| MEP-23-132 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.16 | 9/25/2023 20:50 |
| CO-23-27 | Certificate of Occupancy | Certificate of Occupancy Fee | \$25.00 | 9/21/2023 16:40 |
| BDAS-23-43 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/19/2023 15:08 |
| BDAS-23-43 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/19/2023 15:08 |
| BDAS-23-41 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/19/2023 17:15 |
| BDAS-23-41 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/19/2023 17:15 |
| BDAS-23-42 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/19/2023 16:23 |
| BDAS-23-42 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/19/2023 16:23 |
| BLD-23-94 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/18/2023 18:44 |
| BLD-23-94 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/18/2023 18:44 |
| MEP-23-131 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$80.00 | 9/18/2023 17:14 |
| MEP-23-131 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.60 | 9/18/2023 17:14 |

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|------------|---|-------------------------------------|----------|-----------------|
| MEP-23-130 | Mechanical, Electrical & Plumbing (MEP) Application | Plumbing Fees | \$50.00 | 9/14/2023 18:22 |
| MEP-23-130 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.00 | 9/14/2023 18:22 |
| FENC-23-31 | Fence Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/14/2023 16:15 |
| FENC-23-31 | Fence Permit Application | Building Permit Fee | \$35.00 | 9/14/2023 16:15 |
| BLD-23-93 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/14/2023 13:15 |
| BLD-23-93 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/14/2023 13:15 |
| MEP-23-129 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$60.00 | 9/18/2023 13:04 |
| MEP-23-129 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.20 | 9/18/2023 13:04 |
| BLD-23-92 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/11/2023 18:55 |
| BLD-23-92 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/11/2023 18:55 |
| BDAS-23-40 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/11/2023 19:56 |
| BDAS-23-40 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/11/2023 19:56 |
| BDAS-23-39 | Accessory Structure Application | Building Permit Fee | \$658.00 | 9/12/2023 18:57 |
| BDAS-23-39 | Accessory Structure Application | Virginia Department of Housing Levy | \$13.16 | 9/12/2023 18:57 |
| SIGN-23-22 | Sign Permit | Virginia Department of Housing Levy | \$2.00 | 9/20/2023 20:17 |
| SIGN-23-22 | Sign Permit | Sign Permit Fee | \$100.00 | 9/20/2023 20:17 |
| SIGN-23-22 | Sign Permit | Work Began before Permit | \$9.30 | 9/20/2023 20:17 |
| BLD-23-91 | General Building Permit Application | Building Permit Fee | \$35.00 | 9/11/2023 18:15 |
| BLD-23-91 | General Building Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/11/2023 18:15 |
| MEP-23-128 | Mechanical, Electrical & Plumbing (MEP) Application | Plumbing Fees | \$40.00 | 9/7/2023 19:24 |
| MEP-23-128 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$0.80 | 9/7/2023 19:24 |
| BDAS-23-38 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/7/2023 17:32 |
| BDAS-23-38 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/7/2023 17:32 |
| CO-23-26 | Certificate of Occupancy | Certificate of Occupancy Fee | \$25.00 | 9/28/2023 19:38 |
| MEP-23-127 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$35.00 | 9/6/2023 15:35 |
| MEP-23-127 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$0.70 | 9/6/2023 15:35 |
| MEP-23-127 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | \$0.53 | 9/6/2023 15:35 |
| BLD-23-85 | General Building Permit Application | Building Permit Fee | \$64.00 | 9/13/2023 20:23 |
| BLD-23-85 | General Building Permit Application | Virginia Department of Housing Levy | \$1.28 | 9/13/2023 20:23 |
| FENC-23-27 | Fence Permit Application | Virginia Department of Housing Levy | \$0.70 | 9/21/2023 16:18 |
| FENC-23-27 | Fence Permit Application | Building Permit Fee | \$35.00 | 9/21/2023 16:18 |
| FENC-23-30 | Fence Permit Application | Virginia Department of Housing Levy | \$0.80 | 9/12/2023 18:03 |
| FENC-23-30 | Fence Permit Application | Building Permit Fee | \$40.00 | 9/12/2023 18:03 |
| BDAS-23-14 | Accessory Structure Application | Building Permit Fee | \$35.00 | 9/5/2023 19:58 |
| BDAS-23-14 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | 9/5/2023 19:58 |

44.88

2319.00

2363.88

Section 13, Item E.

Town of Wytheville Building Department October 2023 OpenGov Ledger Report

| Record # | Record Type | Fee Label | Transaction Type | Amount Paid | Account | Date Paid | Method |
|------------|---|-------------------------------------|------------------|-------------|---------|------------------|-------------|
| MEP-23-152 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$60.00 | PM0010 | 10/31/2023 12:41 | Credit Card |
| MEP-23-152 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.20 | PM0010 | 10/31/2023 12:41 | Credit Card |
| CO-23-31 | Certificate of Occupancy | Certificate of Occupancy Fee | Payment | \$25.00 | PM0010 | 10/30/2023 19:50 | Credit Card |
| FENC-23-34 | Fence Permit Application | Virginia Department of Housing Levy | Payment | \$1.28 | PM0010 | 10/30/2023 20:19 | Credit Card |
| FENC-23-34 | Fence Permit Application | Building Permit Fee | Payment | \$64.00 | PM0010 | 10/30/2023 20:19 | Credit Card |
| MEP-23-150 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | Payment | \$80.00 | PM0010 | 10/30/2023 14:17 | Credit Card |
| MEP-23-150 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.60 | PM0010 | 10/30/2023 14:17 | Credit Card |
| MEP-23-149 | Mechanical, Electrical & Plumbing (MEP) Application | Plumbing Fees | Payment | \$50.00 | PM0010 | 10/27/2023 13:06 | Check |
| MEP-23-149 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.00 | PM0010 | 10/27/2023 13:06 | Check |
| MEP-23-148 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$70.00 | PM0010 | 10/26/2023 17:18 | Credit Card |
| MEP-23-148 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.40 | PM0010 | 10/26/2023 17:18 | Credit Card |
| BLD-23-113 | General Building Permit Application | Building Permit Fee | Payment | \$48.00 | PM0010 | 10/24/2023 20:30 | Cash |
| BLD-23-113 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.96 | PM0010 | 10/24/2023 20:30 | Cash |
| MEP-23-147 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$96.00 | PM0010 | 10/24/2023 19:55 | Cash |
| MEP-23-147 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.92 | PM0010 | 10/24/2023 19:55 | Cash |
| MEP-23-145 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$70.00 | PM0010 | 10/23/2023 15:13 | Check |
| MEP-23-145 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.40 | PM0010 | 10/23/2023 15:13 | Check |
| BLD-23-112 | General Building Permit Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/20/2023 12:15 | Credit Card |
| BLD-23-112 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$2.90 | PM0010 | 10/20/2023 12:15 | Credit Card |
| BLD-23-112 | General Building Permit Application | Electrical Fees | Payment | \$50.00 | PM0010 | 10/20/2023 12:15 | Credit Card |
| BLD-23-112 | General Building Permit Application | Plumbing Fees | Payment | \$60.00 | PM0010 | 10/20/2023 12:15 | Credit Card |
| MEP-23-144 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$40.00 | PM0010 | 10/18/2023 18:48 | Check |
| MEP-23-144 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$0.80 | PM0010 | 10/18/2023 18:48 | Check |
| BLD-23-111 | General Building Permit Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/17/2023 19:31 | Credit Card |
| BLD-23-111 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.70 | PM0010 | 10/17/2023 19:31 | Credit Card |
| MEP-23-143 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$40.00 | PM0010 | 10/17/2023 17:50 | Credit Card |
| MEP-23-143 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$0.80 | PM0010 | 10/17/2023 17:50 | Credit Card |
| BLD-23-108 | General Building Permit Application | Building Permit Fee | Payment | \$36.00 | PM0010 | 10/18/2023 12:46 | Credit Card |
| BLD-23-108 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.72 | PM0010 | 10/18/2023 12:46 | Credit Card |
| BDAS-23-46 | Accessory Structure Application | Building Permit Fee | Payment | \$160.00 | PM0010 | 10/16/2023 14:55 | Check |
| BDAS-23-46 | Accessory Structure Application | Virginia Department of Housing Levy | Payment | \$4.20 | PM0010 | 10/16/2023 14:55 | Check |
| BDAS-23-46 | Accessory Structure Application | Electrical Fees | Payment | \$50.00 | PM0010 | 10/16/2023 14:55 | Check |
| BDAS-23-45 | Accessory Structure Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/30/2023 18:15 | Credit Card |
| BDAS-23-45 | Accessory Structure Application | Virginia Department of Housing Levy | Payment | \$1.40 | PM0010 | 10/30/2023 18:15 | Credit Card |
| BDAS-23-45 | Accessory Structure Application | Electrical Fees | Payment | \$35.00 | PM0010 | 10/30/2023 18:15 | Credit Card |
| MEP-23-141 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$50.00 | PM0010 | 10/13/2023 22:20 | Credit Card |
| MEP-23-141 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.00 | PM0010 | 10/13/2023 22:20 | Credit Card |
| BLD-23-107 | General Building Permit Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/12/2023 12:37 | Credit Card |
| BLD-23-107 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.70 | PM0010 | 10/12/2023 12:37 | Credit Card |
| BLD-23-106 | General Building Permit Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/11/2023 13:57 | Credit Card |
| BLD-23-106 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.70 | PM0010 | 10/11/2023 13:57 | Credit Card |
| BLD-23-104 | General Building Permit Application | Building Permit Fee | Payment | \$60.00 | PM0010 | 10/11/2023 16:41 | Credit Card |
| BLD-23-104 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$1.20 | PM0010 | 10/11/2023 16:41 | Credit Card |
| MEP-23-139 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | Payment | \$50.00 | PM0010 | 10/11/2023 2:31 | Credit Card |

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|------------|---|-------------------------------------|---------|-------------------|------------|------------------|-------------|
| MEP-23-139 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$1.00 | PM0010 | 10/11/2023 2:31 | Credit Card |
| BLD-23-103 | General Building Permit Application | Building Permit Fee | Payment | \$80.00 | PM0010 | 10/6/2023 19:24 | Credit Card |
| BLD-23-103 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$1.60 | PM0010 | 10/6/2023 19:24 | Credit Card |
| MEP-23-138 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | Payment | \$120.00 | PM0010 | 10/5/2023 17:05 | Credit Card |
| MEP-23-138 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$2.40 | PM0010 | 10/5/2023 17:05 | Credit Card |
| MEP-23-138 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | Payment | \$1.80 | PM0010 | 10/5/2023 17:05 | Credit Card |
| MEP-23-138 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | Refund | (\$1.80) | PM0010 | 10/6/2023 12:01 | Credit Card |
| MEP-23-137 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | Payment | \$100.00 | PM0010 | 10/2/2023 20:12 | Credit Card |
| MEP-23-137 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | Payment | \$2.00 | PM0010 | 10/2/2023 20:12 | Credit Card |
| MEP-23-137 | Mechanical, Electrical & Plumbing (MEP) Application | Work Began before Permit | Payment | \$1.50 | PM0010 | 10/2/2023 20:12 | Credit Card |
| SIGN-23-26 | Sign Permit | Virginia Department of Housing Levy | Payment | \$2.48 | PM0010 | 10/3/2023 12:12 | Credit Card |
| SIGN-23-26 | Sign Permit | Sign Permit Fee | Payment | \$124.00 | PM0010 | 10/3/2023 12:12 | Credit Card |
| BLD-23-102 | General Building Permit Application | Building Permit Fee | Payment | \$35.00 | PM0010 | 10/17/2023 13:37 | Check |
| BLD-23-102 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$1.50 | PM0010 | 10/17/2023 13:37 | Check |
| BLD-23-102 | General Building Permit Application | Electrical Fees | Payment | \$40.00 | PM0010 | 10/17/2023 13:37 | Check |
| SIGN-23-25 | Sign Permit | Virginia Department of Housing Levy | Payment | \$2.00 | PM0010 | 10/10/2023 20:35 | Credit Card |
| SIGN-23-25 | Sign Permit | Sign Permit Fee | Payment | \$100.00 | PM0010 | 10/10/2023 20:35 | Credit Card |
| SIGN-23-24 | Sign Permit | Virginia Department of Housing Levy | Payment | \$2.48 | PM0010 | 10/26/2023 19:49 | Credit Card |
| SIGN-23-24 | Sign Permit | Sign Permit Fee | Payment | \$124.00 | PM0010 | 10/26/2023 19:49 | Credit Card |
| SIGN-23-23 | Sign Permit | Virginia Department of Housing Levy | Payment | \$2.48 | PM0010 | 10/10/2023 12:38 | Credit Card |
| SIGN-23-23 | Sign Permit | Sign Permit Fee | Payment | \$124.00 | PM0010 | 10/10/2023 12:38 | Credit Card |
| BLD-23-98 | General Building Permit Application | Building Permit Fee | Payment | \$40.00 | PM0010 | 10/12/2023 19:58 | Check |
| BLD-23-98 | General Building Permit Application | Virginia Department of Housing Levy | Payment | \$0.80 | PM0010 | 10/12/2023 19:58 | Check |
| | | | | Levy Total | \$44.62 | | |
| | | | | Permit Totals | \$2,256.00 | | |
| | | | | Levy+Permit Total | \$2,300.62 | | |