



# AGENDA

## WYTHEVILLE TOWN COUNCIL MEETING

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

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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 work session and the regular meeting of August 28, 2023 (requires motion and vote)
8. **PRESENTATIONS TO TOWN COUNCIL**
  - A.** Presentation by Downtown Wytheville, Incorporated Executive Director Todd Wolford regarding the Façade Program
    1. Consideration by the Town Council to approve the Façade Program (**requires motion and roll call vote**)
9. **CITIZENS' PERIOD**
10. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
  - A.** Consider the request of the Wytheville Police Department and the Wytheville Fire and Rescue Department to close a portion of Spring and Church Streets on October 31, 2023, from 4:30 p.m. to 9:30 p.m. for the Church Street Trunk or Treat Event
    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 Downtown Wytheville, Incorporated to close Main Street, from 5th Street to 4th Street, and a portion of Church, Tazewell and First

**Streets, on Saturday, October 28, 2023, from 9:00 a.m. to 5:00 p.m. for the 2023 Mayhem on Main Street Event**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve the street closure **(requires motion and vote)**

**C. Consider the request of the Town of Wytheville Department of Museums to close Tazewell Street, from its intersection with Monroe Street to the Boyd Museum, on Friday, October 13, 2023, from 9:00 a.m. to 11:00 a.m. for the Rock House Reopening and 200th Birthday Celebration**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve the request **(requires motion and vote)**

**D. Consider a youth member appointment to the Wytheville Recreation Commission to fill the expired term of Ms. McKenzie Tate (term expired August 1, 2023)**

1. Staff Report/Presentation by Town Clerk Sherry Corvin
2. Consideration by the Town Council to schedule a Meet and Greet Session with the applicant or to make the appointment to the Recreation Commission **(requires motion and vote)**

**E. Consideration of scheduling a Special Town Council Meeting on Wednesday, October 11, 2023, at 5:00 p.m. and scheduling a public hearing for this meeting to consider a bond in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to schedule the Special Town Council Meeting and the public hearing **(requires motion and vote)**

**F. Continued review of the Policy Guidance on Event Safety, Street Closures & Traffic Control**

1. Staff Report/Presentation by Assistant Town Manager Elaine Holeton
2. Consideration by the Town Council to approve the policy **(requires motion and vote)**

**11. NEW BUSINESS**

**12. REPORTS**

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

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

**13. OTHER BUSINESS**

**A. Continued discussion regarding the Lodging Tax**

1. Staff Report/Presentation by Town Manager Brian Freeman

**B. Council Member Time**

**C. Miscellaneous**

- (1) Council Committee Reports; (2) Other

**14. CLOSED MEETING**

**A. Closed meeting pursuant to § 2.2-3711 (A.) (1.) Discussion regarding the Town Attorney position (requires motion and vote)**

**B. Closed meeting pursuant to § 2.2 3711 (A.) (3.) Discussion regarding the acquisition/disposition of real property to be used for a public purpose (requires motion and vote)**

**C. Closed meeting pursuant to § 2.2-3711 (A.) (7.) Consultation with legal counsel pertaining to probable litigation (requires motion and vote)**

**D. Closed meeting pursuant to § 2.2-3711 (A.) (1.) Discussion regarding the performance and salaries of appointed employees (requires motion and vote)**

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

**15. ADJOURNMENT**

**7-A**



MINUTES
TOWN COUNCIL WORK SESSION
MONDAY, AUGUST 28, 2023 AT 4:00 PM
COUNCIL CHAMBERS, 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

A. Persons Present:

- Beth Taylor - Mayor
Cathy Pattison - Vice-Mayor
Holly Atkins - Council Member
Gary Gillman - Council Member
Candice Johnson - Council Member
Brian Freeman - Town Manager
Elaine HOLETON - Assistant Town Manager
Sherry Corvin - Town Clerk
Paul Cassell - Interim Town Attorney
Bryan Bard - Police Lieutenant
Chris Slemp - Fire Chief
Todd Wolford - Downtown Wytheville, Inc. Executive Director
Josh Sharitz - Parks and Recreation Director
Police Officer Damien Thompson
Police Officer Ernest Williams
Patricia Austin

Persons Absent:

None

2. ITEMS TO BE DISCUSSED

A. RE: APPROVAL OF AGENDA

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

Motion made by Councilman Gillman and seconded by Councilwoman Atkins to approve the Work Session agenda as presented. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins noted that she would like to confirm, for citizens attending the meeting, that this is a Work Session. Mayor Taylor stated that is correct. There being no further discussion, the motion was approved with the following voting results and there being no opposition, by roll call vote:

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

**B. RE: DISCUSSION REGARDING THE DRAFT GUIDANCE ON EVENT SAFETY, STREET CLOSURES & TRAFFIC CONTROL**

Mayor Taylor advised that the next item on the agenda is the discussion regarding the draft Guidance on Event Safety, Street Closures and Traffic Control. She advised that Assistant Town Manager Holeton will present more information to the Council regarding this matter. Assistant Town Manager Holeton presented the draft Guidance on Event Safety, Street Closures and Traffic Control and the various changes that have been made to made to this policy. Discussion was held regarding the concerns of the Town Council members, and the changes they would desire Staff make to the next draft of the Guidance on the Event Safety, Street Closures and Traffic Control. Assistant Town Manager Holeton stated that Staff will make the Council members' changes and bring an updated version of this policy back to a future meeting.

There being no further business to be discussed, the Work Session was adjourned. (4:57 p.m.)

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T. Brian Freeman, Town Manager

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Sharon G. Corvin, CMC, Town Clerk



MINUTES
WYTHEVILLE TOWN COUNCIL MEETING
MONDAY, AUGUST 28, 2023 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

RE: ATTENDANCE

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine Holeyton, Town Clerk Sherry Corvin, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Police Chief Joel Hash, Fire and Rescue Chief Chris Slemp, Lieutenant Bryan Bard, Planning Director John Woods, Parks and Recreation Director Josh Sharitz, Downtown Wytheville, Incorporated Executive Director Todd Wolford, Officer Ernie Williams, III, Officer Damien Thompson, Patricia Austin, Richard Johnson, Jim Cohen, Betsy Trevillian, Reene Walters, Sanket Patel, Nick Patel, Rajesh Patel, Sanjay Patel, Kirby Lambert, Bill Smith

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 Councilwoman Johnson.

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

**6. RE: SCHEDULED RECESS AT 6:00 P.M.**

Mayor Taylor advised that for informational purposes, the agenda includes a 6:00 p.m. scheduled recess, if necessary.

**7. RE: CONSENT AGENDA**

Mayor Taylor presented the consent agenda consisting of the minutes of the regular meeting of August 14, 2023. She inquired if there was a motion to approve the minutes of the regular meeting of August 14, 2023, as presented.

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

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

**A. RE: PRESENTATION REGARDING TRAVEL BALL TOURNAMENTS**

Mayor Taylor advised that the next agenda item is a presentation by Parks and Recreation Director Josh Sharitz regarding travel ball tournaments. Director Sharitz reminded the Council that the reason he was asked to attend the meeting to discuss this item was because, over the years, there have been numerous discussions of encouraging and/or the development of a travel sports complex. He noted that he is attending the Council meeting to provide the Council with information, budgetary numbers, etc. for the Council's consideration so the Council is aware of what comes with the development and/or the establishment of a process that would allow for the hosting or development of a travel sports complex. Director Sharitz reviewed the Parks and Recreation Department's current facilities, how they are able to utilize those facilities and the population that those facilities serve for the youth and adult athletics programs. He noted that when it comes to travel ball facilities, lighting and permanent restroom facilities that can provide both water and sewer are very important. Director Sharitz shared with the Council some of the local facilities that are used for travel ball or travel tournaments including Randolph Park in Dublin, Abingdon Sports Complex - The Meadows in Abingdon and Huckleberry Park and Kiwanis Park in Christiansburg. Director Sharitz commented that he thought it was important for the Council to understand what the Parks and Recreation Department currently offers, how the facilities are utilized and who utilizes them on a regular basis, but, also, discuss what type of facility would be required on a regular basis to host travel ball tournaments and the requirements associated with hosting travel ball tournaments. He discussed what would be required to develop a park to host travel tournaments including land, staffing, funding, revenue, sanctioning, etc. Director Sharitz inquired if there were any questions for him. Mayor Taylor stated that she thinks Director Sharitz answered the questions and/or concerns of the citizen and Council members who had questions regarding travel ball facilities. She inquired if

there were any questions for Director Sharitz. Councilman Gillman inquired if Director Sharitz had discussed with Wytheville Community College's Dr. Dean Sprinkle about combining the College field and the Town together. Director Sharitz stated that the problem is that the area at the College is still not large enough for a travel ball facility. He explained the cost of the lighting per field, as well as restrooms, parking, etc. Councilwoman Atkins inquired if this type of facility would include a splash pad and disc golf. Director Sharitz stated that what he presented to the Council was only for sports infrastructure. Discussion ensued regarding the number of fields that need to be included in a travel ball facility to make it appealing. Mayor Taylor inquired if there were any further questions or comments for Director Sharitz. There being none, she proceeded with the agenda.

**9. RE: CITIZENS' PERIOD**

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

Mr. Richard Johnson was recognized and stated that he resides at 425 Loretto Drive in Wytheville. He noted that he was attending the meeting to address the Council regarding the veteran's meeting space. Mr. Johnson commented that he is a veteran, and he would like to know what the agreement is between the American Legion and the Town regarding the meeting space at the old community center. He stated that his concern is that the Town is trying to remove the veterans from their meeting space. Mr. Johnson thanked the Council for allowing him to speak. Mayor Taylor stated that the Council is not trying to remove the veterans from their meeting space and that Town Manager Freeman can help answer some of Mr. Johnson's questions. Town Manager Freeman commented that the Town has met with American Legion Commander Maelene Watson and other members of the American Legion, as well as members of the Veterans of Foreign Wars (VFW), on multiple occasions since back in the spring. Town Manager Freeman advised that there is zero effort from the Town to remove either organization from the meeting room. He discussed the 2009 lease agreement between the Town and the veterans, as well as how he felt the meetings had been going with the veterans. Town Manager Freeman invited Mr. Johnson to attend the next meeting that is to be held with the veterans. Mr. Johnson thanked Town Manager Freeman. Councilwoman Johnson inquired of Town Manager Freeman if he could please notify her when the Town meets with the veterans again because she would like to attend that meeting. Town Manager Freeman stated that he would notify Councilwoman Johnson of the next meeting. Discussion ensued regarding Councilwoman Atkins' attendance at the last veterans lease agreement meeting, as well as Commander Watson and Mr. Kern addressing her regarding the construction of the veterans' meeting space. Councilwoman Atkins thanked the Public Works Department for their work on that space, as well as Town Manager Freeman for taking care of this before the Chautauqua Festival began.

Ms. Reene Walters was recognized and stated that she resides at 305 Spring Meadow Drive in Wytheville. She noted that she is attending the meeting to address the Council regarding the mowing of the town. Ms. Walters expressed to the Council her concerns regarding the mowing at the intersection of Washington and South 22nd Streets. Mayor

Taylor inquired if Ms. Walters is referencing private property or town property. Ms. Walters stated town property. She inquired if the Town's Mowing Ordinance had changed. Town Manager Freeman advised that the Town would not be subject to the ordinance, even if there was a change. Assistant Town Manager Holeyton commented that the Mowing Ordinance was amended in the spring, however, it would not have changed the responsibility of the Public Works Department to maintain the Town's rights of way. She stated that this has been an unusually wet summer, the ground has not dried as quickly and that the Public Works Department has struggled to keep up with mowing responsibilities due to these issues. Ms. Walters inquired if the property she is referring to will continue to not be mowed. Town Manager Freeman stated that he will address this matter with Public Works Director Chris Peebles. A brief discussion continued regarding the mowing concerns that Ms. Walters discussed with the Council. Mayor Taylor thanked Ms. Walters for her comments.

Mr. Nick Patel was recognized and stated that he resides at 165 Malin Drive in Wytheville, and that he is representing the Holiday Day Inn Express & Suites. He noted that he is attending the meeting to address the Council regarding the possible Lodging Tax increase. Mr. Patel advised that he is against the tax increase, as well as the multiple hotel owners that he represents. He stated that he feels the current tax rate is a fair rate. Mr. Patel continued to express his concerns regarding the possible Lodging Tax increase with the Council. Mayor Taylor thanked Mr. Patel for his comments.

Mr. Kirby Lambert was recognized and stated that he resides at 295 Chapman Road. He noted that he was attending the meeting to address the Council regarding traffic concerns on Main Street and Monroe Street. Mr. Lambert expressed his concerns regarding the traffic on Main and Monroe Streets, and he thanked the Council for allowing him to speak. Mayor Taylor thanked Mr. Lambert for his comments.

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

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

**A. RE: RESOLUTION - VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) TRANSPORTATION ALTERNATIVES GRANT APPLICATION**

Mayor Taylor advised that the next agenda item is the consideration of a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant application for the Peppers Ferry Road Sidewalk Gap Project. Planning Director Woods presented an overview of the areas that consists of the Peppers Ferry Road Sidewalk Gap Project and noted that there is, currently, no existing sidewalk. He commented that there are many disabled individuals who live in the area that would like to be able to access the Recreation Center and the Meeting Center. Planning Director Woods advised that Staff has applied for funding through the VDOT Transportation Alternatives Program to construct a sidewalk that would allow these individuals to access those facilities. He then briefly discussed the construction of the new sidewalk. Planning Director Woods advised that VDOT requires that a resolution be approved by the Town Council for this grant application. Vice-Mayor Pattison inquired if the Town would be financially responsible for this project. Planning Director Woods stated that the Town would be responsible for 20 percent of the

construction cost. Vice-Mayor Pattison inquired about how long the stretch of sidewalk will be when it is constructed. Planning Director Woods noted that he believes there will be around 800 feet of sidewalk constructed. Mayor Taylor inquired if there was a motion to approve a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant application for the Peppers Ferry Road Sidewalk Gap Project.

Motion made by Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**B. RE: RESOLUTION - VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) TRANSPORTATION ALTERNATIVES GRANT APPLICATION**

Mayor Taylor advised that the next item on the agenda is the consideration of a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant Application for the Peppers Ferry Road ADA Sidewalk Upgrade Project. Planning Director Woods stated that this project will improve accessibility of existing sidewalks on Peppers Ferry Road. He noted that some citizens are having problems trying to access the Veterans Affairs office, pharmacies, etc. due to the existing sidewalks not meeting the ADA standards. Discussion was held regarding the improvement project in more detail. Mayor Taylor inquired if there was a motion to approve a resolution for a Virginia Department of Transportation (VDOT) Transportation Alternatives Grant Application for the Peppers Ferry Road ADA Sidewalk Upgrade Project.

Motion made by Vice-Mayor Pattison, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**C. RE: APPOINTMENT - WILLOW BROOK JACKSON/UMBERGER HOMESTEAD MUSEUM ADVISORY BOARD**

Mayor Taylor advised that the next item on the agenda is to consider the appointment of a member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to fill the expired term of Ms. Jean Lester (term expired July 31, 2023). She stated that the two applications to consider for appointment are those of Mr. James Spraker and Ms. Betsy Trevillian. Mayor Taylor inquired if there was a motion to appoint Mr. Spraker or Ms. Trevillian to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board to fill the expired term of Ms. Jean Lester for a five-year term (term expires July 31, 2028).

A motion was made by Councilwoman Johnson and seconded by Councilman Gillman to appoint Mr. James Spraker to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board for a five-year term (term expires July 31, 2028). Mayor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no

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

**D. RE: APPOINTMENT - WILLOW BROOK JACKSON/UMBERGER HOMESTEAD MUSEUM ADVISORY BOARD**

Mayor Taylor advised that the next agenda item is to consider the appointment of a new member to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board (term expires July 31, 2028). She inquired if there was a motion to appoint Ms. Betsy Trevillian to the Willow Brook Jackson/Umberger Homestead Museum Advisory Board for a five-year term (term expires July 31, 2028).

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

**E. RE: PROPOSED WEIGHT INCREASE FOR HEAVY TRUCK TRAFFIC**

Mayor Taylor advised that the next agenda item is the consideration of the request from GoRail to support a group letter to oppose increasing the weight limit for heavy trucks. Town Manager Freeman stated that GoRail is a nationwide advocacy group that supports the increased utilization of rail networks. He commented that GoRail has asked that the Town oppose H.R. Bill 3372 which proposes to increase the weight limit of heavy trucks from 80,000 pounds to 91,000 pounds. Town Manager Freeman continued to discuss the request from GoRail to support a group letter opposing H.R. Bill 3372. Mayor Taylor inquired if there was a motion to approve the request from GoRail for the Town Council to support sending a group letter of opposition regarding H.R. Bill 3372 opposing the increased weight limit for heavy trucks.

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

**F. RE: RESCHEDULE/CANCEL OCTOBER 10, 2023, TOWN COUNCIL MEETING**

Mayor Taylor advised that the next agenda item is the consideration by the Town Council to reschedule/cancel the October 10, 2023, Town Council meeting due to a conflict with the Virginia Municipal League Conference. Town Manager Freeman advised that the 2023 Virginia Municipal League Conference will be held from October 8, 2023, through October 10, 2023. He stated that he and two other Council members will be attending the conference and will not be available. Town Manager Freeman briefly explained the options that the Town Council has for rescheduling the October 10, 2023, Town Council meeting. He advised that if the Council preferred, they could cancel that Town Council meeting. Town Manager Freeman noted that, however, there is one complication when it comes to cancelling the meeting. He noted that one of the USDA bonds that the Town is pursuing still required that a

public hearing be held. Town Manager Freeman commented that there is a very specific criteria that has to be met when advertising the public hearing and scheduling the public hearing relative to the advertisement. He stated that scheduling a Special Town Council Meeting for Wednesday, October 11, 2023, would be the best option available to meet the public hearing advertising and scheduling requirements. Town Manager Freeman advised that Staff has reached out to bond counsel to make sure this date would accommodate all the requirements, however, Staff did not hear back from them before the Town Council meeting. He stated that he would recommend that the Council cancel the October 10, 2023, Town Council meeting and allow Staff to come before the Council again at the next Town Council meeting to possibly schedule a Special Meeting for October 11, 2023. Mayor Taylor inquired if there was a motion to cancel the Tuesday, October 10, 2023, Town Council meeting due to the date conflicting with the Virginia Municipal League Conference.

Motion made by Councilwoman Atkins, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**G. RE: SCHEDULING OF WORK SESSION TO DISCUSS A HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) APPLICATION**

Mayor Taylor advised that the next agenda item is to consider scheduling a Work Session for 4:00 p.m. on September 11, 2023, to discuss a Highway Safety Improvement Program (HSIP) application regarding traffic calming on Peppers Ferry Road/Monroe Street. Town Manager Freeman stated that he would recommend scheduling a Work Session to review the HSIP application further. Mayor Taylor inquired if there was a motion to schedule a Work Session for 4:00 p.m. on Monday, September 11, 2023, to discuss a Highway Safety Improvement Program (HSIP) application regarding traffic calming on Peppers Ferry Road/Monroe Street.

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

**H. RE: MOUNTAIN EMPIRE AIRPORT RUNWAY PAINTING PROJECT**

Mayor Taylor advised that the next agenda item is to consider allocating funds for the Mountain Empire Airport Runway Painting Project. Town Manager Freeman noted that the Town has received a request from Mountain Empire Airport for restriping of the runway and taxiway. He commented that this request is a result of a recent Virginia Department of Aviation inspection that noted a deficiency in the paint markings. Town Manager Freeman stated that the State is paying for 80 percent of the cost, and Mountain Empire Airport is requesting that the remaining 20 percent be split between the four member localities. He advised that the Town's cost would be \$1,320.50, and it is anticipated that all of the member localities will participate in this

project. Town Manager Freeman stated that he recommends that the Town of Wytheville honor the request of Mountain Empire Airport. Mayor Taylor inquired if there was a motion to appropriate \$1,320.50 to the Mountain Empire Airport Runway Painting Project.

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

**11. RE: REPORTS**

**A. RE: STAFF REPORT(S)**

Town Manager Freeman presented his Staff Report, as follows:

**HERITAGE WALK:** Town Manager Freeman stated that the Virginia Department of Transportation (VDOT) has authorized the bid advertisement for Heritage Walk Phase III. He noted that it is also a Transportation Alternatives Grant Program that is an 80 percent and 20 percent split. He advised that the bids will be opened on September 28, 2023, at 2:00 p.m. at the Municipal Building.

**CAT SHELTER:** Town Manager Freeman stated that after minor renovations, the Cat Shelter has reopened. He noted that Staff is scheduled to meet with some of the Town's volunteers to discuss how their relationship and the operations of the facility can be improved to move forward.

**PARKS AND RECREATION DEPARTMENT:** Town Manager Freeman stated that the Parks and Recreation Department has taken possession of a new 15 passenger van and has already put it into service. He noted that Parks and Recreation Director Sharitz and his Staff have extended their thanks and appreciation to the Town Council for making this happen through the budget process. Town Manager Freeman advised that the two old buses have been decommissioned, and that the Town is holding on to them for a little while to see if there are any repurposing opportunities.

**OPEN DOOR CAFÉ MEETING:** Town Manager Freeman stated that he will be meeting with a group this week at the Open Door Café to continue the discussion regarding homelessness and the efforts to establish a warming shelter in Wytheville.

**HALLER-GIBBONEY ROCK HOUSE:** Town Manager Freeman advised that the Haller-Gibboney Rock House Museum will have a Grand Re-Opening and a 200th Birthday Celebration on Wednesday, September 13, 2023, at 10:00 a.m., and that the Museum will offer free tours until 1:00 p.m.

**B. RE: UPCOMING MEETINGS**

Town Clerk Corvin presented the upcoming meetings, as follows:

1. The Town of Wytheville Municipal Offices will be closed, and all services curtailed on Monday, September 4, 2023, in observance of the Labor Day Holiday.

2. The next Town Council Work Session will be held at 4:00 p.m., on Monday, September 11, 2023, prior to the regular scheduled Town Council meeting at 5:00 p.m., in the Council Chambers of the Municipal Building.

**12. RE: OTHER BUSINESS**

**A. RE: LODGING TAX DISCUSSION**

Mayor Taylor advised that the next agenda item is the discussion regarding the Lodging Tax. Town Manager Freeman reviewed some information from the most recent budget preparation with the Council and information regarding the Lodging Tax and its importance in Town revenues. Mayor Taylor commented that increasing the Lodging Tax would help the Town in some areas during the next budget cycle, however, she feels as if there are some unknown factors that could affect the Town negatively with a Lodging Tax increase. Councilwoman Johnson inquired if the Lodging Tax would be nine percent if the Town increased the tax rate based off of the recommendation that was made by Davenport during the financial study. Town Manager Freeman stated that is correct, and that a one cent increase would make about \$240,000 in new revenue based on gross receipts from the previous year. Councilwoman Johnson inquired if Town Manager Freeman could send the information containing the sales volume from the previous year to the Council. Town Manager Freeman stated that he would get this information to them. Councilwoman Johnson advised that she suggests that the Town Council discuss this matter further at a future meeting once the Council members receive the information regarding sales volume. Councilwoman Atkins noted that she wanted to confirm that Davenport suggested that the Lodging Tax be raised by one cent by 2025. Town Manager Freeman stated that is correct. Councilwoman Johnson stated that she believed that Davenport recommended that all tax rates should be increased by 2025, and that she is looking at the fairness aspect for the citizens. Town Manager Freeman inquired if the Council would like for Staff to bring this matter back to the Council at a future meeting. A brief discussion was held regarding whether or not the Council wants to discuss this matter again at a future meeting. It was the consensus of the Council to review this matter again at the next Town Council meeting once the Council members receive additional information regarding sales volume, relative to the Lodging Tax.

**B. RE: COUNCIL MEMBER TIME**

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman stated that he did not have anything to discuss at this time.

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

Mayor Taylor stated that she did not have anything to discuss during Council Member Time.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that a citizen addressed her regarding a

stop sign near Route 21 and Dr. Taylor's Veterinary Clinic. She noted that the citizen told her that it is really hard to see if anything is coming by the Veterinary Clinic before pulling out. Councilwoman Atkins inquired if Staff could possibly trim some trees in that area to increase visibility. Town Manager Freeman stated that he will look into this matter.

Councilwoman Atkins stated that a citizen addressed her regarding speeding on Fairview Road. She advised that it is not improving, and inquired if there could be a speed sign placed in the area. Town Manager Freeman stated that he will check on this matter.

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

**13. RE: CLOSED MEETING**

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

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion regarding the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (6:49 p.m.)

- B. Mayor Taylor advised that it was necessary to certify the closed meeting. She noted that it was also necessary to reconvene into open session. Mayor Taylor inquired if there was a motion to certify the closed meeting held pursuant to Section 2.2-3711 (A.) (1.) To discuss the Town Attorney position; Section 2.2-3711 (A.) (3.) Discussion regarding the acquisition/disposition of property used for a public purpose; and, Section 2.2-3711 (A.) (1.) To discuss the performance and salaries of appointed employees, and that only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. The motion was approved with the following voting results, by roll call vote: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson. (8:39 p.m.)

**14. RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (8:40 p.m.)

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

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

**8-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Presentation regarding Façade Program

**SUMMARY:**

Downtown Wytheville, Incorporated Executive Director Todd Wolford will review the Façade Program with Council.

**Recommended Action**

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



# DOWNTOWN FACADE IMPROVEMENT GRANT PROGRAM

180 West Main Street Ste. 4  
exedir@downtownwytheville.org  
276-223-3343

WWW.DOWNTOWNWYTHEVILLE.ORG



## Eligible Area: B-2 DT General Business District - Downtown

Contact grant administrator to confirm your location qualifies.



**Grant Amount Available: 50 percent of the façade renovation costs up to \$15,000 per façade**

### Priority will be established for building applications based on the following criteria.

- Blighted condition. Those buildings with façades that are in poor condition (blighted) will receive first priority.
- Main Street visibility. Those buildings, which are visible from Main Street, will receive priority.
- The interest of the property owner and ability to finance the rehabilitation.
- Those willing to follow historic preservation guidelines and receive feedback from Downtown Wytheville.

These grant applications will be reviewed on a first come first serve basis and until the budget has been expended. Applications will not be reviewed until all documentation is gathered and complete as stated below.

### General Provisions of the Program:

Through Virginia Main Street services Downtown Wytheville Inc. will utilize architects Frazier Associates to provide outline drawings and specifications (schematic level drawings) and cost estimates for each façade renovation project. Based on the project, architectural construction documents may be required at an additional cost. The architect shall work with the property owner to complete the work write-up based on the owner's design goals, budget and input from Downtown Wytheville, Inc's. Design review team. Because the district is listed on the National Register of Historic Places, Frazier Associates and the VA Main Street program follow the Secretary of Interior's Standards for Rehabilitation of Historic Buildings. If the building is listed on the Virginia Landmarks Register, the National Register of Historic Places or if it is a contributing structure to one of these districts, a Virginia Department of Historic Resources review may be required, and the work write-up may also be required to follow the provisions of the Secretary of the Interior's Standards for Rehabilitation of Historic Buildings.

- The façade work write-up shall be approved by the Town of Wytheville and Downtown Wytheville prior to the start of work.
- The property owner shall enter into a contract with DTW and the Town of Wytheville for the façade renovations.
- The property owner shall enter into a contract with a **licensed contractor** for the work described in the work write-up according to the provisions of this document.
- All changes or substitutions to the work write up shall be approved by DTW and Frazier and Associates.

## Construction Contracts:

The construction contracts must follow the provisions below:

- The contract for rehabilitation work shall be between the **owner and the contractor**. Neither Downtown Wytheville nor the Town of Wytheville is responsible for the performance of the contractor nor for the payments to the contractor.
- The **owner** shall ensure that the contractor is legally licensed for the work to be performed and has provided proof of general liability insurance and workers compensation insurance.
- The **owner** shall take full responsibility for the selection and management of the contractor.
- The **owner** shall utilize the owner's financial resources to undertake 100% of the cost of the façade improvements.
- During construction, the architect and representatives of DTW and the Town of Wytheville shall have the right to inspect the property and the work during reasonable hours for the purpose of determining compliance with the work write-up. The owner and contractor will follow the complete write up as rendered and outlined by the architect. Any deviation from that write up will need written approval. Any deviation without approval, will result in disqualification from the program, and any funds spent up to that time period will not be reimbursed. It is critical that you follow the recommendation of the architect.

## Reimbursement:

- Following the final inspection and approval of the work by Town of Wytheville and Downtown Wytheville representatives. A single lump-sum payment will be made to the owner based on the provisions of this document.
- All costs submitted for reimbursement shall be in accord with the work write-up or approved change orders. Reimbursements will only be made for the materials and labor necessary to complete the work write-up. Owners will not be reimbursed for tools, superfluous materials, restocking fees, improperly ordered or damaged material or work outside the approved work write-up.
- Downtown Wytheville will make payment within thirty (30) days of the inspection and approval noted above.





## How to Apply

1. The owner of the building shall provide a short statement on page 5 about how you would like to see this program implemented for the purpose of updating the facade of your property. Please include in this statement your ideas, color schemes, awnings, signage and other design aspects for consideration. Please attach or include design examples, historic photographs or anything relating to the facade to further assist our architect and design team as stated on the "Design Assistance Application" below.
  
2. Please provide 3-5 high resolution photographs of the front facade of your building as eluded to on the "how to photograph" attachment below. It is critical that you follow these instructions as our design team will need exact dimensions to be able to render the project and to scale accordingly for construction purposes. Once facade photos are received and project goals discussed, the architect will return facade photos with building elements in need of measurements. Plats, surveys, and previous architectural plans may be necessary if available.
  
3. If you would like assistance in photographing, brainstorming your project or any other assistance with this program, please contact us directly.
  
4. Property owners must work through the Town of Wytheville and Downtown Wytheville Inc. in order to qualify for this program. Please do not contact Frazier Associates directly.

**Any questions about the Downtown Facade Improvement Grant Program should be directed to the following:**

**Todd Wolford**  
**Executive Director**  
**Downtown Wytheville Inc**  
**276-223-3343**

**[exedire@downtownwytheville.org](mailto:exedire@downtownwytheville.org)**



## Facade Contract Agreement

### Personal Information:

Name: Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

### Business or Property Information:

Business address: \_\_\_\_\_

Mailing Address (other than Physical Address) \_\_\_\_\_

Business Phone: Business Email: \_\_\_\_\_

Tax ID #: \_\_\_\_\_

I hereby certify that the above information is true and accurate. I understand that additional information may be requested by Downtown Wytheville and/or the Town of Wytheville to complete the review of this application.

Applicant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please include this signed page along with the "Design Assistance Application" on page 5 in order for the application to be complete for review.



VIRGINIA MAIN STREET PROGRAM

For Office Use
Date Received _____
Community _____
Job # _____

# DESIGN ASSISTANCE APPLICATION 2021-2022

The following to be completed by Program Manager with Participant:

**Date of Submittal:** \_\_\_\_\_

**Address of Building or Site:** \_\_\_\_\_

Building and/or Business Name \_\_\_\_\_

Community \_\_\_\_\_

**Participant Information:**

Name \_\_\_\_\_  Owner  Tenant  Both

E-mail Address \_\_\_\_\_ Phone During Day \_\_\_\_\_

**Project Description**

Briefly describe your project, services needed and anticipated budget for implementation.

**What is the Priority for Implementing Your Project?**

A- Now  B - Current building season  C - Next building season  D - Not sure

**Have you applied for and received any financial assistance for your project?**  yes  no

**If yes, is there a deadline for using these funds?**  yes  no

**If yes, what is the deadline?** \_\_\_\_\_

**Is this a Tax Credit Project?**  Federal  State  Would like more information

VMS Design Consultant: **Frazier Associates** • 213 N. Augusta Street • Staunton, Virginia  
540-886-6230 • fax 540-886-8629 • www.frazierassociates.com





VIRGINIA MAIN STREET PROGRAM

For Office Use	
Job #	_____
Date Received	_____
Community	_____

FACADE DESIGN ASSISTANCE PROJECT INFORMATION rvsd 3-2020

**ADDITIONAL INFORMATION:**

1. Please include photographs of your project that show a full general view and then any pertinent details. No more than 6 photographs.
2. Please include any graphics such as logos or color preferences that may be relevant to your project.
3. Please provide any additional written information here:

VMS Design Consultant:

**Frazier Associates** • 213 N. Augusta Street • Staunton, Virginia  
540-886-6230 • fax 540-886-8629 • www.frazierassociates.com



PHOTOGRAPHING FACADES FOR LONG DISTANCE DESIGN SERVICES



For a typical downtown Main Street facade, there are just a few essential photographs to take. Ensure that your camera provides images **at least 750k to 2M-sized image files**, like jpg files. We need the ability to zoom into an image to check for repair issues and help determine materials.

The following are the absolute minimum photos required & where to stand to take photos:

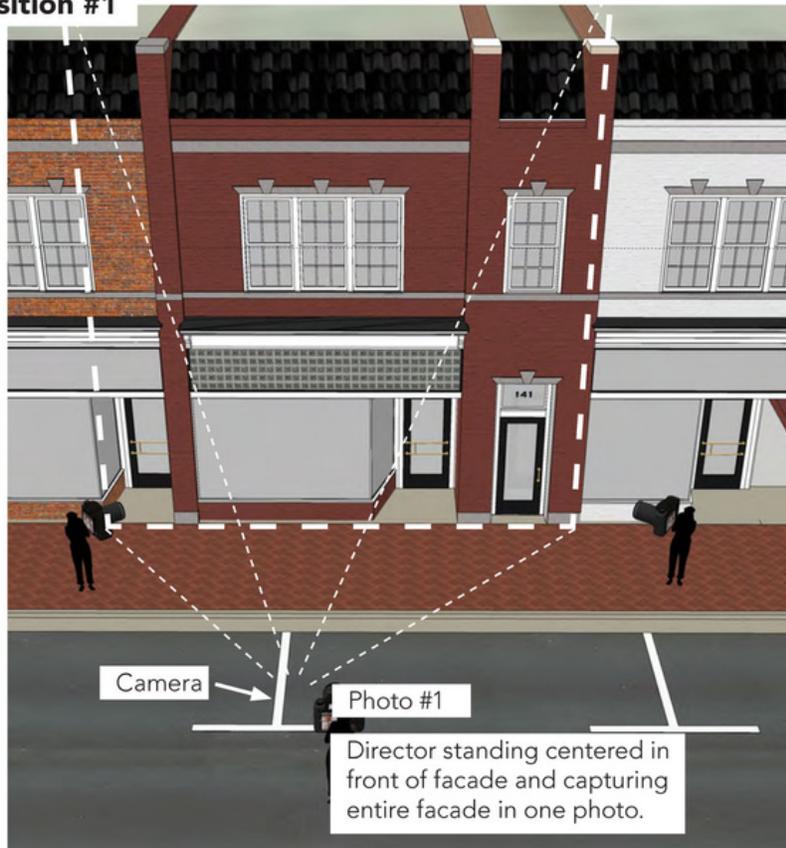
- Photo Position #1: Overall facade - centered with each corner of facade visible;
- Photo Position #2: Left side view of lower facade to include storefront cornice down to sidewalk;
- Photo Position #3: Right side view of lower facade to include storefront cornice down to sidewalk;

Photo positions not shown: Take photos of any repair issues, but include a nearby door or building element that makes it clear where the repair issue is on the facade.



Reflection of VMS Director photographing condition of original brick after wall panels of later remodeling have been removed.

**Photo Position #1**



**Photo Position #2 & #3**



Photo #2: Director standing off to one side and capturing entire lower facade in one photo.

Photo #3

Photo #2

Repeat Photo #2 instructions on opposite side for Photo #3.

**Photo Position #4**

If the lower facade is blocked by vehicles:  
Add

Photo Position #4: Take a photo of the just the entire lower facade that was partially obscured by vehicles by standing between the parked vehicles or on curb;

Still take:

Photo Position #1: Take the overall facade any way and straight on, and the other Photos #2&3 from same position as above.



Photo #4

Director standing centered in front of facade and capturing entire lower facade in one photo.

If facade is blocked, still take Photo Position #1

**10-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Church Street Trunk or Treat Event

**SUMMARY:**

Please find attached an application from the Wytheville Police Department and the Wytheville Fire and Rescue Department requesting to close a portion of Spring and Church Streets on Tuesday, October 31, 2023, from 4:30 p.m. to 9:30 p.m. for the Church Street Trunk or Treat Event. The Safety and Events Committee has reviewed the request and recommends that the request be approved.

**Recommended Action**

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



## EVEN-23-15

### Street Closure Application and Event Application

Status: Active

Submitted On: 8/2/2023

### Applicant

Bryan Bard

276-223-3424

bryanb@wytheville.org

185 W Spring St

Wytheville Police Department

WYTHEVILLE, VA 24382

## Contact/Applicant Information

Organization Name or N/A\*

Wytheville Police, Fire, and Rescue

Organization phone number

(276)223-3424

Primary Contact Name\*

Lt. Bryan Bard WPD

Primary Contact Cell Phone\*

(276)620-1085

Primary Contact Email\*

bryanb@wytheville.org

Secondary Contact Name\*

Chief Chris Slemp WFD

Secondary Contact Phone\*

(276)617-2712

Secondary Contact Email Address\*

chris.slemp@wytheville.org

## Event Information

Event Type\*

Street Closing for Event

Event Name\*

Church Street Trunk or Treat

Event Description\*

Family Trick-or-Treat event

Event Begin Date\*

Event End Date\*

10/31/2023

10/31/2023

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

4:30pm to 9:30pm

Actual Event Begin Time\* ?

Actual Event End Time\* ?

6PM

9PM

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

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\*

- Lt. Bryan Bard, Wytheville Police Department  
Aug 2, 2023



**10-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Downtown Wytheville, Incorporated 2023 Mayhem on Main Street Event

**SUMMARY:**

Please find attached an application from Downtown Wytheville, Incorporated requesting to close Main Street, from 5<sup>th</sup> Street to 4<sup>th</sup> Street, and a portion of Church, Tazewell and First Streets, on Saturday, October 28, 2023, from 9:00 a.m. to 5:00 p.m. for the 2023 Mayhem on Main Street Event. The Safety and Events Committee has reviewed the request and would recommend that it be approved.

**Recommended Action**

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

### EVEN-23-16

#### Street Closure Application and Event Application

Status: Active

Submitted On: 8/21/2023

#### Applicant

 Charlie Jones

 276-223-3343

 adminspc@downtownwytheville.org

 180 W Main Street, Suite 4  
Wytheville, VA 24382

### Contact/Applicant Information

Organization Name or N/A\* 

Downtown Wytheville, Inc.

Organization phone number 

276-223-3343

Primary Contact Name\* 

Todd Wolford

Primary Contact Cell Phone\* 

276-620-5864

Primary Contact Email\* 

exedir@downtownwytheville.org

Secondary Contact Name\* 

Charlie Jones

Secondary Contact Phone\* 

276-613-6359

Secondary Contact Email Address\* 

adminspc@downtownwytheville.org

### Event Information

Event Type\* 

Street Closing for Event

Event Name\* 

2023 Mayhem on Main Street

**Event Description\*** ?

Downtown Wytheville's annual Halloween activity providing seasonal activities aiming to bring traffic and business downtown. Most parts of this event are conducted by private businesses in their own place of business. The activities taking place on public sidewalks and streets by Downtown Wytheville and Wytheville Parks and Recreation include Trick or Treating by businesses, a Kids' Obstacle Course Fun Run, and potentially a game of Zombie Laser Tag.

**Event Begin Date\***

10/28/2023

**Event End Date\***

10/28/2023

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

9:00am - 5:00pm

(Potentially reopening parts of Downtown as different aspects of the event end at the discretion of Wytheville Police Department)

**Actual Event Begin Time\*** ?

11AM

**Actual Event End Time\*** ?

5PM

**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

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\*

Charlie Russell Jones  
Aug 21, 2023

# DOWNTOWN WYTHEVILLE

# MAYHEM ON MAIN STREET



Saturday, October 28

Street closure 11:00 - 5:00pm, from 5th to 4th street

# 10-C

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

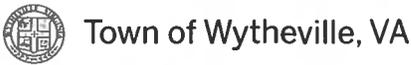
<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Department of Museums Street Closure Request

**SUMMARY:**

Please find attached a request from the Wytheville Department of Museums to close Tazewell Street, from its intersection with Monroe Street to the Boyd Museum, on Friday, October 13, 2023, from 9:00 a.m. to 11:00 a.m. for the Rock House Museum Reopening and 200<sup>th</sup> Birthday Celebration. The Safety and Events Committee has reviewed and approved the request.

**Recommended Action**

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



## EVEN-23-18

Street Closure Application and Event Application

Status: Active

Submitted On: 9/5/2023

### Applicant

- Grant Gerlich
- 276-223-3433
- grant.gerlich@wytheville.org
- 115 W. Spiller Street  
Wytheville, Virginia 24382

## Contact/Applicant Information

Organization Name or N/A\* ?

Town of Wytheville Museums

Organization phone number ?

276-223-3433

Primary Contact Name\* ?

Grant Gerlich

Primary Contact Cell Phone\* ?

478-251-2558

Primary Contact Email\* ?

grant.gerlich@wytheville.org

Secondary Contact Name\* ?

Marcella Taylor

Secondary Contact Phone\* ?

276-223-3330

Secondary Contact Email Address\* ?

marcellat@wytheville.org

## Event Information

Event Type\* ?

Street Closing for Event

Event Name\* ?

Haller-Gibboney Rock House Ribbon Cutting

**Event Description\*** ?

Ribbon cutting, 200th birthday celebration, and official reopening of the Rock House.  
Free admission until 1:00 pm

**Event Begin Date\***

09/13/2023

**Event End Date\***

09/13/2023

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

9:00 am to 11:00 am

**Actual Event Begin Time\*** ?

10AM

**Actual Event End Time\*** ?

11AM

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

YES

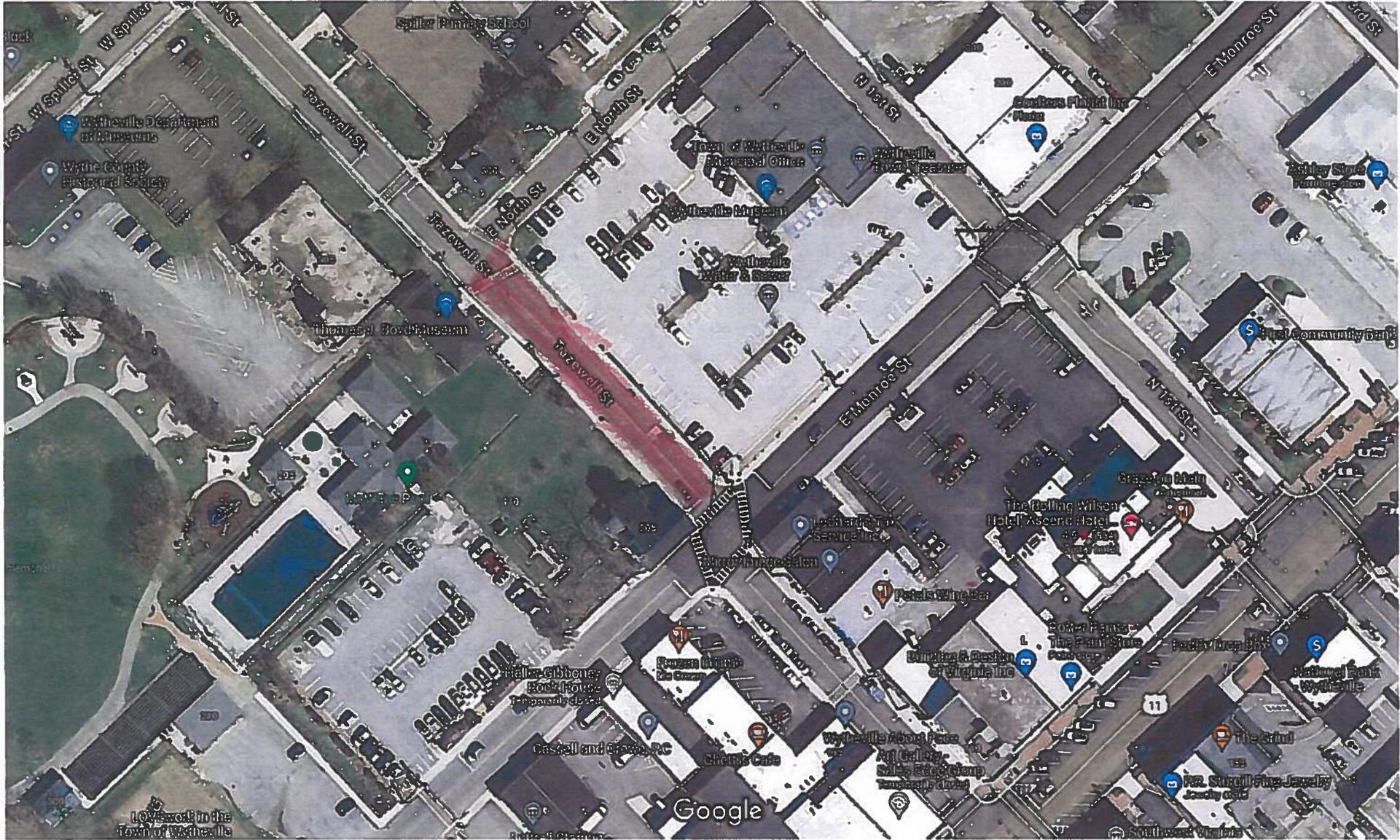
**If you have held the event before, are you proposing different location or types of activities from last year?\*** ?

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\***

Grant Gerlich  
Sep 5, 2023



Imagery ©2023 Airbus, Commonwealth of Virginia, Maxar Technologies, Map data ©2023 Google 50 ft

**10-D**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Wytheville Recreation Commission Youth Appointment

**SUMMARY:**

Please find attached an application for consideration of appointment as a youth member to the Wytheville Recreation Commission to fill the expired term of Ms. McKenzie Tate (term expired August 1, 2023). The Council could schedule a Meet and Greet Session with the applicant or the Council could make the appointment to the Recreation Commission. This appointment is for a one year term that expires August 1, 2024.

**Recommended Action**

If the Council desires to make the youth appointment to the Wytheville Recreation Commission, it will require a motion and vote by the Town Council.



### COMM-23-13

Application to Serve on  
Town Committee or  
Board

Status: Active

Submitted On: 9/5/2023

### Primary Location

No location

### Applicant

 Eden Miller



Wytheville, VA 24382

## APPLICANT INFORMATION

### Full Legal Name\*

Eden Nicole Miller

### 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\* ?

### Place of Employment or Other\* ?

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?\*

Recreation Commission

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.\*

Highschool/WCC student and NHS Member

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 knowledge base or skillsets that you possess. How will you add value to the committee or board?\*

I frequently work out at the Rec Center gym, I work as a host at the Tokyo Japanese Resturant, so I have good people skills, I have been a resident of Wytheville since I was born, so I understand the needs of the town well.

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.

---

## 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:\*** 

Eden N Miller

**Click here to add your legally binding digital signature\***

 Eden Nicole Miller  
Sep 5, 2023

**10-E**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Scheduling Special Town Council Meeting and Public Hearing

**SUMMARY:**

As Town Manager Freeman noted at the last meeting, the Town is applying for a bond in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit. This requires a public hearing with special advertising requirements that is impossible to meet with the regular Town Council meeting dates. Therefore, Town staff is requesting that the Town Council schedule a Special Town Council Meeting wherein a public hearing could be held to consider the issuance of this bond.

**Recommended Action**

Town staff would suggest that a Special Town Council Meeting and a public hearing be scheduled for Wednesday, October 11, 2023, at 5:00 p.m. This would require a motion and vote by the Town Council.

**10-F**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Draft Policy Guidance on Event Safety, Street Closures & Traffic Control

**SUMMARY:**

Assistant Town Manager Holeton will continue to discuss the draft Policy Guidance on Event Safety, Street Closures & Traffic Control with the Town Council.

**Recommended Action**

If the Council desires to adopt the draft policy, it will require a motion and vote by the Town Council.

# Town of Wytheville

## Policy Guidance on Event Safety, Street Closures & Traffic Control



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

Revision History  
Adopted:

**Policy Guidance on Event Safety, Street Closures & Traffic Control**

- 1. **Overview.** The policy provides guidance and best practices for planned traffic control and conducting safe events on public streets, sidewalks and right of way in the Town of Wytheville. The policy covers the submittal of applications, application review and the approval process for traffic control and street closure.
- 2. **Policy Amendments.** The Town Council reserves the right to modify or repeal this policy 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.
- 3. **Jurisdiction.** In relationship to this policy, an event is any organized activity involving the use of, and/or having an impact on town right of way, public streets, sidewalks, or alleys and used in such a manner that varies from its current land use. Examples of such activity may include but are not limited to street festivals, parades, processions, and run/walk events.

Traffic control is defined as any request from the public for the Town Police Department to actively control traffic in relationship to an event or traffic need.

**Not Applicable.** Events that are held on private property and that do not request traffic control assistance, and/or do not substantially increase traffic and/or do not have an impact on public streets, sidewalks or intersections are exempt from this policy. The use of public streets/areas outside of the Town jurisdictional limits are not regulated by this policy.

- 4. **Point of Contact.** The Point of Contact for this policy shall be the Assistant Town Manager or his/her designee.
- 5. **Event Organizer.** The event organizer is defined as the individual(s) who are listed as the authorized person(s) in charge of the event or need for traffic control and who shall be responsible and held accountable for ensuring that the requirements and town expectations for safe and orderly events are met. For the purposes of this policy, the event organizer shall be the person(s) listed on the Town application and/or the person(s) who received approval for the street closure, traffic control and/or event on town streets, right of way or sidewalks.
- 6. **Safety and Events Committee.** The Town Manager has established the Safety & Events Committee, which is comprised of key personnel who are involved with public safety, public works, tourism, recreation, museums, and downtown Wytheville. At the discretion of the Town Council, one council member may be appointed to serve on the Safety and Events Committee. The committee meets once a month, or as needed, to review applications and make recommendations to the Town Council on street closure and event applications. The committee

may be tasked with other public safety, health, and wellness responsibilities, as determined by the Town Manager.

7. **Street Closure & Event Traffic Control Application and Process.** The application process is summarized below.

- Prior to organizing an event, the event organizer shall reference this guidance policy to understand the requirements and application process.
- The event organizer who seeks to use a town street or right of way for a proposed event shall submit the **Street Closure & Event Traffic Control Application** by using the online application portal. The application is available on the Town's website.  
<https://wythevilleva.viewpointcloud.com/> .
- When the application is received by Town Staff, the event organizer will receive a message that the application has been received.
- If the event is of a unique or complex nature, and/or if the event is being held for the first time, the event organizer may be required to attend the Safety and Event Committee Meeting. In these instances, the event organizer will be notified at **least 5-7** days prior to the meeting that they are required to attend this meeting, along with the date and time of the meeting. The meeting provides an opportunity for the event organizer to meet with public safety and other Town staff to ensure that the event can be held safely and operated in compliance with this policy.
- At the meeting, the Safety and Events Committee will review the application and make a recommendation of approval or disapproval of the event. Conditions for approval may also be recommended at this time.
- After the committee meeting, the event application is then placed on the next available meeting of the Town Council for consideration. The Town Council will accept the recommendation from the Safety and Events committee and make the final decision regarding the application. The event organizer is notified of approval status and provided day of event coordination contacts and any conditions related to the approval.

8. **Application Fees.** The Town Council reserves the right to waive fees or assign fees for use of the public streets or right of way.

9. **Application Submittal Timeframes.** Applications will be processed as they are received by Town Staff. While not required, **early submittals** are encouraged. The Safety and Events Committee meets one time a month. The Town Council meets two times a month. The Safety and Events Committee and the Town Council must both review the application. To facilitate the timely review of the

application, event organizers should submit applications well in advance of the event date.

- 10. Minor Traffic Control or Traffic Control Unrelated to Events.** Minor traffic control requests, or traffic control that is not related to an event, shall first submit the request to the Town Police Department for review. If the Police Department representative determines that the traffic control requires a street closure application, due to the location, size, scope or traffic volume, the event organizer will then be required to submit the Event/Traffic Control Application. If the Police Department representative agrees to handle a minor traffic control request, they may accommodate that request without requiring the event organizer to submit an application for review by the Town Council.
- 11. Priority.** Town of Wytheville and Downtown Wytheville, Inc. sponsored events shall have priority consideration over other event applications. Applications will be processed in the order of receipt. Preference for applications will be in the order that they are received. Should two (2) conflicting or separate events be under consideration for the same date, **preference will be given to applications which are submitted on a first come/first served basis.** The Town Council reserves the right to approve or deny any application, make conditions, or determine priority for street closure and traffic control requests.
- 12. Factors for Consideration.** In considering whether to approve an application for a street closure or for traffic control, the Safety Committee and the Town Council will consider the following.
- Availability of town staff and town resources to assist with the request safely and adequately.
  - Timing of the event and the consideration of any other scheduled events and/or other reasons related to timing or scheduling of the event.
  - The event route or location and the ability of the town to safely control traffic or to accommodate the event.
  - Overall impact to businesses and residents in the vicinity of the event location. This will include economic impact to any businesses in the vicinity of the event location and the ability to maintain proper emergency access to properties.
  - Noise, smoke, fumes, smells, and other impact on public or private property and to the traveling public.
  - Prior experience with the event, or the prior experience of the event organizer, and other factors which demonstrate that the event can be properly managed and executed.

- Confidence that the event and/or event organizer can meet the listed requirements and/or address the potential health and safety concerns that may result from the event.
  - Ability of the event/event organizer to meet other local, state, federal requirements (if applicable).
  - Ability of the organizer to meet insurance requirements and/or mitigate potential liability to the town.
  - The ability of the organizer to provide detailed mapping and/or show that site elements are well placed or well thought out.
  - The recommendation of the Safety and Events Committee.
  - For events in the Downtown Wytheville footprint, consultation with Downtown Wytheville, Inc.
  - Any other reason as reserved for the Town Council. The Town Council has the right to refuse any application for any reason.
13. **Revocation of Permit.** If at any time, after approval, the Town leadership team shall discover and/or determine that either the event or the event organizer falsified materials on an application and/or the event, location or other elements of the application misled the true intent, meaning and purpose of the event, and/or that the event cannot be safely held, the Town Manager with the concurrence of the Town Council, may revoke the street closure or traffic control permit at any time. The Town reserves the right to revoke a street closure or traffic control permit for any justified reason and the event shall not be allowed to occur.
14. **Approved Event Routes.** Event organizers shall use an approved route whenever possible to achieve the end goal of the event. Approved routes have already established the best locations for stages, vendors, safety needs, and traffic control. The Safety and Events Committee is responsible for designating pre-approved routes.

**Pre-Approved Routes Include:**

**Run, Walk and 5K Routes-** Mayhem on Main 5K, Fast and Fiorini Run, Sandman Half Marathon, Sandman 5K, Turkey Trot 5K, Kids Run, Chautauqua 5K, Color Run 5K.

**Parades and Marching Routes-** MLK Jr. Day March, July 4<sup>th</sup> Parade, Christmas Parade, Fire Prevention Parade, Spiller Veteran’s Day Parade, Homecoming Parade.

**Street Closures and Use of Sidewalks** – DTW Christmas on Main Street, Art at the Crossroads on Main Street, July 4 Celebration and Street Festival, Church Street Trunk or Treat, Spring Street Closing, 100 Block of Tazewell, Tazewell at the Homestead, Chamber Community Connections, Training School Street Fair.

If a new event/street closure is requested, and the route is not on the approved list, the event organizer will be required to show that the event can be safely held in that location and that the event location will not cause negative impact to residents or businesses in the vicinity of the proposed street closure. A detailed site map and traffic control/safety plan will be required at the time of application. As a condition of the approval, the applicant may be required to provide additional volunteers and/or traffic control measures outside of what the town provides to ensure that safety needs are met.

- 15. **Town of Wytheville Park & Facility Rentals.** The Town of Wytheville Parks and Recreation Department is responsible for facilitating and overseeing the public’s use of, and rental of, park spaces. Elizabeth Brown Park, Wither’s Park, Crystal Springs, and McWane Pool are examples of Town parks and facilities that can be rented. Event organizers who desire to use a public park/facility shall follow the application process, policy and rules associated with the use of the park/facility.

If a planned event will use both a public park and the town street/right of way, the event organizer is required to apply separately for the use of the Town Park through the Recreation Department. Park rental is available at the website <https://rec.wytheville.org/parks-shelters> or by calling 276-223-3378.

- 16. **Related Laws, Codes & Ordinances.** This policy is drafted to supplement, and not replace, other local, state, and federal laws. It is the responsibility of the event organizer to familiarize themselves with and follow all related laws, codes and ordinances related to the event. Section 9-40 of the Town Code shall regulate Picketing and Demonstrations.
- 17. **Insurance Requirements.** The event organizer shall submit proof of insurance with the application. Proof of insurance shall meet the following requirements.
  - Town of Wytheville shall be shown as an additional insured and the certificate must include Town of Wytheville as certificate holder.
  - Description of the date of the event or a general statement for coverage of all events held on town property during policy period.
  - Products liability coverage for sale or distribution of food and beverages with special coverage for sale or distribution of alcohol.

- Minimum limit of insurance, \$1,000,000 per occurrence.
- Proof of insurance shall be uploaded onto the application portal at least thirty (30) days prior to the event.

**18. Alcohol Sales.** Event Organizers who choose to allow alcohol sales as part of the event are required to ensure that the event vendors can meet the alcohol sales requirements. Events that require Department of Alcohol Beverage Control (ABC) Special Permit Licensing may need to apply for these ABC permits well in advance of the event. For example, some ABC permits require ninety (90) days prior to the event. <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>

Only Downtown Wytheville Inc. sponsored events are permitted to use the Designated Outdoor Refreshment Area (DORA) license. All other events having alcohol will need to apply for a “Special Event Banquet” license at the link above.

**19. Town of Wytheville Alcohol Security.** Alcohol security is required for any organized event that allows the vending of alcohol. This does not apply to businesses who serve alcohol as part of that business’s regular operation and within the footprint of the existing business or existing ABC license.

Alcohol security is provided by off-duty Town of Wytheville Police Officers. The alcohol security fee covers the cost to pay these officers for the time that they are providing security.

For private sponsored events, the Alcohol Security Fee is \$50 for each officer, per every hour that alcohol will be served. The Police Department shall recommend the number of officers based on the size and type of event. The fee shall be paid by check and accompany a letter that describes the type of alcohol vendor, the date and times of alcohol service, the measures in place to protect minors, how the event will meet any ABC requirements/licenses, and the letter shall be signed by the responsible vendor and/or event organizer.

Town sponsored events such as the Christmas and July 4<sup>th</sup> parades will not be required to pay the Alcohol Security Fee. For Town sponsored events Police Department alcohol security will be provided as a town courtesy and event organizers shall contact the PD at least sixty (60) days prior to the event.

**20. Food & Beverage Sales.** It is the responsibility of the event organizer to ensure that event related vendors are aware of local and state food and beverage sales tax and license requirements.

**Licenses and Taxes.** Food trucks and food vendors must have a Town Business License (Yearly Peddlers License) and they must pay the meals tax on the dollar value sold at the event. The Town of Wytheville Treasurers Office is the primary

contact for questions on meals tax and business licenses. Call 276-223-3333 or visit <https://www.wytheville.org/business>

**VDH.** All types of food and beverage sales must meet Virginia Department of Health (VDH) requirements for food safety. The event organizer is required to submit a Temporary Food Event Packet with a list of the expected food vendors who will set up and sell at the event. This packet must be submitted at least 10 days prior to the event, and it is recommended by the VDH that the information is submitted earlier if possible. A Temporary Food Establishment (TFE) is a type of food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. These establishments are distinguished from other classes of food establishments in the VDH Food Regulations, such as mobile food establishments, caterers and traditional restaurants who operate under a separate VDH food safety program. If the event will have one or more Temporary Food Establishments, each of these vendors must also submit paperwork to the VDH for temporary permit and cooperate with VDH inspections to sell food at an event. The VDH prefers that event organizers work with the VDH to submit all paperwork as one packet with the individual TFE information also included in the packet.

The Town will not regulate or enforce VDH rules, but the Town strongly encourages all event organizers to follow VDH requirements. More information on the VDH Food Safety Program is available at <https://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators/>. Please contact Wythe County Health Department for additional information 276-223-4593.

**Fire Safety.** Food vendors and food trucks who utilize cooking apparatus on site, such as grills, smokers, propane etc. shall comply with regulations as set forth in the Virginia Statewide Fire Prevention Code. Fire inspections may be required.

- 21. Vendor Sales.** The event organizer must have internal rules for vending and a developed registration system for vendors as part of the event. The event organizer shall ensure that safe vending practices are considered and communicated to vendors. Vending locations must provide safe ingress and egress requirements for the public and must be in well-lit and vehicle-free areas. Vendors shall not be located in front of the primary access doors for stores and businesses. A vendor map will be required at the time of the event application. Event vendors are subject to local taxation and business licensing requirements.

The event organizer is responsible for ensuring that all vendors are aware of local and state licensing and taxation requirements.

**State Sales Tax.** Special event vendors are required to register with the Virginia Department of Taxation and remit Virginia Retail Sales and Use Tax to the state. If a vendor participates in three (3) or fewer events per year, they may use VA Form ST-50 as a Certificate of Registration and as a remittal form for collected state retail sales tax. If a vendor participates in more than three (3) events per year or if they have a year-round presence in Virginia, they are considered permanent registrants and should first register online with the Virginia Department of Taxation and remit retail sales tax by using the appropriate Virginia Form ST-9. Information about Virginia Sales Tax is available at [www.tax.virginia.gov](http://www.tax.virginia.gov) or by calling 804-367-8037.

Vendors are required to get a yearly Town of Wytheville peddlers business license and remit any local taxes that are due dependent on what they are selling. Information on Town of Wytheville licensing and taxation can be found at the Town Treasurers Office 276-223-3333 or <https://www.wytheville.org/business>

- 22. **Tents.** Tents over 900 square feet must obtain a building permit. The use of tents and the locations of all tents must be shown on the site plan for the event/street closure. Tents must be properly secured from wind and rain forces. Tents must provide adequate ingress and egress requirements. The event organizer is responsible for ensuring that tent safety requirements are met.
- 23. **Stages.** Stage locations shall be carefully planned to accommodate access to power supply, and to prevent the need for generators. Safety, fumes, and noise shall also be considered in stage location decisions. Approved route maps that indicate the preferred stage locations shall be used. Failure to use pre-approved stage locations may be grounds for denying the application for a street closure/event.
- 24. **Electricity, Generators and Power Cords.** In the planning of events, the use of approved routes can assist the event organizer with identifying the best electrical power locations for Main Street.

Generators shall only be used when absolutely necessary. Generators create noxious fumes and noise. The approval of the event may be denied if multiple generators or loud generators are proposed.

The storage and location of gasoline, propane and other fuels must be carefully located away from flammable areas, smokers, and other potential ignition sources.

Electrical outlets and power cords must be of weatherproof type, be in good working order, of ample size for the current needed and properly secured to prevent trip hazards. Placement of power cords over primary pedestrian

corridors will not be allowed. All electrical cords shall be outdoor rated and Ground Fault Circuit Interrupted (GFCI) protected.

It is the responsibility of the event organizer to carefully plan for power needs in a safe and responsible way and to ensure that vendors follow these guidelines.

25. **Refuse.** The event organizer is responsible for disposing of all trash and clean up relating to an event. Any request for Town assistance relating to refuse and refuse containers must be submitted at the time of the event application.
26. **Distribution of Candy/Other.** The distribution of candy and other items from moving vehicles and floats poses a safety hazard to children and the general public. The Town will not allow the distribution of candy and/or other items from moving vehicles. The event organizer shall coordinate with event partners and town staff on protective measures to address this safety concern.
27. **Open Flames/Fire Safety/Fireworks.** Any use of open flames or fireworks shall require a consultation with the Director of Fire and Emergency Services prior to the submittal of any event application and this use may require a fire permit under the Virginia Statewide Fire Prevention Code. Documentation that this consultation has occurred, or a fire permit will be required.
28. **Amplified Sounds.** Event organizers shall strictly monitor the sources of amplified sounds to prevent competing and conflicting sources of sound. Events with two or more stages/sources of sound shall carefully coordinate sound levels, sound direction and sound types to prevent noise pollution. All amplified sound and noise shall end by 10 PM.
29. **Sanitary Systems and Port A Johns.** The event organizer shall be responsible for ensuring that adequate sanitary systems are in place for the projected volume and type of attendees. Port A Johns shall be placed on private property with pre-approval from the property owner. Port A Johns must be removed within 48 hours of an event. Hand sanitizers and/or hand washing stations must be used in coordination with Port A Johns. Events held in the vicinity of existing businesses that provide restrooms shall be carefully planned with the coordination of those businesses.
30. **Paints, Markings, Other Substances.** The use of paint, markings and other substances that will cause permanent impact or stains to the pavement, sidewalks, curbs and other town or private property are prohibited. No person shall empty or release any substance onto the public right of way or into town gutters and/or drains. Persons responsible for violating this provision will be prosecuted under the applicable sections of the Town Code.

31. **Day of Event Safety.** In the submittal of the application and as the holder of the permit, the event organizer will agree to oversee, monitor, inspect and make any corrections of safety issues at an event. The event organizer, through coordination with event staff and vendors, is responsible for overall compliance with these standards. If at any time, the Town Manager or Town Public Safety personnel shall determine that a major safety hazard exists, the responsible party will be required to immediately correct the issue, or the event permit will be revoked, and the area shall be immediately cleared and restored to its natural state.
32. **Surety.** At the discretion of the Town Council, and with consultation by the Town Manager, any event organizer may be required to post a surety bond prior to the event. Surety will be used to guarantee payment to the Town for unexpected outcomes such as damage to public property and/or for any fiduciary responsibilities to cover items such as site clean up, traffic control or event security. Surety shall be administered in accordance with the Town of Wytheville Surety Policy.
33. **Summary.** The Town values the positive impact of cultural and recreational events for the community. Working together we can ensure that safe and well-coordinated events are enjoyed for today and well into the future.

**12-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Staff Report(s)

**SUMMARY:**

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

**Recommended Action**

No action required at this time.

**12-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Upcoming Meetings

**SUMMARY:**

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

**Recommended Action**

No action required at this time.

## UPCOMING MEETINGS

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

**13-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	September 11, 2023
<b>Subject:</b>	Lodging Tax

**SUMMARY:**

Town Manager Freeman will discuss the Lodging Tax matter with the Town Council members.

**Recommended Action**

No action required at this time.

**13-C**

**August 2023 Building Permits**

**General BLD Permits**

Record #	Permit/ Issued Date	Applicant Name	Cost of Construction	Mechanical:	Electrical:	Plumbing, Gas	Description of Proposed Improvements	Job Site Street Address	Zoning
BLD-23-89	8/28/2023	Kevin Varney	\$10,000.00		\$2,000.00	\$500.00	Remodeling kitchen including a new bearing beam	510 North 11th Street	R-2
BLD-23-88	8/25/2023	Austin Hungate	\$24,006.93				Roof Removal, Replacement and Sheting Install.	515 Tazewell Street	R-2
BLD-23-87	8/24/2023	Tam Topham	\$3,500.00				Canopy addition 20'-0"x16'-0"	555 West Lee Hwy	B-2
BLD-23-86	8/25/2023	Andy Fowler	\$215,000.00	\$11,000.00	\$12,000.00	\$12,000.00	Construction of a new 1400 sqft single story, single family dwelling	390 Fairfield Lane	R-3
BLD-23-84	8/21/2023	Aaron Robinson	\$4,000.00				TEAR DOWN 400 SQ FT HOUSE AND BACKFILL / LEVEL	470 NORTH 4TH STREET	R-2
BLD-23-83	8/30/2023	Ted Farmer	\$66,932.54	\$4,500.00	\$1,500.00	\$1,100.00	Set new manufactured singlewide in park on old stage rd for clients primary residence	1380 Old Stage Rd.	R-1
BLD-23-82	8/17/2023	Tiffany Chumbley	\$2,500.00				Removing existing deck and rebuilding to match existing except for stair location will change. Approx. 16'-0"x12'-0"	935 Tazewell Street	R-2
BLD-23-81	8/15/2023	Barbara Johnson	\$14,000.00		\$1,999.00		16'-0"x25'-0" Covered Porch	590 East Franklin St	R-3
BLD-23-76	8/23/2023	Brittany Crum	\$4,500.00				Install new concrete sidewalk from back patio and connecting to side sidewalk. A Walk will be the same width as gate on back patio.	200 Marriott Way	B-2
BLD-23-73	8/17/2023	Linda Crockett	\$1,600.00				A Concrete will be broom finished and level with ground. A A	235 Reed Creek Mill Rd	M-1
BLD-23-72	8/7/2023	Brandon Collins	\$3,192.00				Extension of already existing deck towards an empty lot that is also owned by the property owner. The finished deck will be 16x20.	365 E Spiller St	R-2
BLD-23-63	8/2/2023	Steve Winesett	\$1,820,979.00	\$91,000.00	\$147,300.00	\$78,725.00	New Dental Office	205 Community Blvd. Wytheville Va.	B-1
BLD-23-62	8/8/2023	Kati Taylor	\$64,999.00	\$45,000.00	\$10,000.00	\$10,000.00	Plumbing, Electrical, and Mechanical Complete gutting and small addition, re roofing, adding bedroom and bathroom.	1240 West Spiller Street	R-3
BLD-23-79	8/11/2023	Andy Fowler	\$120,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Construction of a 1400 sqft single story home	105 London Lane	R-1
			\$2,355,209.47	\$161,500.00	\$184,799.00	\$112,325.00			

**MEP Permits**

Record #	Permit/ Issued Date	Applicant Name	Cost of Construction	Mechanical:	Electrical:	Plumbing, Gas	Description of Proposed Improvements	Job Site Street Address	Zoning
			\$0.00	\$0.00	\$0.00				

**Fence Permits**

Record #	Permit/ Issued Date	Name of Applicant	Fence Structure Cost	Electrical Cost:			Description of Proposed Improvements	Job Site Street Address	Zoning
FENC-23-28	8/28/2023	ED Clyburn	10,000.00				Replacing existing Privacy Fence	350 Church Street	R-1M
			\$10,000.00	\$0.00	\$0.00				

**Accessory Structure Permits**

Record #	Permit Issued Date	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address	Zoning
BDAS-23-37	8/31/2023	Cheri Macpherson	\$12,000.00				12x14 Storage building in back yard anchored	455 Arrow Lane	R-1
BDAS-23-36	8/29/2023	Steve Garver	7,000.00				12'x16' storage building to replace the existing	825 Mountain View Drive	R-1
BDAS-23-35	8/24/2023	Dustin Dean	20,000.00				24x50 steel Building	615 Old Stage Rd	A-1
BDAS-23-34	8/24/2023	Rodney Meadows	4,500.00				10'-0"x12'-0"x8'-0" Utility Building	965 Holston Rd	R-2
BDAS-23-33	8/15/2023	Rodger Stevens	10,139.00				12'-0"x30'-0" Storage Building Anchored on 4 corners	890 North 2nd Street	R-2
BDAS-23-32	8/10/2023	Laurie Felts	3,300.00				8'-0"x8'-0" accessory structure	1190	R-2
BDAS-23-27	8/21/2023	Quinton Hensley	3,100.00				10'-0"x12'-0" Accessory Building	1630 West Fulton Street	R-1
BDAS-23-2	8/18/2023	Mike Lawson	9,400.00				12'x24' Accessory Building in Back yard	260 Nat Back Rd	R-1
BDAS-22-14	8/8/2023	all star storage riley	160,000.00				(4) 100'-0"x20'-0" Metal Buildings (3) 80'-0"x30'-0" Metal Buildings (1) 60'-0"x30'-0" Metal Building (2) 150'-0"x12'-0" Metal Buildings Approx Height 9'-0" varies with grade	555 Peppers Ferry Rd	B-1
			\$229,439.00	\$0.00	\$0.00	\$0.00			

**Sign Permits**

Record #	Permit Issued Date	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost		Description of Proposed Improvements	Job Site Street Address	Zoning
SIGN-23-20	8/8/2023	Donna Leonard	199.00				Approx. 6'-0"x2'-0" Metal Sign to be mounted on the wall. A Text from owner giving permission to install sign	180 Tazewell Street	B-2DT
			\$199.00	\$0.00	\$0.00				

**Pools & Spas**

Record #	Permit Issued Date	Applicant Name	Cost of Construction	Electrical Cost	Mechanical Cost	Plumbing Cost	Description of Proposed Improvements	Job Site Street Address	Zoning
			\$0.00	\$0.00	\$0.00				

Town of Wytheville Building Department August 2023 OpenGov Ledger Report							
Record #	Record Type	Fee Label	Transaction Type	Amount Paid	Account	Date Paid	Method
MEP-23-126	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$88.00	PM0010	8/31/2023 16:05	Credit Card
MEP-23-126	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.76	PM0010	8/31/2023 16:05	Credit Card
MEP-23-126	Mechanical, Electrical & Plumbing (MEP) Application	Work Began before Permit	Payment	\$13.20	PM0010	8/31/2023 16:05	Credit Card
MEP-23-125	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$50.00	PM0010	8/31/2023 13:50	Credit Card
MEP-23-125	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.00	PM0010	8/31/2023 13:50	Credit Card
BDAS-23-37	Accessory Structure Application	Building Permit Fee	Payment	\$48.00	PM0010	8/31/2023 19:54	Check
BDAS-23-37	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$0.96	PM0010	8/31/2023 19:54	Check
MEP-23-124	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$50.00	PM0010	8/29/2023 17:23	Cash
MEP-23-124	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.00	PM0010	8/29/2023 17:23	Cash
BDAS-23-36	Accessory Structure Application	Building Permit Fee	Payment	\$35.00	PM0010	8/29/2023 15:21	Check
BDAS-23-36	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/29/2023 15:21	Check
CO-23-25	Certificate of Occupancy	Certificate of Occupancy Fee	Payment	\$25.00	PM0010	8/29/2023 14:01	Credit Card
BLD-23-89	General Building Permit Application	Building Permit Fee	Payment	\$40.00	PM0010	8/28/2023 19:27	Credit Card
BLD-23-89	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$2.50	PM0010	8/28/2023 19:27	Credit Card
BLD-23-89	General Building Permit Application	Electrical Fees	Payment	\$50.00	PM0010	8/28/2023 19:27	Credit Card
BLD-23-89	General Building Permit Application	Plumbing Fees	Payment	\$35.00	PM0010	8/28/2023 19:27	Credit Card
FENC-23-28	Fence Permit Application	Virginia Department of Housing Levy	Payment	\$0.80	PM0010	8/28/2023 13:25	Cash
FENC-23-28	Fence Permit Application	Building Permit Fee	Payment	\$40.00	PM0010	8/28/2023 13:25	Cash
BLD-23-88	General Building Permit Application	Building Permit Fee	Payment	\$100.00	PM0010	8/25/2023 17:10	Credit Card
BLD-23-88	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$2.00	PM0010	8/25/2023 17:10	Credit Card
BDAS-23-35	Accessory Structure Application	Building Permit Fee	Payment	\$80.00	PM0010	8/24/2023 18:09	Check
BDAS-23-35	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$1.60	PM0010	8/24/2023 18:09	Check
MEP-23-123	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$50.00	PM0010	8/25/2023 14:55	Check
MEP-23-123	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.00	PM0010	8/25/2023 14:55	Check
BLD-23-87	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/24/2023 19:53	Check
BLD-23-87	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/24/2023 19:53	Check
MEP-23-122	Mechanical, Electrical & Plumbing (MEP) Application	Plumbing Fees	Payment	\$100.00	PM0010	8/23/2023 15:35	Credit Card
MEP-23-122	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$2.00	PM0010	8/23/2023 15:35	Credit Card
BLD-23-86	General Building Permit Application	Building Permit Fee	Payment	\$745.00	PM0010	8/25/2023 13:23	Credit Card
BLD-23-86	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$21.30	PM0010	8/25/2023 13:23	Credit Card
BLD-23-86	General Building Permit Application	Electrical Fees	Payment	\$108.00	PM0010	8/25/2023 13:23	Credit Card
BLD-23-86	General Building Permit Application	Mechanical Fees	Payment	\$104.00	PM0010	8/25/2023 13:23	Credit Card
BLD-23-86	General Building Permit Application	Plumbing Fees	Payment	\$108.00	PM0010	8/25/2023 13:23	Credit Card
MEP-23-121	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$136.00	PM0010	8/23/2023 18:29	Credit Card
MEP-23-121	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$2.72	PM0010	8/23/2023 18:29	Credit Card
MEP-23-120	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$92.00	PM0010	8/23/2023 14:40	Credit Card
MEP-23-120	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.84	PM0010	8/23/2023 14:40	Credit Card
MEP-23-119	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$88.00	PM0010	8/21/2023 19:36	Credit Card
MEP-23-119	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.76	PM0010	8/21/2023 19:36	Credit Card
BDAS-23-34	Accessory Structure Application	Building Permit Fee	Payment	\$35.00	PM0010	8/24/2023 17:05	Check
BDAS-23-34	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/24/2023 17:05	Check
BLD-23-84	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/21/2023 14:56	Credit Card
BLD-23-84	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/21/2023 14:56	Credit Card
BLD-23-83	General Building Permit Application	Building Permit Fee	Payment	\$268.00	PM0010	8/30/2023 18:47	Check

BLD-23-83	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$8.96	PM0010	8/30/2023 18:47	Check
BLD-23-83	General Building Permit Application	Electrical Fees	Payment	\$50.00	PM0010	8/30/2023 18:47	Check
BLD-23-83	General Building Permit Application	Mechanical Fees	Payment	\$80.00	PM0010	8/30/2023 18:47	Check
BLD-23-83	General Building Permit Application	Plumbing Fees	Payment	\$50.00	PM0010	8/30/2023 18:47	Check
BLD-23-82	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/17/2023 15:02	Credit Card
BLD-23-82	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/17/2023 15:02	Credit Card
BLD-23-81	General Building Permit Application	Building Permit Fee	Payment	\$56.00	PM0010	8/15/2023 16:01	Check
BLD-23-81	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$2.12	PM0010	8/15/2023 16:01	Check
BLD-23-81	General Building Permit Application	Electrical Fees	Payment	\$50.00	PM0010	8/15/2023 16:01	Check
BDAS-23-33	Accessory Structure Application	Building Permit Fee	Payment	\$44.00	PM0010	8/15/2023 19:25	Check
BDAS-23-33	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$0.88	PM0010	8/15/2023 19:25	Check
MEP-23-118	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$40.00	PM0010	8/11/2023 14:38	Credit Card
MEP-23-118	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$0.80	PM0010	8/11/2023 14:38	Credit Card
MEP-23-117	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$152.00	PM0010	8/9/2023 17:11	Credit Card
MEP-23-117	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$3.04	PM0010	8/9/2023 17:11	Credit Card
MEP-23-116	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$60.00	PM0010	8/8/2023 18:42	Credit Card
MEP-23-116	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.20	PM0010	8/8/2023 18:42	Credit Card
BDAS-23-32	Accessory Structure Application	Building Permit Fee	Payment	\$35.00	PM0010	8/10/2023 18:12	Cash
BDAS-23-32	Accessory Structure Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/10/2023 18:12	Cash
SIGN-23-20	Sign Permit	Virginia Department of Housing Levy	Payment	\$2.00	PM0010	8/8/2023 17:37	Credit Card
SIGN-23-20	Sign Permit	Sign Permit Fee	Payment	\$100.00	PM0010	8/8/2023 17:37	Credit Card
MEP-23-114	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$60.00	PM0010	8/4/2023 15:12	Credit Card
MEP-23-114	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.20	PM0010	8/4/2023 15:12	Credit Card
MEP-23-113	Mechanical, Electrical & Plumbing (MEP) Application	Mechanical Fees	Payment	\$116.00	PM0010	8/7/2023 20:14	Credit Card
MEP-23-113	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$2.32	PM0010	8/7/2023 20:14	Credit Card
MEP-23-112	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$88.00	PM0010	8/2/2023 17:28	E-Check
MEP-23-112	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.76	PM0010	8/2/2023 17:28	E-Check
MEP-23-111	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Refund	(\$60.00)	PM0010	8/8/2023 18:20	Credit Card
MEP-23-111	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Refund	(\$1.20)	PM0010	8/8/2023 18:20	Credit Card
MEP-23-111	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$60.00	PM0010	8/1/2023 19:15	Credit Card
MEP-23-111	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$1.20	PM0010	8/1/2023 19:15	Credit Card
BLD-23-78	General Building Permit Application	Building Permit Fee	Refund	(\$35.00)	PM0010	8/10/2023 18:31	Check
BLD-23-78	General Building Permit Application	Virginia Department of Housing Levy	Refund	(\$4.30)	PM0010	8/10/2023 18:31	Check
BLD-23-78	General Building Permit Application	Electrical Fees	Refund	(\$60.00)	PM0010	8/10/2023 18:31	Check
BLD-23-78	General Building Permit Application	Mechanical Fees	Refund	(\$70.00)	PM0010	8/10/2023 18:31	Check
BLD-23-78	General Building Permit Application	Plumbing Fees	Refund	(\$50.00)	PM0010	8/10/2023 18:31	Check
BLD-23-76	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/23/2023 17:08	Credit Card
BLD-23-76	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/23/2023 17:08	Credit Card
BLD-23-73	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/17/2023 20:36	Credit Card
BLD-23-73	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/17/2023 20:36	Credit Card
MEP-23-103	Mechanical, Electrical & Plumbing (MEP) Application	Electrical Fees	Payment	\$388.00	PM0010	8/24/2023 17:01	E-Check
MEP-23-103	Mechanical, Electrical & Plumbing (MEP) Application	Virginia Department of Housing Levy	Payment	\$7.76	PM0010	8/24/2023 17:01	E-Check
BLD-23-72	General Building Permit Application	Building Permit Fee	Payment	\$35.00	PM0010	8/7/2023 22:21	Credit Card
BLD-23-72	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$0.70	PM0010	8/7/2023 22:21	Credit Card
BLD-23-63	General Building Permit Application	Building Permit Fee	Payment	\$5,563.00	PM0010	8/2/2023 12:06	Check
BLD-23-63	General Building Permit Application	Virginia Department of Housing Levy	Payment	\$141.00	PM0010	8/2/2023 12:06	Check
BLD-23-63	General Building Permit Application	Electrical Fees	Payment	\$652.00	PM0010	8/2/2023 12:06	Check

