



AGENDA

WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JANUARY 08, 2024 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. **INVOCATION** — VICE-MAYOR CATHY D. PATTISON
2. **CALL TO ORDER** — MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** — MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** — COUNCILWOMAN CANDICE N. JOHNSON
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 regular meeting of December 11, 2023 (requires motion and vote)
8. **CITIZENS' PERIOD**
9. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
 - A.** Ordinance No. 1429, an ordinance repealing and replacing Chapter 4, Building Regulations, of the Code of the Town of Wytheville, Virginia, on first and final reading
 1. Staff Report/Presentation by Building Official Tim Spraker
 2. Consideration by the Town Council to adopt the ordinance on first and final reading (requires motion and roll call vote)
 - B.** Consideration of a resolution endorsing the concept of Fair Housing
 1. Staff Report/Presentation by Town Manager Brian Freeman
 2. Consideration by the Town Council to adopt the resolution (requires motion and vote)
 - C.** Consider an appointment to the Wytheville Recreation Commission to fill the expired term of Mr. Michael Mitchell (term expired December 31, 2023)
 1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make an appointment to the Wytheville Recreation Commission (new term expires December 31, 2026) **(requires motion and vote)**

D. Consider an appointment to the Wytheville Economic Development Authority to fill the expired term of Ms. Linda Nye (term expired December 12, 2023)

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make an appointment to the Wytheville Economic Development Authority (new term expires December 12, 2027) **(requires motion and vote)**

E. Consider an appointment to the Wytheville Building Code Appeals Board to fill the unexpired term of Mr. Brad Litton (term expires July 26, 2025) and to appoint two new alternate members to the Board

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to make an appointment to the Wytheville Building Code Appeals Board to fill the unexpired term of Mr. Brad Litton (new term expires July 26, 2025) and to appoint two new alternate members (new terms expire July 26, 2028) **(requires motion and vote)**

F. Consider the request of District Three Governmental Cooperative to reappoint Councilwoman Holly Atkins and alternate Councilman Gary Gillman to the District III Board of Commissioners for a one year term (terms expired December 31, 2023)

1. Staff Report/Presentation by Town Manager Brian Freeman

2. Consideration by the Town Council to reappoint Councilwoman Atkins and Councilman Gillman (alternate) to the District III Board of Commissioners (new terms expire December 31, 2024) **(requires motion and vote)**

G. Consider the appointment of a Wytheville Planning Commission member and a Wytheville Economic Development Authority member to the new Rehabilitation Zone Selection Committee (terms expire with the members' Commission and Authority expiration dates)

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

2. Consideration by the Town Council to appointment two members to the Rehabilitation Zone Selection Committee (terms expire with the members' Commission and Authority expiration dates) **requires motion and vote**

10. NEW BUSINESS - TOWN MANAGER BRIAN FREEMAN

11. REPORTS

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

B. Upcoming Meetings - CHIEF DEPUTY CLERK BRANDI JONES

12. OTHER BUSINESS

A. Review of vacancies/upcoming vacancies on Town Committees/Boards

1. Staff Report/Presentation by Chief Deputy Clerk Brandi Jones

B. Council Member Time

C. Miscellaneous

(1) Council Committee Reports; (2) December Building Permit Reports; (3) January 2024 Council Meeting Calendar; (4) Other

13. ADJOURNMENT

7-A



MINUTES
WYTHEVILLE TOWN COUNCIL MEETING
MONDAY, DECEMBER 11, 2023 AT 5:00 PM
MUNICIPAL BUILDING - 150 EAST MONROE STREET
WYTHEVILLE, VA 24382

1. UNAPPROVED MINUTES

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None

OTHERS PRESENT:

Town Manager Brian Freeman, Assistant Town Manager Elaine HOLETON, Chief Deputy Clerk Brandi Jones, Interim Town Attorney Paul Cassell, Computer Operations Manager Ron Jude, Fire and Rescue Chief Chris Slemp, Police Chief Joel Hash, Building Official Tim Spraker, Building Permit Technician Jason Hamm, Police Sergeant Tommy Lester, Police Officer David Newman, Downtown Wytheville, Inc. Assistant Charlie Jones, James Cohen, Debbie Moody, Jim Lloyd, Whitney Hodges, Savannah Hodges, Ernest Simons, Charlotte Simons, Audrey Bellan, Coltin Bellan, Others

2. RE: CALL TO ORDER

Mayor Taylor called the meeting to order.

3. RE: ESTABLISHMENT OF QUORUM

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

4. RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice-Mayor Pattison.

5. RE: APPROVAL OF AGENDA

Mayor Taylor advised that the next agenda item is the Approval of Agenda. A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to amend the agenda to add an item canceling the public hearing that is scheduled for January 8, 2023, at 5:00 p.m., in the Council Chambers of the Municipal Building. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

6. RE: 6:00 P.M. RECESS

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 Town Council Work Session and the regular meeting of November 27, 2023. She inquired if there was a motion to approve the minutes of the Town Council Work Session and the regular meeting of November 27, 2023, as presented.

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

8. RE: PRESENTATIONS TO TOWN COUNCIL

A. RE: JUNIOR APPALACHIAN MUSICIANS (JAM) PRESENTATION

Mayor Taylor advised that the next agenda item is a presentation by the Junior Appalachian Musicians (JAM). She then introduced and welcomed the members of JAM to perform their presentation for the Council. The members of JAM gave an overview of their program, the history behind it, they thanked the Town Council for allowing them to perform and they performed a series of Christmas songs for the Council. The Town Council thanked the JAM members for their performance.

B. RE: PRESENTATION REGARDING PROPOSED CHANGES TO THE BUILDING REGULATIONS

Mayor Taylor advised that the next item on the agenda is a presentation by Building Official Tim Spraker on the proposed amendments to the Building Regulations section of the Town Code. Building Official Spraker noted that the Town has went quite some time without any upgrades to the Building Regulations section of the Town Code. He then reviewed the areas of the Building Regulations section that need to be upgraded. Building Official Spraker stated that the Council members could contact him if they had any questions. The Council thanked Building Official Spraker for his presentation.

9. RE: CITIZENS' PERIOD

Mayor Taylor advised that the next item on the agenda is Citizens' Period. She noted that there were no citizens listed on the sign-in sheet who stated that they wished to address the Council during Citizens' Period, therefore, she would proceed with the agenda.

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

A. RE: ORDINANCE NO. 1427 – FIRE CODE AMENDMENTS

Mayor Taylor advised that the next agenda item is to consider Ordinance No. 1427, an ordinance repealing and replacing Chapter 6, Fire Prevention and Protection; and,

amending and reenacting Chapter 9, Offenses - Miscellaneous, Article III. Air Pollution Control by renaming the article and by removing the following sections: Section 9-76. Definitions; Section 9-77. Penalty; Section 9-78. Authority and Declaration of Policy; Section 9-79. Relationship to State Rules; Section 9-80. Powers and Responsibilities of Air Pollution Control Officer; Section 9-81. Open Burning; Section 9-82. Smoke or Other Visible Emissions; and, Section 9-83. Emergency Procedure; and, amending and reenacting Chapter 11. Police, Article III. Alarm Systems, Section 11-44. Penalties for False Alarms, of the Code of the Town of Wytheville, Virginia, on first and final reading. Mayor Taylor stated that Fire Chief Chris Slempp would now discuss this ordinance with the Council.

Fire Chief Slempp briefly reviewed Ordinance No. 1427 with the Council, and he inquired if there were any questions he could answer. Mayor Taylor advised that the Council did not have any questions for Fire Chief Slempp. She inquired if there was a motion to approve Ordinance No. 1427, an ordinance repealing and replacing Chapter 6, Fire Prevention and Protection; and, amending and reenacting Chapter 9, Offenses - Miscellaneous, Article III. Air Pollution Control by renaming the article and by removing the following sections: Section 9-76. Definitions; Section 9-77. Penalty; Section 9-78. Authority and Declaration of Policy; Section 9-79. Relationship to State Rules; Section 9-80. Powers and Responsibilities of Air Pollution Control Officer; Section 9-81. Open Burning; Section 9-82. Smoke or Other Visible Emissions; and, Section 9-83. Emergency Procedure; and, amending and reenacting Chapter 11. Police, Article III. Alarm Systems, Section 11-44. Penalties for False Alarms, of the Code of the Town of Wytheville, Virginia, on first and final reading. 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: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

B. RE: ORDINANCE NO. 1428 – HOUSING REHABILITATION ZONE

Mayor Taylor advised that the next agenda item is to consider Ordinance No. 1428, an ordinance establishing a Housing Rehabilitation Zone in the Town of Wytheville, Virginia, on first and final reading. She stated that Assistant Town Manager Holeton would discuss the ordinance with the Council.

Assistant Town Manager Holeton briefly discussed Ordinance No. 1428 with the Council and inquired if there were any questions. Mayor Taylor inquired if there was a motion to approve Ordinance No. 1428, an ordinance establishing a Housing Rehabilitation Zone in the Town of Wytheville, Virginia, on first and final reading. Motion made by Councilman Gillman, 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: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

C. RE: VIRGINIA ORGANIZING REQUEST

Mayor Taylor advised that the next agenda item is to consider the request of Virginia Organizing for traffic control to conduct a Martin Luther King, Jr. Day March on Sunday, January 14, 2024. Assistant Town Manager Holeton reviewed the request with the Council, and she noted that the Safety and Events Committee has reviewed the request and recommended that it be approved. Councilwoman Atkins inquired how the Town's Police Department will help assist with traffic control for this event. Assistant Town Manager Holeton stated that the Police Department will regulate traffic control at both ends of March, to ensure that the participants are safe. Mayor Taylor inquired if there was a motion to approve the request of Virginia Organizing for traffic control to conduct a Martin Luther King, Jr. Day March on Sunday, January 14, 2024.

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

D. RE: WYTHEVILLE RECREATION COMMISSION, WYTHEVILLE ECONOMIC DEVELOPMENT AUTHORITY AND WYTHEVILLE BUILDING CODE APPEALS BOARD APPOINTMENTS – SCHEDULE MEET AND GREET

Mayor Taylor advised that the Council will be considering multiple applicants to serve on the Wytheville Recreation Commission, the Wytheville Economic Development Authority and the Wytheville Building Code Appeals Board. She inquired if the Council would like to schedule a Work Session to hold meet-and-greet sessions with the applicants. Discussion was held regarding scheduling a Council Work Session to conduct meet-and-greet sessions with all the applicants wanting to serve on these Town Committees and Boards.

A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to schedule a Town Council Work Session to conduct meet-and-greet sessions on Monday, January 8, 2024, at 4:00 p.m., for all the applicants wanting to serve on the Wytheville Recreation Commission, the Wytheville Economic Development Authority and the Wytheville Building Code Appeals Board. 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 vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

E. RE: WYTHEVILLE RECREATION COMMISSION - REAPPOINTMENT

Mayor Taylor advised that the next agenda item is to consider the reappointment of Ms. Brittney Litton to the Wytheville Recreation Commission (term expires December 31, 2023). She stated that this reappointment would be for a three-year term (term expires December 31, 2026). Mayor Taylor inquired if there was a motion to reappoint Ms. Brittney Litton to the Wytheville Recreation Commission for a three-year term (term expires December 31, 2026).

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 in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman, Councilwoman Atkins, Councilwoman Johnson.

F. RE: WYTHEVILLE ECONOMIC DEVELOPMENT AUTHORITY - REAPPOINTMENT

Mayor Taylor advised that the next agenda item is to consider the reappointment of Ms. Melissa Crockett to the Wytheville Economic Development Authority (term expires December 12, 2023). She stated that this reappointment will be for a four-year term (term expires December 12, 2027). Mayor Taylor inquired if there was a motion to reappoint Ms. Melissa Crockett to the Wytheville Economic Development Authority for a four-year term (term expires December 12, 2027).

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.

G. RE: ESTABLISHMENT OF REAL PROPERTY TAX DUE DATE

Mayor Taylor advised that the next agenda item is to establish a due date for the Real Property Taxes. She stated that Town Manager Freeman would provide the Council with more information regarding establishing a due date for the Real Property Taxes. Town Manager Freeman noted that there has been a delay with the Town receiving tax information from Wythe County this year. He advised that Wythe County has established the due date of January 31, 2024, for the County's Real Property Taxes to be paid. Town Manager Freeman noted that Town Treasurer Michael Stephens would suggest that the Town Council set the due date as January 31, 2024, for the Town Real Property Taxes to be paid. Discussion was held regarding the Town Council setting the due date as January 31, 2024, for the Town Real Property Taxes. Mayor Taylor inquired if there was a motion to establish January 31, 2024, as the due date for the Town Real Property Taxes to be paid.

Motion made by Councilman Gillman, Seconded by Councilwoman Johnson. Mayor Taylor inquired if there was any discussion on the motion. Councilwoman Atkins noted that citizens have inquired with her as to why taxes are mailed around the time of the holidays. She inquired if there was any way that Staff could look at developing a way for citizens to pay part of their taxes in the middle of the year. Town Manager Freeman advised that he feels as if that is already an option for citizens. He stated that he will speak with Staff regarding ways to advertise the existing partial payment option to citizens. There being no further discussion, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

H. RE: SCHEDULING WORK SESSION

Mayor Taylor advised that the next agenda item is to schedule a Work Session for Monday, January 22, 2024, at 4:00 p.m. to hear a presentation from Virginia Tech students regarding their project in the town. Mayor Taylor inquired if there was a

motion to schedule a Work Session for Monday, January 22, 2024, at 4:00 p.m. to hear a presentation from Virginia Tech students regarding their project in the town.

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

I. RE: PUBLIC HEARING CANCELLATION

Mayor Taylor advised that the next agenda item is to consider cancelling the public hearing that was scheduled for Monday, January 8, 2024, at 5:00 p.m. regarding property located at 1035 North Fourth Street. Mayor Taylor inquired if there was a motion to cancel the public hearing that was scheduled for Monday, January 8, 2024, at 5:00 p.m. regarding property located at 1035 North Fourth Street.

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

11. RE: REPORTS

A. RE: STAFF REPORT(S)

Town Manager Freeman presented his Staff Report, as follows:

20TH STREET BRIDGE UPDATE: Town Manager Freeman stated that Norfolk Southern's engineering consulting firm will be on site at the 20th Street Bridge on December 12, 2023, to perform an inspection, and to advise Norfolk Southern of necessary repairs. He advised that they were given the inspection report from the Town's engineers, however, they will also be performing their own inspection. Town Manager Freeman noted that the Town's Public Works staff is still working on a plan to create a completely passable road across the unimproved portion of the Madison Street right-of-way. He commented that this will allow the neighborhood and Public Safety personnel access to travel, should there be an issue with Railroad Avenue. Town Manager Freeman stated that the speed limit on Route 21, as it approaches Railroad Avenue, has been decreased to 35 miles per hour.

HERITAGE WALK UPDATE: Town Manager Freeman advised that Heritage Walk Phase III is finally underway. He noted that this phase will complete the sidewalk connection on Tazewell Street from the Visitors Center to the existing sidewalk near Ridge Road. Town Manager Freeman stated that this is a 150-day contract, and Staff are anticipating that this phase will be completed by May 2024.

B. RE: UPCOMING MEETINGS

Chief Deputy Clerk Jones presented the upcoming meetings, as follows:

1. The Wytheville Planning Commission meeting scheduled for Thursday, December 14, 2023, has been canceled, due to the holidays.
2. Downtown Wytheville, Incorporated (DTW) will meet on Monday, December 18, 2023, at 5:30 p.m., at the DTW Office on Main Street.
3. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, December 20, 2023, at 12:00 p.m., at the Housing Authority Office.
4. The New River Regional Water Authority (NRRWA) will meet on Thursday, December 21, 2023, at 10:00 a.m., at the NRRWA Plant in Austinville.
5. The Town of Wytheville Municipal Offices will be closed, and all services curtailed on Friday, December 22; Monday, December 25; and, Monday, January 1, due to the Christmas and New Year's holidays.
6. The next Council Work Session will be held at 4:00 p.m., in the Council Conference Room on Monday, January 8, 2024, prior to the regularly scheduled Wytheville Town Council meeting at 5:00 p.m., in the Council Chambers.

12. RE: OTHER BUSINESS

A. 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 inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that it has come to her attention that there are some issues with pinecones and pine needles located at 300 Sherwood Forest Road. She inquired if Staff could explore cleaning these up. Town Manager Freeman stated that he would check on this matter.

Councilwoman Atkins stated that there is a problem with some clutter at the 800th block of East Lexington Street. She inquired if Staff could look into this matter. Town Manager Freeman stated that he would look into this problem.

Councilwoman Atkins inquired if a stop sign could be placed at the intersection of Mountain View Drive and Fisher Road. Town Manager Freeman stated that he would check on this matter.

Councilwoman Atkins inquired if a resolution could be made for the "A Christmas to Remember" event that was recently held. Discussion was held regarding the development of a resolution for the past event. A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to develop a resolution recognizing this year's "A Christmas to Remember" event that was held on Saturday, December

9, 2023. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman.

Mayor Taylor inquired if Councilwoman Johnson had anything she would like to discuss during Council Member Time. Councilwoman Johnson stated that she would like to thank Town Manager Freeman and the Public Works Staff for taking care of an issue that she had previously discussed. Town Manager Freeman stated that the Public Works Department took care of the problem, and it was not thanks to him.

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

B. RE: MISCELLANEOUS

Mayor Taylor advised that the next agenda item consists of Council Committee Reports, the January 2024 Town Council meeting calendar and the November Building Permit reports. She inquired if any of the members had any Council Committee reports. Mayor Talor stated that since no Council members had anything to report for Council Committee reports, that she would like to update the Council regarding the most recent Tree Advisory Committee. She noted that they are still actively working on the development of the Specimen Tree Program Walking Tour. There being no other discussion, she proceeded with the agenda.

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.) (8.) Consultation with legal counsel regarding specific legal matters. She inquired if there was a motion to go into a closed meeting.

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. (5:58 p.m.)

- B. Mayor Taylor advised that it would be 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.) (8.) Consultation with legal counsel regarding specific legal matters, 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 Councilwoman Johnson, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea:

Councilwoman Johnson, Councilwoman Atkins, Mayor Taylor, Vice-Mayor Pattison, Councilman Gillman. (6:30 p.m.)

14. RE: THANK YOU FROM TOWN COUNCIL

Councilwoman Atkins and Councilwoman Johnson stated that they wanted to thank all of Town staff for their hard work, and that they wanted to wish everyone a Merry Christmas on behalf of the Wytheville Town Council.

15. RE: ADJOURNMENT

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (6:31 p.m.)

Beth A. Taylor, Mayor

Brandi N. Jones, Chief Deputy Clerk

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**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | January 8, 2024 |
| Subject: | Ordinance No. 1429 – Building Regulations |

SUMMARY:

Please find attached Ordinance No. 1429, an ordinance amending the Building Regulations section of the Town Code.

Recommended Action

Town staff would recommend that this ordinance be adopted on first and final reading, and this will require a motion and roll call vote by the Town Council.

ORDINANCE NO. 1429

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on Monday, January 8, 2024, at 5:00 p.m.

Present:

Absent:

**AN ORDINANCE REPEALING AND REPLACING
CHAPTER 4, BUILDING REGULATIONS,
OF THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA**

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Chapter 4, Building Regulations, be amended and reenacted, as follows:

CHAPTER 4
BUILDING REGULATIONS
ARTICLE I. IN GENERAL

Sec. 4.1. Office of Building Official established. General powers and duties of the Building Official.

(a) The Office of the Building Official for the Town of Wytheville is hereby established. The Building Official shall be appointed by the Town Manager and shall have the powers to perform such duties as may be provided by state law for municipal building inspectors and officials. The Building Official shall administer and enforce the provisions of this chapter and any other chapters of this Code and other ordinances which, by their terms, are subject to the Building Official's administrative and enforcement responsibility or authority.

(b) When referenced in this Article, the Building Official shall also mean the Building Inspector, Permit Technician and/or other appointed persons, who are delegated with the authority on behalf of the Town Manager to administer and enforce the provisions of this article in accordance with the guidelines established by the Virginia Department of Health and Community Development.

(c) The Building Official shall maintain records for the office. When required, the records shall be held for the required timeframe as established by the Library of Virginia. Records may include, but not be limited, to:

- (1) Applications, maps, drawings, and other papers submitted to the Building Official;
- (2) Permits and certificates issued;
- (3) Notices and orders given;
- (4) Decisions made and actions taken;
- (5) Appeals; and,
- (6) All other papers, correspondence, records and other matters pertaining to the office of the Building Official.

Sec. 4-2. Nonliability of personnel enforcing chapter.

Nothing in this chapter or in any code adopted by this chapter shall be construed as imposing upon any town officer or employee duly authorized to administer or enforce the provisions of this chapter any liability or responsibility for damages to any person who may be injured by a defect in any building construction or other work mentioned herein, or by the installation thereof, nor shall the town government or any official or employee thereof be held as assuming any such liability or responsibility by reason of inspections authorized by this chapter or certificates of approval issued by the Building Official.

Sec. 4-3. Local Board of Building Code Appeals.

(a) There is hereby created a Local Board of Building Code Appeals (LBBCA), which shall consist of five (5) members, appointed by the Town Council. The membership of the board shall be established in compliance with the requirements of the current edition of the Virginia Uniform Statewide Building Code. Individuals who wish to serve on the LBBCA shall submit an application by using the townwide process for receiving applications. At the discretion of the Town Council, applicants may be required to perform a criminal background check to be considered for appointment.

(b) The code official, technical assistants, inspectors or other employees, including those serving on any Town committee, shall not serve as members on the Local Board of Building Code Appeals.

(c) The Town Council may appoint alternate members who, when needed, shall be called by the board chair to hear appeals during the absence or disqualification of a member. Alternate members shall possess the same qualifications as required for board members.

(d) Board members shall be selected by the locality on their ability to render fair and competent decisions regarding the application, interpretation and enforcement of the building codes adopted by the locality, and shall, to the extent possible, represent different occupational and professional fields relating to the construction industry. Town of Wytheville citizens shall have preference for appointment when all other variables are equal.

(e) Board members shall be appointed for a term of five (5) years and shall serve until the date that their position is filled by the next appointment. Members can be reappointed to serve for up to two (2) consecutive terms at the discretion of the Town Council.

Sec. 4-4. Adoption of Virginia Uniform Statewide Building Code, where filed.

(a) For the purpose of ensuring public safety, health and welfare, insofar as they are affected by building construction, and to ensure public safety, health and welfare through proper use and continued compliance with minimum standards of building construction, energy conservation, water conservation and physically handicapped and aged accessibility, and in general, to secure safety to life and property from all hazards incidental to the design, erection, repair, removal, demolition or use and occupancy of buildings, structures or premises that pertain to the regulations the Town Council hereby adopts the Virginia Uniform Statewide Building Code, Part I, Virginia Construction Code, and Part II, Virginia Existing Building Code. All future editions of the Virginia Uniform Statewide Building Code and all amendments thereto are hereby automatically adopted and incorporated into the Town Code. Such Code shall control all matters concerning the construction, alteration, repair, maintenance, removal, demolition, equipment, use and occupancy of all buildings and structures within the town. Such code is hereby incorporated in and made a part of this section as fully as if set out at length herein and the provisions thereof shall be applicable throughout the town. One (1) copy of such code shall remain on file in the Office of the Building Official.

(b) For the purpose of ensuring public safety, health and welfare, insofar as they are affected by building construction, to ensure public safety, health and welfare through proper building maintenance, repair, use and continued compliance with minimum standards of building construction, energy conservation, water conservation and physically handicapped and aged accessibility, certain regulations known as the Virginia Uniform Statewide Building Code, Part I, Virginia Construction Code and Part III, Virginia Maintenance Code of existing Structures, Existing Structures, of the International Building Code, the International Property Maintenance Code, the International Residential Code and all of the codes and standards referenced therein, copies of which are on file in the Office of the Building Official, are hereby adopted by the Town Council and incorporated as fully as if set out at length herein, and shall be controlling within the corporate limits of the town. Future amendments to the sections of the Virginia Uniform Statewide Building Code, the International Building Code, the International Property Maintenance Code, the International Residential Code and the codes and standards referenced therein are also incorporated by reference herein.

(c) The Town of Wytheville, in accordance with the provisions outlined in Part III of the Virginia Uniform Statewide Building Code, elects to apply the provisions of the maintenance of existing structures to industrialized buildings (§ 36-81) and manufactured homes (§ 36-85.11). All future editions of the Virginia Uniform Statewide Building Code and all amendments as referenced in this section are hereby automatically adopted and incorporated into the Town Code.

Sec. 4.5. Procedure for Amendment.

The code adopted by this section shall be automatically amended each time an amendment to such code is adopted by the Virginia Board of Housing and Community Development. At such a time that the codes are amended by this statewide action, no formal

action is required by the Town Council to automatically amend future revisions of the referenced codes.

Sec. 4-6. Enforcement.

(a) Whenever the Building Official, or his or her designee, discovers construction which is not in conformance with the provisions of the Uniform Statewide Building Code, he or she may order all related construction halted until the nonconforming portion is brought into conformance. No occupancy permits shall be issued for buildings built after the adoption of such code which are not in conformance therewith or which do not conform to other applicable provisions of this Code.

(b) The Building Official, or his or her designee, shall investigate any alleged violations or complaints of existing structures, occupied or not, under the provisions of the Virginia Maintenance Code.

Sec. 4-7. Violations.

(a) It shall be unlawful for any owner or any other person, firm or corporation to violate any provision of this chapter. Any violation shall be deemed a misdemeanor and any owner, or any other person, firm or corporation convicted of a violation shall be punished by a fine of not more than two thousand five hundred dollars (\$2,500.00). If the violation remains uncorrected at the time of the conviction, the court shall order the violator to abate or remedy the violation in order to comply with the code. Except as otherwise provided by the court for good cause shown, any such violator shall abate or remedy the violation within six (6) months of the date of conviction. Each day during which the violation continues after the court-ordered abatement period has ended shall constitute a separate offense. Any person convicted of a second offense committed within less than five (5) years after a first offense under this chapter shall be punished by a fine of not less than one thousand dollars (\$1,000.00) nor more than two thousand five hundred dollars (\$2,500.00). Any person convicted of a second offense committed within a period of five (5) to ten (10) years of a first offense under this chapter shall be punished by a fine of not less than five hundred dollars (\$500.00) nor more than two thousand five hundred dollars (\$2,500.00). Any person convicted of a third or subsequent offense involving the same property committed within ten (10) years of an offense under this chapter shall be punished by confinement in jail for not more than ten (10) days and a fine of not less than two thousand five hundred dollars (\$2,500.00) nor more than five thousand dollars (\$5,000.00), either or both. No portion of the fine imposed for such third or subsequent offense committed within ten (10) years of an offense under this chapter shall be suspended.

(b) Any prosecution under this section shall be commenced within two (2) years as provided in Virginia Code § 19.2-8.

Sec. 4-8. Application for a Permit and Issuance of Permit.

(a) As required by the building codes in effect, a permit is required prior to the beginning of work for any new construction and/or for any other building operations, and installations as specified in the related codes and ordinances.

(b) The filing of a permit application shall be made in the manner prescribed by the Office of the Building Official. The Building Official or his or her designee will review the application and any related plan sets. When it is determined by the Building Official that the application requirements as it relates to each code provision have been met, and when the fee has been paid by the applicant, a permit will be issued.

(c) Building permit fees shall be established in the Town's Master Fee Schedule, which is subject to amendments and adjustments at the discretion of the Town Council.

(d) A fee levy is required by the Virginia Board of Housing and Community Development. This fee shall be applied, and the Town shall collect and remit quarterly payments to the Department of Housing and Community Development. This fee levy shall be used to support training programs of the Virginia Building Code Academy.

Sec. 4-9. Prerequisites to obtaining building permits.

Any person who applies for a permit, in accordance with this Article, shall furnish prior to the issuance of the permit, either (i) satisfactory proof to such official or authority that he is duly licensed or certified under the terms of Title 54.1-1111 of the Code of Virginia to carry out or superintend the same, or (ii) file a written statement that he is not subject to licensure or certification as a contractor or subcontractor pursuant to this chapter.

The applicant shall furnish satisfactory proof to the Town that the taxes or license fees required by any county, city or town have been paid so as to be qualified to bid upon or contract for the work for which the permit has been applied.

Sec. 4.10. Assuming a job started by another.

Any contractor, tradesman or homeowner taking a job which has been started by another shall apply for a new permit for such work and shall be responsible for the entire work.

Sec. 4.11. Third party policy.

The Building Official may accept reports from an approved person, agency or third party to certify that the construction documents or inspections meet the requirements of the current edition of the Virginia Uniform Statewide Building Code, related codes and town ordinances. The Building Official may establish requirements for third party inspections or reports to satisfy the intent of this Article in the administration and enforcement of building codes and ordinances.

Sec. 4-12 – Sec. 4-20. Reserved.

ARTICLE II. UNSAFE STRUCTURES

Sec. 4-21. Authority to require removal, repair, etc., of buildings and other structures.

(a) The owners of property within the Town of Wytheville shall remove, repair or secure any building, wall or any other structure that might endanger the public health or safety of other residents of the Town.

(b) If the owner and/or lienholder of any property identified in paragraph (a) of this section, after reasonable notice and a reasonable time to do so, has failed to remove, repair, or secure the building, wall or other structure, the Town through its own agents or employees may remove, repair or secure any building, wall or any other structure that might endanger the public health or safety of other residents of the town. For purposes of this section, repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings. For purposes of this section, reasonable notice includes a written notice (i) mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner and (ii) published once a week for two successive weeks in a newspaper having general circulation in the town. No action shall be taken by the Town to remove, repair or secure any building, wall, or other structure for at least 30 days following the later of the return of the receipt or newspaper publication, except that the Town may take action to prevent unauthorized access to the building within seven days of such notice if the structure is deemed to pose a significant threat to public safety and such fact is stated in the notice.

(c) In the event that the Town, through its own agents or employees, removes, repairs or secures any building, wall or any other structure after complying with the notice provisions of this section or as otherwise permitted under the Virginia Uniform Statewide Building Code in the event of an emergency, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the Town as taxes are collected.

(d) Every charge authorized by this section or by VA Code § 15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local real estate taxes and enforceable in the same manner as provided in VA Code Articles 3 (§ 58.1-3940 et seq.) and 4 (§ 58.1-3965 et seq.) of Chapter 39 of Title 58.1. The Town may waive such liens in order to facilitate the sale of the property. Such liens may be waived only to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.

(e) Notwithstanding the foregoing, with the written consent of the property owner, the Town may, through its agents or employees, demolish or remove a derelict nonresidential building or structure provided that such building or structure is neither located within or determined to be a contributing property within a state or local historic district nor individually designated in the Virginia Landmarks Register. The property owner's written consent shall identify whether the property is subject to a first lien evidenced by a recorded deed of trust or mortgage and, if so, shall document the property owner's best reasonable efforts to obtain the consent of the first lienholder or the first lienholder's authorized agent. The costs of such demolition or removal shall constitute a lien against such property. In the event the consent of the first lienholder or the first lienholder's authorized agent is obtained, such lien shall rank on a parity with liens for unpaid local taxes and be enforceable in the same manner as provided in paragraph (d) of this section. In the event the consent of the first lienholder or the first lienholder's authorized agent is not obtained, such lien shall be subordinate to that first lien but shall otherwise be subject to paragraph (d); and,

(f) In addition to the remedies previously described in this section, the Town of Wytheville hereby authorizes imposition of a civil penalty not to exceed \$1,000.00 upon any owners of property who fail to comply with the provisions of this section.

Sec. 4-22 through 4-30. Reserved.

ARTICLE III. DERELICT STRUCTURES

Sec. 4-31. Purpose of the Derelict Building Ordinance

The purpose of the derelict building ordinance is to protect the health, safety and welfare of the community by encouraging the repair or removal of buildings and structures that have been deemed unsafe.

Sec. 4-32. Definitions.

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

Building Official means the Town Building Official or the designee and may be referenced as the Official.

Derelict Building means a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public's health, safety or welfare, and for a continuous period in excess of six months has been:

- (1) Vacant;
- (2) Boarded up in accordance with the Building Code; and,
- (3) Not lawfully connected to electric service from a utility service provider, or not lawfully connected to any water or sewer service from a utility service provider.

Building means a combination of materials, whether portable or fixed, having a roof to form a structure for the use or occupancy by persons or property. The word "building" shall be construed as though followed by the words "or part or parts thereof" unless the context clearly requires a different meaning. "Building" shall not include roadway tunnels and bridges owned by the Virginia Department of Transportation, which shall be governed by construction and design standards approved by the Virginia Commonwealth Transportation Board.

Property Owner means the persons or entity(s) listed on the Real Estate Tax Assessment Record on file at the Wythe County Commissioner of the Revenue Office and/or the person legally in possession of the real estate.

Real Estate Tax Abatement Program means the program as identified in Section 4-37 of this section.

Structure means an assembly of materials forming a construction for occupancy or use including stadiums, gospel and circus tents, reviewing stands, platforms, stages, observation towers, radio towers, water tanks, storage tanks (underground and aboveground), trestles, piers, wharves, swimming pools, amusement devices, storage bins and other structures of this general nature but excluding water wells. The word "structure" shall be construed as though followed by the words "or part or parts thereof" unless the context clearly requires a different meaning. "Structure" shall not include roadway tunnels and bridges owned by the Virginia Department of Transportation, which shall be governed by construction and design standards approved by the Virginia Commonwealth Transportation Board.

Vacant means not occupied.

Work Plan Form means the form provided by the Building Official and completed by the owner of the subject building. The completed work plan form shall be submitted back to the Building Official, within ninety (90) days of receiving a *Written Notice of Derelict Building*, by the Building Official. The form shall specifically list the proposed actions of the property owner to either demolish or renovate the building to address the items that endanger the public's health, safety or welfare as listed in the *Written Notice of Derelict Building*. The plan shall list the proposed time within which the work plan will be commenced and completed by the Property Owner. The work plan shall be subject to approval by the Building Official, and any required corrections to the work plan must be re-submitted within the original ninety (90) day timeframe.

Written Notice of Derelict Building means the notification that the *Building Official* sends to the property owner, notifying the property owner that the listed building(s) on the notice has been deemed a *Derelict Building* as defined in this section. The notice shall specify the elements of the building that endanger the public's health, safety, or welfare, and be accompanied by a *Work Plan Form*, along with instructions for returning the form back to the

Building Official within the specified ninety-day timeframe. The Written Notice of Derelict Building may be referred to as the Notice.

Sec. 4-33. Enforcement.

The Building Official is hereby granted the authority to enforce the provisions of this section and the Building Official shall have the authority to require the abatement of derelict buildings pursuant to the provisions of this Article and/or any other applicable code, law and/or regulation. In the absence of the Building Official, the Town Manager may assign other people to fill this role.

Sec. 4-34. Written Notice of Derelict Building or Structure.

(a) Whenever it shall come to the knowledge of the Building Official that there exists upon land in the town any derelict building, the Building Official may issue a *Written Notice of Derelict Building* as defined in this section. The notice shall be sent to the property owner, with a prescribed *Work Plan Form*, which must be completed by the owner of the property, returned back to the Building Official within ninety (90) days of receiving the notice and which shall meet the provisions as provided in the definition for *Work Plan*.

(b) The *Written Notice of Derelict Building* shall be sent by first class mail, with the locality obtaining a U.S. Postal Service Certificate of Mailing, which shall constitute delivery pursuant to this section. The notice shall be sent to the property owner(s) address as listed on the real estate tax assessment records of the locality.

(c) Nothing in this article shall prohibit an owner from requesting that a building or structure be evaluated for a declaration of derelict building. A property owner may apply to the locality and specifically request that such building be declared a derelict building for the purpose of this section.

Sec. 4-35. Submittal of work plan by owner; approval by Building Official.

(a) The work plan required to be submitted by the owner shall be on a form prescribed by the Building Official. The work plan must provide a proposed time within which the plan must be commenced and completed. The work plan may include one or more adjacent properties of the owner, whether or not all have been declared to contain a derelict building. The contents of the plan and the proposed schedule shall be subject to approval by the Building Official and shall be deemed noncompliant until such plan is approved.

(b) Once the Building Official approves the work plan, the contents of the work plan and the schedule for commencement and completion of the work plan shall be binding on the owner.

(c) Any approval granted by the Building Official under this section shall not relieve the property owner from following all other town codes, laws, and ordinances.

(d) Upon receipt of the work plan by the Building Official, the property owner can request a meeting with the Building Official to discuss land use and permitting requirements for demolition or renovation. The Building Official shall provide guidance, to the best of their ability, on how to properly permit the work and any known town-related processes to assist the landowner with successfully completing the work.

Sec. 4-36. Work plan Completion; Permit Fees; Expedited Permits.

(a) If the property owner's work plan is to demolish the derelict building, the building permit application or demolition permit application of such owner shall be expedited. If the owner completes the demolition within ninety (90) days of the date of the building/demolition permit issuance, the Town shall refund any building and demolition permit fees.

(b) If the property owner's work plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision application and the building permit, as applicable, shall be expedited. The expedition of the permits is intended to assist the property owner with completing the required renovations in a timely manner. For any Town permits associated with renovating a derelict structure the town must reduce all permit fees to 50% of the standard cost for the permits. The Town may not charge permit fees that exceed \$5,000 per property. At the request of the property owner and with the approval of the Town Manager, permit fees for a renovation of a derelict structure may be refunded if the applicant shows with just cause that they fully renovated the structure in a safe, harmonious, and timely way.

Sec. 4-37. Real Estate Tax Abatement Program.

(a) Prior to commencement of an approved work plan to demolish or renovate a derelict building, the property owner may request that the Real Estate Assessor, make an assessment of the derelict building. The Real Estate Assessor shall make an assessment of the property in

its current derelict condition and provide a copy to both the Building Official and the Property Owner.

(b) To participate in the Real Estate Tax Abatement Program, the property owner must first make the request for real estate assessment as listed above, and shall also declare the costs of demolition, or in the case of renovation, shall declare the costs of materials and labor to complete the renovation and these costs shall be listed on the building permit application.

(c) At the request of the property owner, after demolition or renovation of the derelict building, the real estate assessor shall reflect the fair market value of the demolition costs or the fair market value of the renovation improvements and reflect such value in the real estate tax assessment records. The real estate tax on an amount equal to the costs of demolition or an amount equal to the increase in the fair market value of renovations shall be abated for a period of not less than 15 years and is transferable with the property.

(d) Notwithstanding the provisions of this section, the tax abatement process is not available for any property which either is a registered state landmark or is determined by the state department of historic resources to contribute to the significance of a registered historic district.

Sec. 4-38. Additional Remedies of the Town.

Notwithstanding the provisions of this section, the Town may proceed to make repairs, and secure the building under the enabling statutes of Code of Virginia § 15.2-906, or the Town may proceed to abate or remove a nuisance under the enabling statute of Code of Virginia 15.2-900. In addition, the locality may exercise such remedies as may exist under the Uniform Statewide Building Code and may exercise such other remedies available under general and special law.

Sec. 4-39. Violations.

At such time after the written notice of derelict building has been sent, and the Building Official has determined that the property owner has not properly submitted the work plan, and/or after receiving any correction notices in regards to the work plan, the property owner has not submitted a work plan that is approvable by the Building Official, and/or the property owner fails to submit an approvable work plan within the ninety (90) day timeline as prescribed by this section, the property owner is considered to be in violation of this ordinance and the locality may exercise such remedies as prescribed in this section or as otherwise provided by law; for residential property, such remedy shall include imposition of a civil penalty of \$500 per month until such time as the owner has submitted a plan in accordance with this section; however, the total civil penalty imposed shall not exceed the cost to demolish the derelict building. Any such civil penalty shall be paid to the Treasury of the Town.

Secs. 4-40 through 4-50. Reserved.

9-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---------------------------|
| Meeting Date: | January 8, 2024 |
| Subject: | Resolution – Fair Housing |

SUMMARY:

Each year, the Town adopts a resolution that endorses the concept of providing fair housing. By adopting this resolution, the Town, as a recipient of State and Federal funding, provides certain assurances to the State and Federal governments that we are complying with various facets of the law. One of the assurances that we must provide is that the Town endorses the concept of fair housing and calls upon the citizens of Wytheville, along with those in the banking and housing industries, to join and work together in the observance of free and equal housing treatment for all.

Recommended Action

Action on this resolution will be a motion and vote of the Town Council.

Resolution



WHEREAS, the Congress has enacted the Federal Fair Housing Act of 1968 as amended; and,

WHEREAS, federal and state law provide equal housing opportunities for all citizens regardless of race, color, religion, national origin, sex, elderliness, familial status, disability, source of funds, sexual orientation, gender identity or military status; and,

WHEREAS, the Town of Wytheville, Virginia, has provided programs to assist the development of decent, affordable housing for citizens of all incomes, for the year of 2024.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Wytheville, Virginia, endorses the concept of fair housing and calls upon the citizens of Wytheville and government officials, along with those in the banking and housing industries, to join and work together in this observance for free and equal housing treatment for all.

Adopted this 8th day of January, 2024.

Beth A. Taylor, Mayor

ATTEST:

Brandi N. Jones, Chief Deputy Clerk

9-C

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | January 8, 2024 |
| Subject: | Wytheville Recreation Commission Appointment |

SUMMARY:

The term of Mr. Michael Mitchell on the Wytheville Recreation Commission expired December 31, 2023, and he is not eligible for reappointment. Please find attached two applications for consideration of appointment to the Commission. The appointment will be for a three year term that will expire December 31, 2026.

Recommended Action

Action to appoint a new Wytheville Recreation Commission member will require a motion and vote by the Council.

COMM-23-14

Application to Serve on Town Committee or Board
Status: Active
Submitted On: 9/28/2023

Primary Location

No location

Applicant

Brady Parks



wytheville, va 24382

APPLICANT INFORMATION

Full Legal Name*

Brady Scott Parks

Applicant Mailing Street/PO Address *

Town or City Mailing Address*

Wytheville

State Mailing Address*

VA

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Millwald Theatre

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.*

Marketing and Event Manager for Hospital Foundation and MCCH Marketing Department. Develop marketing strategies to raise money for hospital funding and charitable needs, including new Cancer Center, Breast Cancer Imaging equipment, Hospice House, etc. Director for Annual Murray Half Marathon and 5K, Director for Annual Golf Tourney and other fundraisers. Created and produced marketing materials, branding collateral, managed social media and websites

Small Business Consultant Faculty position providing consulting and marketing services to regional small business clients. Provide high quality individual instruction to entrepreneurs, business owners, and business managers. Analyze business situations, make recommendations, and educate clients with regard to business plans, market feasibility, financial viability, operations management, and legal structures, etc.

Director, 5KBR – Annual 5K Run

Planned and executed 5K run that benefited a local charity. The charity worked to transport to children or expectant mothers with limited resources to healthcare providers. Event was held in conjunction with the annual Mercedes Marathon weekend. Worked with partners to develop and execute communication plan for marathon and 5K. Grew to over 1,300 participants annually. Event raised over \$350,000 in 7 years.

RECIPIENT: Pioneering Spirit Award – February 2009

In recognition of organizational and fundraising efforts for the first five years of the BE&K 5K in support of Kid One Transport

Managed proposals and presentations department. Worked with marketing team on client development and outreach strategies. Designed/developed and provided content for corporate website and printed publications. Worked directly with Corporate President, CEO and all upper management on client marketing initiatives, proposal and presentations for very large industrial projects. Worked directly with Director of Communications to plan and develop/design public relations efforts.

Volunteer/Community Involvement

- General Manager, Swim Bike Run Murray – 2011-2021
- Murray Calloway Wellness Consortium Member – February 2013-2016
- Murray High School Tennis Coach – 2013-2016
- Organizer – Murray State University, Carter’s Kids 5K (2015), raised \$5,000 for foundation

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.*

Director, 5KBR – Annual 5K Run (2006-2011)

Planned and executed 5K run that benefited a local charity. The charity worked to transport to children or expectant mothers with limited resources to healthcare providers. Event was held in conjunction with the annual Mercedes Marathon weekend. Worked with partners to develop and execute communication plan for marathon and 5K. Grew to over 1,300 participants annually. Event raised over \$350,000 in 7 years.

President, KBR Volunteer Council (2008-2011)

Planned and executed community relations events for various charities and special community projects. Developed all communication plans and public relation efforts for each event.

- General Manager, Swim Bike Run Murray – 2011-2021
- Murray Calloway Wellness Consortium Member – February 2013-2016
- Murray High School Tennis Coach – 2013-2016

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

I'm a runner, cyclist, hiking, tennis, fly fishing - enjoy exercise and fitness.
General Manager for local athletic team in Murray, KY - Swim Bike Run Murray.
Strong computer graphics and marketing skills.

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:*

Brady Scott Parks

Click here to add your legally binding digital signature*

Brady Scott Parks
Sep 28, 2023

Attachments

COMM-23-12

Application to Serve on Town Committee or Board

Status: Active

Date Created: Aug 2, 2023

Applicant

Christopher Rodgers

Wytheville, Virginia 24382

APPLICANT INFORMATION

Full Legal Name

Christopher Doyle Rodgers

Town or City Mailing Address

Wytheville

Zip Code Mailing Address

24382

Applicant Email Address

Applicant Mailing Street/PO Address

State Mailing Address

Virginia

Applicant Contact Phone Number

Place of Employment or Other

Carilion New River Valley Medical Center

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

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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
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.

Section 9, Item C.

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.

Recreation Commission, and Willow Brook Jackson/Umberger Homestead Museum Advisory Board. I am also open to serving on other boards or Committee if the Town Committee finds a better fit for me.

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

NO

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

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

I am currently working as a nurse intern at the Radford Hospital and have extensive experience in the medical field. I have an Advanced Highschool Diploma, an Associates degree in General Science, a Certificate of Nursing, am currently working on my Nursing degree through Wytheville Community College, and am also working on my Bachelor's Degree in the Science of Nursing through Radford University. I have volunteered at the Edith Bowling Wilson Museum throughout the summer, and am knowledgeable on the history of Wytheville. I keep myself up to date on the events of the town, and am always willing to help the town whenever I can.

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

I have not served on a board or committee for the Town of Wytheville.

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

I was born and raised here in Wytheville, and have extensive knowledge about the Town and history thereof. I live on my family farm here in Wytheville and have knowledge on agriculture and livestock maintenance. My father owns an engineering business here in Wytheville and I have assisted him many times with surveying land and designing plans for new developments. I am extremely detail oriented and hardworking, as well as involved in the Town's improvement and development.

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:

Christopher Rodgers

Click here to add your legally binding digital signature

Christopher Rodgers

08/02/2023

Town Council Approval

Date of Issuance

--

If appointed. Town Clerk put term expiration date here.

--

9-D

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | January 8, 2024 |
| Subject: | Wytheville Economic Development Authority Appointment |

SUMMARY:

The term of Ms. Linda Nye on the Wytheville Economic Development Authority expired December 12, 2023, and she is not eligible for reappointment. Please find enclosed one application for consideration of appointment to this Authority. The appointment would be for a four year term that will expire December 12, 2027.

Recommended Action

The appointment will require a motion and vote by the Town Council.



COMM-23-19

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 11/14/2023

Primary Location

No location

Applicant

Wendy Welch



Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Wendy Welch

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Graduate Medical Education
Consortium of SWVA

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?*

Wytheville Economic Development Authority

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

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

NO

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

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

My PhD is from Memorial University, my MPH is from Virginia Tech, and I am the author of seven books, one exploring small town economics. I interact regularly with Open Door, Wytheville Women's Club, and Virginia Organizing here in town. As executive director of the Graduate Medical Education Consortium, I work in the 13 sw-most counties of Virginia, advocating for the region often with legislators at the state and federal level.

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

I served on the farmers market board of our previous county and the national storytelling association board for the US as its development officer, both of these running roughly 2011-2018. Local boards and civic services include running an arts education non-profit, serving on the board of a women's history organization in Scotland, and their national storytelling board (1998-2006). I served on the SWVA Health Authority and have extensive experience in how education, healthcare, corporations, and entrepreneurship work together to make towns strong and sustainable (2011-2019). I also served on the Appalachian Studies Association board (ending 2021) and am a member of the regional Quaker group. Currently I serve on the Virginia Rural Health Association, an appointment that began in 2016, and the Virginia Workforce Development Authority, appointed by the governor in 2021, anticipated to end this year.

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

Having worked for 25 years in the academic and non-profit sector, I can negotiate, facilitate, listen carefully, and think strategically about anything, with anyone from complete allies to wholesale adversaries. I'm good at creating community in small groups and large spaces, and I understand the main pillars of economic development, including innovations and trends and their likely future expectations within Appalachia.

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

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

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

ACKNOWLEDGMENT & AUTHORIZATION

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

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

Name of Applicant:* 

Wendy Welch

Click here to add your legally binding digital signature*

Wendy Welch
Nov 14, 2023

Attachments



Background Report Release Form and Personnel Record Release Form

REQUIRED

071922-Town-Committee-Board-Packet-and-Background-Release-Forms.pdf

Uploaded by Wendy Welch on Nov 14, 2023 at 6:13 AM

9-E

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | January 8, 2024 |
| Subject: | Wytheville Building Code Appeals Board Appointments |

SUMMARY:

The position of Mr. Brad Litton on the Wytheville Building Code Appeals Board needs to be filled because Town staff recently found out that Planning Commission members are not allowed to also serve on the Building Code Appeals Board. Town staff is also desirous of appointing two alternate members to the Board. Please find enclosed three applications for consideration of appointment. The regular appointment to replace Mr. Litton is for an unexpired term that expires July 26, 2025, at which time the appointee could be considered for reappointment. The appointments for the alternate members are for five year terms that will expire July 26, 2028.

Recommended Action

The appointments to the Building Code Appeals Board will require a motion and vote by the Town Council.



COMM-23-21

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 12/1/2023

Primary Location

No location

Applicant

Mike Carrico



Max Meadows, Va 24360

APPLICANT INFORMATION

Full Legal Name*

Michael Carrico

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

24360

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Self Employed

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

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

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

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

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Building Code Board of Appeals

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

Just the One

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?*

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA 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.*

Building contractor with 35 Years in construction industry

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.*

Self employed contractor

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

Licensed Contractor in Residential Construction

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

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

ACKNOWLEDGMENT & AUTHORIZATION

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



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



Name of Applicant:* 

Mike Carrico

Click here to add your legally binding digital signature*

 Mike Carrico
Dec 1, 2023

Attachments



Background Report Release Form and Personnel Record Release Form

Mike Carrico.pdf

Uploaded by Jason Hamm on Dec 1, 2023 at 3:09 PM

REQUIRED

COMM-23-17

Application to Serve on Town
Committee or Board

Status: Active

Submitted On: 10/20/2023

Primary Location

No location

Applicant

 Barry Catron







Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Barry Duane Catron

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Xterior Plus Inc

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

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

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

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Building Code Board of Appeals

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

No other boards

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

NO

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

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

I have been in Real Estate, Real Estate Appraising, and in construction in Wytheville for 30 years

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.*

None

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

Knowledgeable of construction process and building codes related to construction.

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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:* 

Barry Duane Catron

[Click here to add your legally binding digital signature*](#)

 Barry Duane Catron
Oct 20, 2023

Attachments



COMM-23-20

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 11/30/2023

Primary Location

No location

Applicant

Donald Repass



Wytheville, Va 24382

APPLICANT INFORMATION

Full Legal Name*

Donald Repass

Applicant Mailing Street/PO Address *

Zip Code Mailing Address*

24382

Applicant Contact Phone Number*

Applicant Email Address*

Place of Employment or Other*

Self Employed

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

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

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

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

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

Recreation Commission - Three (3) year term.

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

Tree Advisory Committee - Four (4) year term.

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

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

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

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

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

Building Code Board of Appeals

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

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?* ?

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA 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.* ?

Self employed contractor with 35+ years of experience. Masters in plumbing, electrical, and gas fitting

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.* ?

No previous service

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

Master Electrician, Master Gas Fitter, and Master Plumber

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

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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:* ⓘ

Donald Repass

Click here to add your legally binding digital signature*

✔ Donald Repass
Nov 30, 2023

Attachments

9-F

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | January 8, 2024 |
| Subject: | District Three Board of Commissioners Reappointments |

SUMMARY:

The terms of Councilwoman Holly Atkins and Councilman Gary Gillman (alternate) expired on December 31, 2023, on the District Three Board of Commissioners, and they are both eligible for reappointment. The reappointments are for a one year term that will expire December 31, 2024.

Recommended Action

Action to reappoint Councilwoman Atkins as the member and Councilman Gillman as the alternate member to the District Three Board of Commissioners will require a motion and vote by the Council.

9-G

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|---|
| Meeting Date: | January 8, 2024 |
| Subject: | Wytheville Rehabilitation Zone Selection Committee Appointments |

SUMMARY:

At the December 11, 2023, Town Council meeting, the Council established the Housing Rehabilitation Zone Program. As part of this program, a Town Selection Committee is required to review the applications received for participation in the Housing Rehabilitation Zone. The role of the Committee is to prescreen the applications for the required qualifications and to make a recommendation to the Town Council regarding which properties should be included in the zone. The Selection Committee shall consist of a member from the Planning Commission, Wytheville Economic Development Authority (WEDA) and Town Council, as well as two (2) Staff members. The following individuals have indicated their willingness to serve on the Committee: Mr. Keith Jones – Planning Commission member (term expires March 2, 2027); Ms. Kathleen Laster – WEDA (term expires December 12, 2024); Councilwoman Candice Johnson (term of Council); and, Assistant Town Manager Elaine Holeyton and Director of Planning and Zoning John Woods (recommended by Town Manager Brian Freeman).

Recommended Action

The appointments will require a motion and vote by the Town Council.



COMM-22-5

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 12/13/2023

Primary Location

No location

Applicant

Keith Jones



Wytheville, Va 24382

APPLICANT INFORMATION

Full Legal Name*

Ellis Keith Jones

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

Place of Employment or Other* ?

Wytheville Regional Visitor Center

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

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.

Housing Rehabilitation Zone Selection Committee - Five (5) year term. Must be either a Planning Commission or Town EDA member. Members shall not be in construction or real estate industry.

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?*

Planning Commission

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

Planning Commission
Rehabilitation Zone Selection Committee

Are you currently a member of the Board of Zoning Appeals or are you a member on the Building Board of Appeals?*

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA 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.*

B.A. Bible/Theology, Graduate: North Port Leadership Institute,

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.* ?

Member of the Planning and Zoning Advisory Board for the City of North Port, Florida for 6 years (2003 -2009). This was a quasi-judicial board that required background checks and annual financial disclosures. Board Member of North Port Foundation (2010). Led the building of a multi-million dollar facility and dealt with planning, zoning, engineering and all city departments through completion (2004-2008)

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

Hotel General Manager for 10 years. Church pastoral minister/administrator for 30 + years. Trained Counselor. Proficient in MS Office. Have A.S. Degree in Business Administration. A graduate of the North Port Leadership Institute. I have several years of prior experience on the Planning and Zoning Advisory Board of North Port, Florida. Though I am now semi-retired, I would like to serve my home town and be a benefit.

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

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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:* ?

Ellis Keith Jones

Click here to add your legally binding digital signature*

✓ Ellis Keith Jones
Dec 13, 2023

Town Council Approval

🔒 Date of Issuance

—

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

—

Attachments



Background Report Release Form and Personnel Record Release Form

REQUIRED

Jones, Keith - Background Check Explanation for Rehab Committee - 121323.pdf

Uploaded by Brandi Jones on Dec 13, 2023 at 2:30 PM



COMM-23-22

Application to Serve on
Town Committee or
Board

Status: Active

Submitted On: 12/19/2023

Primary Location

No location

Applicant

Kathleen Laster



Wytheville, VA 24382

APPLICANT INFORMATION

Full Legal Name*

Kathleen K Laster

Applicant Mailing Street/PO Address * ?

Zip Code Mailing Address* ?

24382

Applicant Contact Phone Number* ?

Applicant Email Address* ?

|

Place of Employment or Other* ?

Retired

The Town Council makes appointments to Boards, Committees, and Commissions. When there is an opening in a board or committee, interested citizens should complete this application. The council will review the applications before an appointment is made. The Town Clerk maintains information about terms and current openings on boards and committees. Information can be found on the Town website <https://www.wytheville.org/boards-committees> . For detailed questions about meeting intervals, dates, and times contact the Town Clerk at 276-223-3349.

<Bold>The list below outlines the various boards, commissions and committees that individuals can serve on.

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.

Housing Rehabilitation Zone Selection Committee - Five (5) year term. Must be either a Planning Commission or Town EDA member. Members shall not be in construction or real estate industry.

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?*

Housing Rehab Zone

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 or are you a member on the Building Board of Appeals?*

NO

If you are already serving on the Board of Zoning Appeals or the Building Board of Appeals please contact the Town Clerk. The Code of Virginia prohibits members of the BZA or the LBBCA from serving on other boards, aside from one member of the BZA 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.*

MS - Educational Leadership- Indiana State University
Retired Midfle School Principal- Washington County, VA
DAR
Various leadership roles at St John's Episcopal Church
Church Treasurer

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.*

Wytheville Industrial Development Authority
10/2020 to present

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



My leadership and management background includes coordinating community resources both material and personnel. I have also had experience working with government rules and guidelines particularly pertaining to financial resources.

I believe that Wytheville needs to explore additional housing options for homes for sale below \$300,000, and rental property in a moderate range. There seems to be a low supply of these properties in our area.

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

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

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

ACKNOWLEDGMENT & AUTHORIZATION

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



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



Name of Applicant:* ?

Kathy Laster

Click here to add your legally binding digital signature*

Kathleen K Laster
Dec 18, 2023

Town Council Approval

Date of Issuance

—

If appointed. Town Clerk put term expiration date here.

—

Attachments

Background Report Release Form and Personnel Record Release Form

REQUIRED

IMG_0155.jpeg

Uploaded by Kathleen Laster on Dec 19, 2023 at 9:50 AM

11-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-----------------|
| Meeting Date: | January 8, 2024 |
| Subject: | Staff Report(s) |

SUMMARY:

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

Recommended Action

No action required at this time.

11-B

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|-------------------|
| Meeting Date: | January 8, 2024 |
| Subject: | Upcoming Meetings |

SUMMARY:

Chief Deputy Clerk Brandi Jones will present the upcoming meetings to the Town Council.

Recommended Action

No action required at this time.

UPCOMING MEETINGS

1. The Wytheville Recreation Commission will meet on Wednesday, January 10, 2024, at 5:30 p.m., at the Wytheville Community Center.
2. The Wytheville Planning Commission will meet on Thursday, January 11, 2024, at 6:00 p.m., here in the Council Chambers.
3. Downtown Wytheville, Incorporated (DTW) will meet on Monday, January 15, 2024, at 5:30 p.m., at the DTW Office on Main Street.
4. The Town of Wytheville Municipal Offices will be closed and all services curtailed on Monday, January 15, 2024, due to the Martin Luther King, Jr. holiday.
5. The Wytheville Redevelopment and Housing Authority will meet on Wednesday, January 17, at 12:00 p.m., at the Housing Authority Office.
6. The New River Regional Water Authority (NRRWA) will meet on Thursday, January 18, 2024, at 10:00 a.m., at the NRRWA Plant in Austinville.
7. District Three Board of Commissioners will meet on Thursday, January 18, 2024, at 6:00 p.m., at the Marion Office.
8. The next Council Work Session will be held at 4:00 p.m., on Monday, January 22, 2024, prior to the regular scheduled Wytheville Town Council meeting at 5:00 p.m., here in the Council Chambers.

12-A

**WYTHEVILLE
TOWN COUNCIL**



**AGENDA ITEM
INFORMATION**

| | |
|----------------------|--|
| Meeting Date: | January 8, 2024 |
| Subject: | Vacancies/Upcoming Vacancies on Town Committees/Boards |

SUMMARY:

Chief Deputy Clerk Brandi Jones will review the vacancies/upcoming vacancies on Town Committees/Boards.

Recommended Action

No action required at this time.

2024 Committee Vacancies/Reappointments

Building Code Appeals Board

Alternate Member Vacancy (Expires 7/26/28)

Alternate Member Vacancy (Expires 7/26/28)

Planning Commission

George Wittwer – Expires 3/2/2024 (Eligible for reappointment)

Board of Zoning Appeals

Chuck Johnson – Expires 9/10/2024 (Eligible for reappointment)

Joint Industrial Development Authority

Jeffrey Lucas – Expires 12/31/2024 (Eligible for reappointment)

Recreation Commission

Jessenia Cohen – Expires 8/1/24 (Youth Member)

Eden Miller – Expires 8/1/24 (Youth Member)

Glenda Salerno – Expires 12/31/24 (Eligible for reappointment)

Bobby Angles – Expires 12/31/24 (Eligible for reappointment)

Smyth-Wythe Airport Commission

Brandon Elmore – Expires 6/30/24 (Not eligible for reappointment)

Tree Advisory Committee

Wythe Morris – Expires 5/14/24 (Not eligible for reappointment)

David Richert – Expires 5/14/24 (Not eligible for reappointment)

New Member Vacancy – Expires 5/14/28

Wall of Honor Committee

Mike Melton – Expires 2/1/24 (Eligible for reappointment)

Maelene Watson – Expires 2/1/24 (Eligible for reappointment)

Wytheville Economic Development Authority

Zach Cooley – Expires 12/12/24 (Eligible for reappointment)

Kathleen Laster – Expires 12/12/24 (Eligible for reappointment)

Wytheville Redevelopment and Housing Authority

Sharon Alexander – Expires 9/8/24 (Not eligible for reappointment)

TOWN COMMITTEES

Building Code Appeals

**5 Year Terms
(5 Members, 2 Alternate Member)**

Meets as needed

- Andrew Sayers
- Philip Tobelmann
- Landon Sayers
- Dennis Manuel
- Brad Litton

Alternate Member Vacancy

Alternate Member Vacancy

Board of Zoning Appeals – Requires Disclosure of Real Estate Holdings

**5 Year Terms
(5 Members)**

Meets as needed

- Patricia Austin
- John Jones
- Chuck Johnson
- John Matthews
- Kerry Eans
- Mark Zammit (Alternate)

District III Governmental Cooperative

**1 Year Term
(1 Council Member)**

Meets bi-monthly

- Holly Atkins
- Gary Gillman – Alternate Member

Downtown Wytheville, Inc.

**2 Year Terms
(1 Council Member)**

Meets monthly

- Gary Gillman

Homestead Museum Advisory Board

**5 Year Terms
(6 Members, 1 Council Member)**

Meets quarterly

- Betsy Trevillian
- James Spraker
- Patricia Mangus
- Terry Beamer
- David Sharitz
- David Taylor
- Candice Johnson

Joint IDA – Requires SOEI, COIA, FOIA

**4 Year Terms
(2 Members)**

Meets monthly

- Jeffrey Lucas
- Vicki Parks

New River Regional Water Authority - Requires SOEI

**4 Year Terms
(2 Council Member, 1 Staff Member)**

Meets monthly

- Brian Freeman
- Cathy Pattison
- Candice Johnson

Planning Commission – Requires Disclosure of Real Estate Holding

**4 Year Terms
(6 Members, 1 Council Member)**

Meets monthly

- Lisa Anderson
- John Jones
- Brad Litton
- George Wittwer
- Keith Jones
- David Schmidt
- Cathy Pattison

Recreation Commission

**3 Year Terms
(5 Members, 1 Council Member,
2 Youth Members)**

Meets quarterly

- James Cohen
- Michael Mitchell
- Bobby Angles
- Brittney Litton
- Glenda Salerno
- Gary Gillman
- Jessenia Cohen – Youth Member
- Eden Miller – Youth Member

Smyth-Wythe Airport Commission

**4 Year Terms
(2 Members)**

Meets monthly

- David Taylor
- Brandon Elmore

Tree Advisory Committee

**4 Year Terms
(7 Members, 1 Council Member)**

Meets quarterly

- Wythe Morris
- David Richert
- Lee Johnson
- Alma Watson
- Tammie Lowry
- Beth Taylor
- James Cohen

Vacancy

- Don Spiller (Honorary Member)

Wall of Honor Committee

**4 Year Terms
(3 Members, 1 Council Member,
1 Board of Supervisor Member)**

Meets as needed

- Michael Melton
- Maelene Watson
- Che Roop
- Holly Atkins
- Ryan Lawson

**Wytheville EDA – Requires SOEI,
COIA, FOIA**

**4 Year Terms
(7 Members)**

Meets annually or as needed

- David Kause
- Jeffery Lucas
- Linda Nye
- Zachary Cooley
- Kathy Laster
- Bobby Angles
- Melissa Crockett

**Wytheville Redevelopment and
Housing Authority**

**4 Year Terms
(7 Members, 1 Council Member)**

Meets monthly

- Sharon Alexander
- Jack Quesenberry
- Tommy Hundley
- Gay Hawkins
- Ellen McDaniel
- Lisa Anderson
- Sherrie Parks (Resident Member)
- Holly Atkins

12-C

December 2023 Building Permits

| General BLD Permits | | | | | | | | |
|---------------------|---------------------|----------------|----------------------|-------------|-------------|---------------|--|--------|
| Record # | Permit/ Issued Date | Applicant Name | Cost of Construction | Mechanical: | Electrical: | Plumbing, Gas | Description of Proposed Improvements | Zoning |
| BLD-23-132 | 12/19/2023 | John Repass | \$15,000.00 | | \$5,000.00 | \$2,500.00 | New electric panel, Receptacles ,Lights, New metal ceiling, New bathroom | B-2 |
| BLD-23-127 | 12/1/2023 | Wayne Roop | \$34,000.00 | | \$10,000.00 | \$5,993.00 | Add Walls for offices and meeting rooms | B-2DT |
| BLD-23-126 | 12/6/2023 | Mark Umberger | \$35,000.00 | \$1,000.00 | \$1,000.00 | \$1,000.00 | Addition to existing building | M-1 |
| BLD-23-125 | 12/1/2023 | Fox Holdings | \$9,800.00 | \$1,500.00 | \$1,000.00 | \$100.00 | Digging footers, installing mobile home | R-3MH |
| BLD-23-124 | 12/11/2023 | Judith Finkner | \$10,000.00 | | \$7,000.00 | | replace existing exterior digital menu board, add circuit, add canopy over order speaker | B-2 |
| | | | \$103,800.00 | \$2,500.00 | \$24,000.00 | \$9,593.00 | | |

| MEP Permits | | | | | | | | |
|-------------|--------------------|-----------------|------------------|----------------|------------------|--|---|--------|
| Record # | Permit/Issued Date | Owner Name | Electrical Cost: | Plumbing Cost: | Mechanical Cost: | | Description of Proposed Improvements | Zoning |
| MEP-23-178 | 12/21/2023 | | | | \$150.00 | | Running Gas lines for gas furnace | B-2DT |
| MEP-23-177 | 12/20/2023 | | | | \$13,300.00 | | HVAC system change out | B-1 |
| MEP-23-176 | 12/19/2023 | Christina Love | | \$3,000.00 | | | Replace Water & Sewer Lines | R-1M |
| MEP-23-174 | 12/18/2023 | | \$122,000.00 | | | | Full electrical on project | B-1 |
| MEP-23-173 | 12/19/2023 | Chris White | \$5,500.00 | | | | Replace customer utility pole and electrical service/meter base that powers the parking lot lights. | B-2 |
| MEP-23-171 | 12/7/2023 | | \$1,000.00 | | \$150.00 | | Branch wire room, gas cook top | R-3 |
| MEP-23-170 | 12/7/2023 | Sharon Allen | \$3,745.00 | | | | Full service upgrade | R-2 |
| MEP-23-169 | 12/6/2023 | Jacob Zoller | | | \$12,829.00 | | Install 4 zone Mitsubishi heat pump system | R-3 |
| MEP-23-168 | 12/6/2023 | Danny Henderson | | | \$14,002.00 | | Replace hp/ac with a/c and natural gas heat pump. | R-1 |
| MEP-23-167 | 12/4/2023 | | \$400.00 | | | | Meter Base upgrade | M-1 |
| MEP-23-151 | 12/28/2023 | Linda Grimes | | | \$9,331.04 | | Install 22kW generator with 150 amp transfer panel | R-3 |
| MEP-23-142 | 12/22/2023 | Debra Dycus | \$37,778.00 | | | | Ground Mount 9.84 KW PV System (24 Panels) | R-2 |
| | | | \$170,423.00 | \$3,000.00 | \$49,762.04 | | | |

| Fence Permits | | | | | | | | |
|---------------|---------------------|-------------------|----------------------|------------------|--------|--|---|--------|
| Record # | Permit/ Issued Date | Name of Applicant | Fence Structure Cost | Electrical Cost: | | | Description of Proposed Improvements | Zoning |
| FENC-23-39 | 12/14/2023 | Gary Hale | 5,000.00 | | | | Privacy Fence wood | R-3 |
| FENC-23-38 | 12/18/2023 | Mark Smith | 11,000.00 | | | | 18" high rock wall with 36" high fence on top with hog wire between post. Matching existing | R-1M |
| | | | \$16,000.00 | \$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 | Zoning |
| BDAS-23-54 | 12/20/2023 | Suzan Thompson | 3,000.00 | 250.00 | | | 10' x 15' shed for storage | B-2DT |
| BDAS-23-53 | 12/19/2023 | Maury Lunn | 4,600.00 | | | | 10'-0"x16'-0" Accessory Building | B-2 |
| BDAS-23-51 | 12/1/2023 | Mike Carrico | 7,000.00 | | | | 14'-0"x14'-0" Storage Building on existing slab | R-2 |
| | | | \$14,600.00 | \$250.00 | \$0.00 | \$0.00 | | |

| Sign Permits | | | | | | | | |
|--------------|--------------------|----------------|----------------------|-----------------|-----------------|--|--------------------------------------|--------|
| Record # | Permit Issued Date | Applicant Name | Cost of Construction | Electrical Cost | Mechanical Cost | | Description of Proposed Improvements | Zoning |
| | | | \$0.00 | \$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 | Zoning |
| | | | \$0.00 | \$0.00 | \$0.00 | | | |

Town of Wytheville Building Department December 2023 OpenGov Ledger Report

| Record # | Record Type | Fee Label | Amount Paid | Account | Date Paid |
|------------|---|-------------------------------------|-------------|---------|------------------|
| MEP-23-178 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$35.00 | PM0010 | 12/21/2023 18:16 |
| MEP-23-178 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$0.70 | PM0010 | 12/21/2023 18:16 |
| MEP-23-177 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$116.00 | PM0010 | 12/20/2023 18:53 |
| MEP-23-177 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.32 | PM0010 | 12/20/2023 18:53 |
| BDAS-23-54 | Accessory Structure Application | Building Permit Fee | \$35.00 | PM0010 | 12/20/2023 19:00 |
| BDAS-23-54 | Accessory Structure Application | Virginia Department of Housing Levy | \$1.40 | PM0010 | 12/20/2023 19:00 |
| BDAS-23-54 | Accessory Structure Application | Electrical Fees | \$35.00 | PM0010 | 12/20/2023 19:00 |
| BDAS-23-53 | Accessory Structure Application | Building Permit Fee | \$35.00 | PM0010 | 12/19/2023 17:04 |
| BDAS-23-53 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | PM0010 | 12/19/2023 17:04 |
| MEP-23-174 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$548.00 | PM0010 | 12/18/2023 19:56 |
| MEP-23-174 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$10.96 | PM0010 | 12/18/2023 19:56 |
| BLD-23-132 | General Building Permit Application | Building Permit Fee | \$60.00 | PM0010 | 12/19/2023 21:34 |
| BLD-23-132 | General Building Permit Application | Virginia Department of Housing Levy | \$4.00 | PM0010 | 12/19/2023 21:34 |
| BLD-23-132 | General Building Permit Application | Electrical Fees | \$80.00 | PM0010 | 12/19/2023 21:34 |
| BLD-23-132 | General Building Permit Application | Plumbing Fees | \$60.00 | PM0010 | 12/19/2023 21:34 |
| MEP-23-173 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$84.00 | PM0010 | 12/19/2023 18:46 |
| MEP-23-173 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.68 | PM0010 | 12/19/2023 18:46 |
| FENC-23-39 | Fence Permit Application | Virginia Department of Housing Levy | \$0.70 | PM0010 | 12/14/2023 19:32 |
| FENC-23-39 | Fence Permit Application | Building Permit Fee | \$35.00 | PM0010 | 12/14/2023 19:32 |
| MEP-23-171 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$40.00 | PM0010 | 12/7/2023 19:22 |
| MEP-23-171 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$35.00 | PM0010 | 12/7/2023 19:22 |
| MEP-23-171 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.50 | PM0010 | 12/7/2023 19:22 |
| MEP-23-170 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$70.00 | PM0010 | 12/7/2023 18:06 |
| MEP-23-170 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$1.40 | PM0010 | 12/7/2023 18:06 |
| MEP-23-169 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$112.00 | PM0010 | 12/6/2023 19:45 |
| MEP-23-169 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.24 | PM0010 | 12/6/2023 19:45 |
| MEP-23-168 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$120.00 | PM0010 | 12/6/2023 19:44 |
| MEP-23-168 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.40 | PM0010 | 12/6/2023 19:44 |
| MEP-23-167 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$35.00 | PM0010 | 12/4/2023 18:37 |
| MEP-23-167 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$0.70 | PM0010 | 12/4/2023 18:37 |
| BDAS-23-51 | Accessory Structure Application | Building Permit Fee | \$35.00 | PM0010 | 12/1/2023 19:59 |
| BDAS-23-51 | Accessory Structure Application | Virginia Department of Housing Levy | \$0.70 | PM0010 | 12/1/2023 19:59 |
| BLD-23-127 | General Building Permit Application | Building Permit Fee | \$136.00 | PM0010 | 12/1/2023 16:54 |
| BLD-23-127 | General Building Permit Application | Virginia Department of Housing Levy | \$6.40 | PM0010 | 12/1/2023 16:54 |
| BLD-23-127 | General Building Permit Application | Electrical Fees | \$100.00 | PM0010 | 12/1/2023 16:54 |
| BLD-23-127 | General Building Permit Application | Plumbing Fees | \$84.00 | PM0010 | 12/1/2023 16:54 |
| FENC-23-38 | Fence Permit Application | Virginia Department of Housing Levy | \$0.88 | PM0010 | 12/18/2023 19:22 |
| FENC-23-38 | Fence Permit Application | Building Permit Fee | \$44.00 | PM0010 | 12/18/2023 19:22 |
| BLD-23-126 | General Building Permit Application | Building Permit Fee | \$140.00 | PM0010 | 12/6/2023 18:04 |
| BLD-23-126 | General Building Permit Application | Virginia Department of Housing Levy | \$5.20 | PM0010 | 12/6/2023 18:04 |
| BLD-23-126 | General Building Permit Application | Electrical Fees | \$40.00 | PM0010 | 12/6/2023 18:04 |
| BLD-23-126 | General Building Permit Application | Mechanical Fees | \$40.00 | PM0010 | 12/6/2023 18:04 |
| BLD-23-126 | General Building Permit Application | Plumbing Fees | \$40.00 | PM0010 | 12/6/2023 18:04 |
| BLD-23-125 | General Building Permit Application | Building Permit Fee | \$40.00 | PM0010 | 12/1/2023 16:23 |

| | | | | | |
|------------|---|-------------------------------------|----------|--------|------------------|
| BLD-23-125 | General Building Permit Application | Virginia Department of Housing Levy | \$3.30 | PM0010 | 12/1/2023 16:23 |
| BLD-23-125 | General Building Permit Application | Electrical Fees | \$40.00 | PM0010 | 12/1/2023 16:23 |
| BLD-23-125 | General Building Permit Application | Mechanical Fees | \$50.00 | PM0010 | 12/1/2023 16:23 |
| BLD-23-125 | General Building Permit Application | Plumbing Fees | \$35.00 | PM0010 | 12/1/2023 16:23 |
| BLD-23-124 | General Building Permit Application | Building Permit Fee | \$40.00 | PM0010 | 12/11/2023 18:19 |
| BLD-23-124 | General Building Permit Application | Virginia Department of Housing Levy | \$2.56 | PM0010 | 12/11/2023 18:19 |
| BLD-23-124 | General Building Permit Application | Electrical Fees | \$88.00 | PM0010 | 12/11/2023 18:19 |
| MEP-23-151 | Mechanical, Electrical & Plumbing (MEP) Application | Mechanical Fees | \$100.00 | PM0010 | 12/28/2023 20:08 |
| MEP-23-151 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$2.00 | PM0010 | 12/28/2023 20:08 |
| MEP-23-142 | Mechanical, Electrical & Plumbing (MEP) Application | Electrical Fees | \$212.00 | PM0010 | 12/22/2023 14:11 |
| MEP-23-142 | Mechanical, Electrical & Plumbing (MEP) Application | Virginia Department of Housing Levy | \$4.24 | PM0010 | 12/22/2023 14:11 |
| | | | | | |
| | | | 55.98 | | |
| | | | 2799.00 | | |
| | | | 2854.98 | | |

Town of Wytheville

January 2024

| Sun | Mon | Tue | Wed | Thu | Fri | Sat | |
|---|---|---|-----------|--|--|-----------|-----------|
| All meetings are held in the Municipal Building unless otherwise noted. | 1 HOLIDAY - TOWN OFFICES CLOSED | 2 | 3 | 4 | 5 | 6 | |
| | 7 | 8 4:00 PM - Council Work Session 5:00 PM - Town Council Meeting | 9 | 10 5:30 PM - Recreation Commission (Recreation Center) | 11 6:00 PM - Planning Commission | 12 | 13 |
| | 14 | 15 HOLIDAY - TOWN OFFICES CLOSED 5:30 PM - DTW (DTW Office) | 16 | 17 12:00 PM - Housing Authority (HA Office) | 18 10:00 AM — NRRWA (NRRWA Plant) 6:00 PM—District III (Marion Office) | 19 | 20 |
| | 21 | 22 4:00 PM - Council Work Session 5:00 PM - Town Council Meeting | 23 | 24 | 25 10:00 AM — Homestead Museum Advisory Board (Jackson Property) 3:00 PM - JIDA | 26 | 27 |
| | 28 | 29 | 30 | 31 | CALENDAR SUBJECT TO CHANGE | | |