



# AGENDA

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JANUARY 22, 2024 AT 5:00 PM  
MUNICIPAL BUILDING - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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1. **INVOCATION** - COUNCILWOMAN CANDICE N. JOHNSON
2. **CALL TO ORDER** - MAYOR BETH A. TAYLOR
3. **ESTABLISHMENT OF QUORUM** - MAYOR BETH A. TAYLOR
4. **PLEDGE OF ALLEGIANCE** - COUNCILMAN GARY L. GILLMAN
5. **APPROVAL OF AGENDA (requires motion and roll call vote)**
6. **6:00 P.M. RECESS (if necessary)**
7. **CONSENT AGENDA**
  - A.** Minutes of the Council Work Session and regular meeting of January 8, 2024 **(requires motion and vote)**
8. **CITIZENS' PERIOD**
9. **PRESENTATIONS TO TOWN COUNCIL**
  - A.** Presentation by Fire Chief Chris Slep regarding the 2023 Wytheville Fire and Rescue Department's Annual Report
10. **PUBLIC HEARINGS, REQUESTS, RESOLUTIONS, COUNCIL DECISIONS**
  - A.** **Consider amending and reenacting Ordinance No. 1428 to include two properties in the Housing Rehabilitation Zone**
    1. Staff Report/Presentation by Assistant Town Manager Elaine Holeyton
    2. Consideration by the Town Council to adopt the ordinance on first and final reading **(requires motion and roll call vote)**
  - B.** **Consider the reappointment of Mr. Michael Melton to the Wall of Honor Committee (term expires February 1, 2024)**
    1. Staff Report/Presentation by Town Manager Brian Freeman
    2. Consideration by the Town Council to reappoint Mr. Michael Melton to the Wall of Honor Committee for a four-year term (new term expires February 1, 2028) **(requires motion and vote)**

**C. Consider the reappointment of Ms. Maelene Watson to the Wall of Honor Committee (term expires February 1, 2024)**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to reappoint Ms. Maelene Watson to the Wall of Honor Committee for a four-year term (new term expires February 1, 2028) **(requires motion and vote)**

**D. Consider an appointment to the Wytheville Building Code Appeals Board to appoint a new alternate member to the Board**

1. Staff Report/Presentation by Town Manager Brian Freeman
2. Consideration by the Town Council to appoint a new alternate member to the Wytheville Building Code Appeals Board (new term expires July 26, 2028) **(requires motion and vote)**

**E. Consideration of appointments to the Budget and Finance Committee and the Public Works Committee (requires motion and vote)**

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

**12. REPORTS**

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

**B. Upcoming Meetings - CHIEF DEPUTY CLERK BRANDI JONES**

**13. OTHER BUSINESS**

**A. Council Member Time**

**B. Miscellaneous**

(1) Council Committee Reports; (2) February 2024 Council Meeting Calendar; (3) Other

**14. CLOSED MEETING**

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

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

**15. ADJOURNMENT**

**7-A**



**MINUTES**  
**TOWN COUNCIL WORK SESSION**  
**MONDAY, JANUARY 08, 2024 AT 4:00 PM**  
**COUNCIL CONFERENCE ROOM, 150 EAST MONROE STREET**  
**WYTHEVILLE, VA 24382**

**1. UNAPPROVED MINUTES**

**A. Persons Present:**

- Beth A. Taylor - Mayor
- Cathy D. Pattison - Vice-Mayor
- Holly E. Atkins - Council Member
- Gary L. Gillman - Council Member
- Candice N. Johnson - Council Member
- T. Brian Freeman - Town Manager
- Elaine R. HOLETON - Assistant Town Manager
- Brandi N. Jones - Chief Deputy Clerk
- Paul Cassell - Interim Town Attorney
- Donald Repass
- Brady Parks
- Wendy Welch
- Christopher Rodgers
- Mike Carrico

**Persons Absent:**

None

**2. ITEMS TO BE DISCUSSED**

**A. Approval of Agenda**

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

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

**B. Meet and Greet Sessions**

**Mr. Brady Parks - Wytheville Recreation Commission**



Mr. Brady Parks attended the meeting to hold a Meet and Greet Session with the Committee to be considered for appointment to the Wytheville Recreation Commission. Town Manager Freeman proceeded to ask Mr. Parks a series of questions regarding his personal interests in serving on the Recreation Commission. Mr. Parks advised that he is interested in designing, developing, promoting and executing recreational opportunities and programs in the area. He noted that his past work experiences focused on community efforts, and he feels that this experience will help him serve on the Recreation Commission. Discussion continued regarding Mr. Parks' background and his interest in serving on the Wytheville Recreation Commission. The Committee thanked Mr. Parks for meeting with them.

**Mr. Chris Rodgers - Wytheville Recreation Commission**

Mr. Chris Rodgers attended the meeting to hold a Meet and Greet Session with the Committee to be considered for appointment to the Wytheville Recreation Commission. Town Manager Freeman proceeded to ask him a series of questions regarding his personal interests in serving on the Recreation Commission. Mr. Rodgers stated that he volunteered at the Bolling Wilson Hotel, and that he enjoys teaching large groups of tourists and kids when they come in. He noted that serving on the Recreation Commission will help him expand on that background. Discussion continued regarding Mr. Rodgers' background and his interest in serving on the Wytheville Recreation Commission. The Committee thanked Mr. Rodgers for meeting with them.

**Dr. Wendy Welch - Wytheville Economic Development Authority (WEDA)**

Dr. Wendy Welch attended the meeting to hold a Meet and Greet Session with the Committee to be considered for appointment to the Wytheville Economic Development Authority (WEDA). Town Manager Freeman proceeded to ask her a series of questions regarding her personal interests in serving on the WEDA. Dr. Welch stated that, in the past, she has worked a lot with Economic Development Authorities because she used to be involved in non-profit work. She advised that she feels as if her background will help her serve on the WEDA. Discussion continued regarding Dr. Welch's background and her interest in serving on the WEDA. The Committee thanked Dr. Welch for meeting with them.

**Mr. Donald Repass - Wytheville Building Code Appeals Board**

Mr. Donald Repass attended the meeting to hold a Meet and Greet Session with the Committee to be considered for appointment to the Wytheville Building Code Appeals Board. Town Manager Freeman proceeded to ask him a series of questions regarding his personal interests in serving on the Building Code Appeals Board. Mr. Repass stated that he has lived in the area for many years, and that he owns a contracting and plumbing business that has been in business for 35 years. He advised that he serves on the Wythe County Building Code Appeals Board, and that serving on these Boards consists of knowledge regarding the Building Code. Discussion continued regarding Mr. Repass' background and his interest in serving on the Wytheville Building Code Appeals Board. The Committee thanked Mr. Repass for meeting with them.

**Mr. Mike Carrico - Wytheville Building Code Appeals Board**

Mr. Mike Carrico attended the meeting to hold a Meet and Greet Session with the Committee to be considered for appointment to the Wytheville Building Code Appeals Board. Town Manager Freeman proceeded to ask him a series of questions regarding his personal interests in serving on the Building Code Appeals Board. Mr. Carrico stated that he has always worked in construction, and that he feels as if his experience in construction will help him serve on this Board. Discussion continued regarding Mr. Carrico's background and interest in serving on the Wytheville Building Code Appeals Board. The Committee thanked Mr. Carrico for meeting with them.

**Recess**

It was the consensus of the Council to recess the Work Session. (4:40 p.m.)

It was the consensus of the Council to reconvene the Work Session. (4:49 p.m.)

**3. ADJOURNMENT**

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

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T. Brian Freeman, Town Manager

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Brandi N. Jones, Chief Deputy Clerk



# MINUTES

## WYTHEVILLE TOWN COUNCIL MEETING

MONDAY, JANUARY 08, 2024 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, Building Official Tim Spraker, Building Permit Technician Jason Hamm, Police Chief Joel Hash, Corporal Todd Matthews, Police Officer David Newman, Jim Cohen, Robert Suthers, Bonnie Agnew

### 2. RE: CALL TO ORDER

Mayor Taylor called the meeting to order.

### 3. RE: ESTABLISHMENT OF QUORUM

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

### 4. RE: PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilwoman Candice Johnson.

### 5. RE: APPROVAL OF AGENDA

Mayor Taylor advised that the next agenda item is the Approval of Agenda. Councilwoman Johnson inquired if the agenda could be amended to include a Closed Meeting pursuant to Section 2.2-3711 (A.) (8.) Consultation with legal counsel for legal advice. Mayor Taylor inquired if there was a motion to approve the agenda, as amended. A motion was made by Councilman Gillman and seconded by Councilwoman Johnson to amend the agenda to include an additional item in a Closed Meeting pursuant to Virginia Code Section 2.2-3711 (A.) (8.) Consultation with legal counsel for legal advice. 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 regular Town Council meeting of Monday, December 11, 2023. She inquired if there was a motion to approve the minutes of the regular Town Council meeting of Monday, December 11, 2023, as presented.

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

**8. RE: CITIZENS' PERIOD**

Mayor Taylor advised that the next agenda item is Citizens' Period. She stated that there is one citizen listed on the sign-in sheet who would like to address the Council during Citizens Period. Mayor Taylor inquired if Mr. Robert Suthers would come to the podium and state his name and address for the recording of the minutes.

Mr. Robert Suthers was recognized and stated that he resides at 990 South 14th Street. Mr. Suthers expressed his concerns regarding the 20th Street Bridge. Discussion was held regarding the history, construction and current state of the 20th Street Bridge, along with the current accessibility of the area since the closure. Mr. Suthers then read a statement from his neighbors, Ms. Katie and Kathy Melton, regarding their concerns on the 20th Street Bridge closure. He thanked the Council for allowing him to speak. Mayor Taylor thanked Mr. Suthers for his comments. Councilwoman Atkins inquired if rumble strips and/or blinking lights could temporarily be installed at the intersection of Railroad Avenue and U.S. Route 21. Town Manager Freeman stated that he would look into this option. Mayor Taylor inquired if anyone else wished to address the Council during Citizens' Period. There being none, she proceeded with the agenda.

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

**A. RE: ORDINANCE NO 1429 - BUILDING REGULATIONS**

Mayor Taylor advised that the next agenda item is to consider 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. She stated that Building Official Tim Spraker would now discuss this ordinance with the Council.

Building Official Spraker briefly reviewed Ordinance No. 1429, and the changes that have been made, with the Council. He inquired if there were any questions from the Council that he could answer. Councilwoman Atkins inquired if there was a specific reason that Building Official Spraker chose five-year terms for members to serve on the Building Code Appeals Board. Building Official Spraker stated that there was not a specific reason for that time frame, however, the State Code does not stipulate how long the terms members can serve on the Building Code Appeals Board.

Councilwoman Johnson stated that she would like to thank Building Official Spraker for the Building Code training he recently put together. Mayor Taylor inquired if there was a motion to approve 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. 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: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson.

**B. RE: RESOLUTION - FAIR HOUSING**

Mayor Taylor advised that the next agenda item is to consider adopting a resolution endorsing the concept of Fair Housing. She stated that Town Manager Freeman would now discuss this resolution with the Council.

Town Manager Freeman stated that, each year, the Town adopts a resolution that endorses the concept of providing Fair Housing. He noted that by adopting this resolution, the Town, as a recipient of State and Federal Funding, provides certain assurances to the State and Federal governments that it is complying with various facets of the law. He advised that one of the assurances that the Town must provide is that it endorses the concept of Fair Housing and calls upon the citizens of Wytheville, along with those in banking and housing industries, to join and work together in the observance of free and equal housing treatment for all. Councilwoman Johnson inquired regarding what procedure is in place to ensure that these entities are being fair. Town Manager Freeman stated that he is not sure if that oversight is in the Town's purview. He noted that this resolution tells the State and Federal government that the Town and the community support Fair Housing. A brief discussion ensued regarding the enforcement of Fair Housing for all people in the Town. Mayor Taylor inquired if there was a motion to adopt a resolution endorsing the concept of Fair Housing. Motion made by Vice-Mayor Pattison, Seconded by Councilman Gillman. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**C. RE: WYTHEVILLE RECREATION COMMISSION - APPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Recreation Commission to fill the expired term of Mr. Michael Mitchell (term expired December 31, 2023). She stated that this appointment will be for a for a three-year term and that the term expires December 31, 2026.

A motion was made by Vice-Mayor Pattison and seconded by Councilman Gillman to appoint Mr. Brady Parks to the Wytheville Recreation Commission for a three-year term (new term expires December 31, 2026). 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 ECONOMIC DEVELOPMENT AUTHORITY - APPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider an appointment to the Wytheville Economic Development Authority to fill the expired term of Ms. Linda Nye (term expired December 12, 2023). She stated that this appointment will be for a four-year term and that the term expires December 12, 2027. Mayor Taylor inquired if there was a motion to appoint Dr. Wendy Welch to the Wytheville Economic Development Authority for a four-year term (new term expires December 12, 2027).

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

**E. RE: WYTHEVILLE BUILDING CODE APPEALS BOARD - APPOINTMENTS**

Mayor Taylor advised that the next agenda item is to 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.

A motion was made by Councilwoman Johnson and seconded by Councilwoman Atkins to appoint Mr. Donald Repass 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 Mr. Mike Carrico as the alternate member to the Board for a five-year term (new term expires July 26, 2028). Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**F. RE: DISTRICT III GOVERNMENTAL COOPERATIVE - REAPPOINTMENT**

Mayor Taylor advised that the next agenda item is to consider the request of District Three Governmental Cooperative to reappoint Councilwoman Holly Atkins and alternate Councilman Gary Gillman to the District Three Board of Commissioners for a one-year term (terms expired December 31, 2023).

A motion was made by Councilwoman Johnson and seconded by Vice-Mayor Pattison to reappoint Councilwoman Holly Atkins to the District Three Board of Commissioners and Councilman Gary Gillman as an alternate member for a one-year term (new terms expire December 31, 2024). 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: WYTHEVILLE REHABILITATION ZONE SELECTION COMMITTEE - APPOINTMENTS**

Mayor Taylor advised that the next agenda item is to 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). She noted that Assistant Town Manager Holeton will discuss these appointments further with the Council.

Assistant Town Manager Holeton advised that the Rehabilitation Zone Program that the Town Council adopted requires that a Town Selection Committee be selected to prescreen the applications for the Council and then make the recommendations to the Council regarding what properties should be selected for that zone. She advised that this Committee will consist of a member from the Planning Commission, the Wytheville Economic Development Authority (WEDA), the Town Council and two (2) Staff members. A motion was made by Councilman Gillman and seconded by Vice-Mayor Pattison to appoint Wytheville Planning Commission member Mr. Keith Jones (term expires March 2, 2027) and to appoint WEDA member Ms. Kathleen Laster (term expires December 12, 2024) to the Town Rehabilitation Zone Selection Committee. Mayor Taylor inquired if there was any discussion on the motion. There being none, the motion was approved with the following voting in favor and there being no opposition: Voting Yea: Mayor Taylor, Vice-Mayor Pattison, Councilwoman Atkins, Councilman Gillman, Councilwoman Johnson.

**10. RE: REPORTS**

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

Town Manager Freeman presented his Staff Report, as follows:

**SHRED DAY EVENT:** Truliant Federal Credit Union in conjunction with the Wytheville-Wythe-Bland Chamber of Commerce, would like to have their next Shred Day event on Saturday, March 9, 2024, from 9:00 a.m. to 12:00 p.m. This event has been going on for quite some time and participation is typically quite high. This does not require Council action, but we wanted to make you aware of it in case you had any questions.

**TREASURER'S OFFICE CLOSING:** The Treasurer's Office will be closed from 12:00 p.m. to 5:00 p.m. on Wednesday, January 10, 2024, as part of the migration of the financial software from BAI to Edmunds Gov Tech. Edmunds staff will be inside our system for a scheduled "data pull," and we will not be in it at the same time, therefore, we will be unable to process any transactions during that timeframe.

**STREET CLOSURE:** Residents of the Town of Wytheville may have noticed the recent work on Tazewell Street. We are pleased to announce that Heritage Walk Phase III Sidewalk Construction Project is well underway and ahead of schedule. In addition to sidewalk construction, the project will construct new curb and gutter, along with drainage improvements along the Tazewell Street Corridor. The contractor is Jones Road and Bridge who will be working in this area until the project is complete.

Citizens are advised that the small section of Tazewell Street, in the vicinity of the Visitors Center, will be closed to thru traffic from Tuesday, January 9, 2024, until further notice. We expect that the closure will last for two (2) weeks but will be

dependent on the weather. We ask that travelers please try to use alternate routes during this time.

A detour route will be marked using portions of East Ridge Road, Third Street and Valley Street. Traffic missing the initial route detour sign will have the availability to utilize the Visitors Center parking lot to turn around and proceed back to the provided detour route.

Anyone with questions or concerns is welcome to contact the Town at (276) 223-3434.

**SNOW REMOVAL PROCESS:** Our Public Works Director was recently on the radio with the "Talk of the Town" segment and did an excellent job of explaining what the snow removal process for the Town of Wytheville is, so, I thought it would be beneficial to share that information, again, for the benefit of the Council and other audiences that this may reach.

The Town of Wytheville maintains over 180 miles of streets within town limits, making snow removal a big job for our Public Works Department when Mother Nature leaves a blanket of white stuff on our community.

The Town of Wytheville gives priority and emphasis to clearing the main arterial streets first and then the collector and local streets. The Town has an emergency snow route that must be prioritized in case Interstates 77 or 81 are closed due to poor road conditions or accidents. Parking spaces in the downtown area are cleared as soon as possible and access roads to school parking lots are cleared to allow early dismissal.

During snowstorms, the Public Works Department works twenty-four (24) hours a day to keep the main arteries clear within the corporate limits. Lesser connector roads are cleared after the main arteries are sufficiently maintained.

Here are some steps taken during the winter season to make sure snow removal is a priority and the process goes as smooth as possible:

1. Snow forecasts are monitored to determine the anticipated extent of the storm and expected temperatures.
2. Personnel is notified of anticipated shift times. All employees of the Public Works Department are available twenty-four (24) hours a day for snow removal.
3. Anti-icing product is applied to arterial roadways when temperatures are appropriate to minimize bonding of snow to pavement.
4. Snow removal equipment and personnel are deployed when snow starts falling.
5. Prioritization criteria is used on snow routes with arterial roadways being addressed first, followed by collector roadways and residential streets.
6. Abrasive materials are applied to roadways when required to provide traction. Curves, hills and intersections, normally, receive a salt and pea gravel mixture.



7. Roadways are widened to completely remove snow from driving surfaces. Several passes are sometimes necessary to completely remove snow.

8. Ice removal and clean-up operations can take several days to complete.

These procedures must be followed for each snowstorm that occurs in order to provide the safest roadways possible. When the crews reach neighborhood streets, if the amount of snow warrants, it may be necessary for there to be two plowings of a street to get it properly cleared. Citizens are encouraged to, if possible, wait until after the second plowing before digging out of their driveways. Property owners are encouraged to park off the street, if possible, during inclement weather, to avoid the frustration of being "plowed in". Our Public Works Department works around the clock after a snowstorm to clear roadways. We appreciate their hard work to make our streets safe to travel on. We also appreciate our citizens' patience as Public Works crews do their jobs.

**B. RE: UPCOMING MEETINGS**

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

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., in the Council Chambers of the Municipal Building.
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, 2024, 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., in the Council Chambers of the Municipal Building.

**11. RE: OTHER BUSINESS**

**A. RE: REVIEW OF VACANCIES/UPCOMING VACANCIES ON TOWN COMMITTEES/BOARDS**

Mayor Taylor advised that the next agenda item is the review of the vacancies/upcoming vacancies on Town Committees/Boards. Chief Deputy Clerk Jones stated that the Council has a listing of all the upcoming vacancies through the end of 2024. She then reviewed the list of vacancies with the Council.

**B. RE: COUNCIL MEMBER TIME**

Mayor Taylor advised that the next agenda item is Council Member Time. She inquired if Councilwoman Johnson had anything to discuss during Council Member Time. Councilwoman Johnson stated that she has received complaints regarding speeding on Mountain View Drive. Councilwoman Johnson commented that she was not sure what kind of measures can be taken, however, the Town needs to respond to these citizens who have speeding complaints. Town Manager Freeman stated that he has spoken with Police Chief Hash regarding this matter. He advised that Lieutenants have assigned Police Officers to Mountain View Drive to patrol the area. Town Manager Freeman noted that he spoke with a gentleman who lives on Mountain View Drive who had speeding complaints, and he noted that the gentleman is requesting Stop signs for the area. He explained to the Council why Stop signs should not be used as speed control devices, and he noted the use of other traffic calming measures for this area.

Councilwoman Atkins stated that she did not necessarily agree that Stop signs should not be used. She noted that there have been several Stop signs installed around town. Councilwoman Atkins commented, for example, there was recently a Stop sign installed on Fisher Road. Town Manager Freeman explained that the Stop sign installed at the intersection of Fisher Road and East Pine Street is to help drivers make a left-hand turn. He commented that Stop signs are used to control traffic movements within an intersection. A brief discussion continued regarding the appropriate uses for Stop signs. Town Manager Freeman explained that the Town needs to be careful about using traffic control devices for uses for which they are not intended. He stated that it is a liability issue. Councilwoman Atkins stated that she does not want the Stop sign to be installed for speeding purposes, but for safety purposes because there are a lot of people who walk on Mountain View Drive. She continued to express her concerns regarding the installation of a Stop sign on Mountain View Drive. Discussion continued regarding installing a Stop sign on Mountain View Drive. Town Manager Freeman stated that he would have Staff install the Stop sign at the intersection of Mountain View Drive and 13th Street.

Mr. Robert Suthers was recognized and stated that his neighbor Ms. Katie Melton had inquired about the Town installing a Stop sign on South 20th Street going north at the intersection near the Bridge. Discussion was held regarding how requests can be made to install Stop signs in town. Town Manager Freeman thanked Mr. Suthers for his comment.

Councilwoman Johnson stated that she had spoken with Assistant Town Manager Holeton regarding employee recognition on the home page of the Town's website, and she inquired how that is progressing. Assistant Town Manager Holeton advised that she has had multiple conversations with Director of Public Information/Tourism Rosa Jude regarding this matter, and that she believes the employee recognition will

start in January. Assistant Town Manager Holeyton noted that she will be meeting with Director Jude this week with the January employee recognition group.

Mayor Taylor inquired if Councilwoman Atkins had anything to discuss during Council Member Time. Councilwoman Atkins stated that she would like to follow up on the clutter problem on Lexington Street that she addressed at the last meeting. Interim Town Attorney Cassell stated that this issue had been reverted to him by Town Staff and that he is working on this matter.

Councilwoman Atkins inquired about the heat in the Public Works snow removal vehicles. Town Manager Freeman stated that, to his knowledge, all the heat in those vehicles works.

Councilwoman Atkins inquired about installing educational televisions for employees. Town Manager Freeman stated that there are a number of challenges when it comes to installing the televisions. He noted that someone would have to put together materials specifically to display on the televisions. Councilwoman Atkins explained that she would only like to have the Employee Newsletter displayed. Assistant Town Manager Holeyton noted that once the Town transitions to its new software, every employee will have their own portal where the information can be conveyed to them. Councilwoman Atkins stated that she has asked for this for a couple of years, and that she wants this displayed for the employees who may not have access to this type of information. Discussion was held regarding the ability to place educational televisions in different places within each department. Town Manager Freeman advised that Staff will come up with a solution to this matter.

Mayor Taylor inquired if Vice-Mayor Pattison had anything to discuss during Council Member Time. Vice-Mayor Pattison stated that she was going to discuss the 20th Street Bridge during this time, and that previous discussion has given her some additional thoughts. She noted that the timeframe of the closure is critical, and the previous contracts that were signed in the early 1900's need some additional research. Vice-Mayor Pattison commented that she appreciated Mr. Suthers comments and the comments he shared from his neighbors, too. Councilwoman Johnson and Vice-Mayor Pattison stated that they stand with Mr. Suthers and the rest of the Town citizens regarding the 20th Street Bridge closure and alternate routes.

Mayor Taylor inquired if Councilman Gillman had anything to discuss during Council Member Time. Councilman Gillman noted that he has received a complaint about four-wheelers being parked around Wythe Produce near Hilltop Cycle that has a trailer attached to it and is full of wood. Town Manager Freeman stated that he would check on this matter.

Mayor Taylor advised that the local auto repair shops are starting to accumulate vehicles that are sitting around the lots. She noted that inoperative vehicles are starting to become a problem again, and that she would like for the Police Department to monitor this. Town Manager Freeman stated that he would look into these issues.

Councilwoman Johnson inquired if all the road maintenance vehicles that are used for snow removal could be checked to see if the heat works. Town Manager Freeman

stated that he will double check on this matter. She advised that she was going to do some research to see if there could be some grant money available to replace some of the vehicles that are old.

**12. RE: CLOSED MEETING**

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 for legal advice. She inquired if there was a motion to go into a closed meeting.

Motion made by Councilman Gillman, Seconded by Councilwoman Atkins. Mayor Taylor inquired if there was any discussion 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. (6:32 p.m.)

**RE: CERTIFICATION OF CLOSED MEETING**

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 for legal advice 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 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 results, by roll call vote: Voting Yea: Councilman Gillman, Vice-Mayor Pattison, Mayor Taylor, Councilwoman Atkins, Councilwoman Johnson. (7:29 p.m.)

**13. RE: ADJOURNMENT**

There being no further business to be discussed a motion was made, seconded and carried to adjourn the meeting. (7:31 p.m.)

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

\_\_\_\_\_  
Brandi N. Jones, Chief Deputy Clerk

**9-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Fire and Rescue Department's 2023 Annual Report Presentation

**SUMMARY:**

Fire Chief Chris Slep will be attending the meeting to provide a brief presentation to the Town Council regarding the Wytheville Fire and Rescue Department's 2023 Annual Report.

**Recommended Action**

No action needed.



# Wytheville Fire and Rescue Annual Report 2023

Chris Slemp  
Chief



## **Vision Statement**

It is the Vision of the Wytheville Fire and Rescue Department that those individuals who live, work, and visit Wytheville will enjoy a safe and secure environment while being able to maintain a high quality of life.

## **Mission Statement**

It is the mission of the Wytheville Fire and Rescue Department to improve the quality of life for the community by providing excellent emergency medical care, fire suppression and specialized rescue services, and community risk reduction strategies performed by highly trained, motivated, and dedicated professional first responders.

## **Our Values**

Excellent customer service, teamwork, professionalism, education and training, accountability, integrity, community spirit, and compassion





## 2023 Highlights

- New Chief in May of 2023.
- Several members completed higher EMS certification.
- Coordination between the State Fire Program, WFRD, and a local wrecker and recovery service has allowed us to become a location for annual heavy/tactical rescue courses.
- We received several small grants that allowed us to place computers in the fire engines.
- Updated equipment on both fire engines and ambulances.
- Grant from the Wythe/Bland Foundation allowed us to equip one ambulance with a bariatric load system.



## 2023 Highlights

- Updated the Town's Fire and EMS ordinances
- Conducted numerous public education and engagement events.
- EMS revenue recover continues to be excellent (>90%)
- Updated many of our standard operating policies and guidelines (still on going)
- Continue to be a “training ground” for many students from various EMS classes



## 2023 Call Volume

Total EMS Responses **3151**

*Town* 2486

*County* 665

*(\*approx. 1300 EMS calls were ALS care)*

Total Fire Responses **784**

*Town* 608

*County* 176



## Goals & Opportunities for 2024

- Continue to increase our Community Engagement
- Improve some equipment and replace SCBA that are aging out
- Improve training programs and offer more courses “in-house” and “on-shift”
- Continue to keep staffing at full levels
- Enhance our Community Risk Reduction initiatives
  - Improve fire inspection program
  - Seek new avenues to work with the community regarding fire prevention
  - Offer more classes geared to seniors and those individuals with disabilities



## Goals for 2024

- Hold an annual public safety dinner and awards banquet
- Explorer Honor Guard Detail



## Challenges Ahead

- Demand for Paramedics is at an all time high.
- Competition from surrounding jurisdictions that are now creating EMS systems and hiring staff.
- Career Development and Retention of Employees
- Training
- Cost of equipment and possible reduction of State EMS grants and funding.

**10-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Ordinance No. 1428 – Housing Rehabilitation Zone

**SUMMARY:**

Please find attached Ordinance No. 1428, Staff Reports for the Fairview Townhomes and the Monroe North Apartments and the Housing Rehabilitation Zone map. As the Council will recall, at the December 11, 2023, Town Council meeting, Ordinance No. 1428 was adopted establishing the Housing Rehabilitation Zone. At the meeting this evening, the Council will consider a recommendation from the Wytheville Housing Rehabilitation Zone Selection Committee that Ordinance No. 1428 be amended and reenacted to include two (2) properties in the Housing Rehabilitation Zone. Town Staff would recommend that the Council approve the ordinance to formally accept the two (2) properties in the zone as shown on the attached map. The ordinance is before the Town Council on first and final reading.

**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. 1428**

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the 22<sup>nd</sup> day of January, 2024, at 5:00 p.m.

Present:

Absent:

**ORDINANCE NO. 1428 IS HEREBY AMENDED AND REENACTED TO ADD THE FOLLOWING TWO PROPERTIES IN THE HOUSING REHABILITATION ZONE: A.) THE FAIRVIEW TOWNHOMES PROJECT LOCATED ON FAIRVIEW ROAD (TAX MAP PARCEL #25-11-2); AND, B.) THE APARTMENTS LOCATED AT 810 WEST MONROE STREET (TAX MAP PARCEL #41A-7-8-1 THROUGH TAX MAP PARCEL #41A-7-8-16) IN THE TOWN OF WYTHEVILLE, VIRGINIA**

**BE IT ORDAINED** by the Town Council of the Town of Wytheville, Virginia, that this ordinance hereby establishes a Housing Rehabilitation Zone in the Town of Wytheville, Virginia. The boundary of the Housing Rehabilitation Zone is established as indicated on the attached Housing Rehabilitation Zone Map with selected properties as noted: A.) The Fairview Townhomes Project located on Fairview Road (Tax Map Parcel #25-11-2); and, B.) The apartments located at 810 West Monroe Street (Tax Map Parcel #41A-7-8-1 through Tax Map Parcel #41A-7-8-16). The provisions and administration of the Housing Rehabilitation Zone are as provided in the attached regulations and shall be administered by the Town Manager or his/her designee. The Housing Rehabilitation Zone Map and the regulations may be amended by ordinance from time to time as deemed necessary by the Town Council.

**Fairview Townhomes**  
**Housing Rehabilitation Zone Candidate**  
**Town Council Meeting on 1/22/24**

**Selection Committee Recommendation:** The selection committee met on 1/16/24 and recommends to Town Council that Fairview Townhomes be included in the Housing Rehabilitation Zone. The development meets the guidelines for inclusion in the zone.

**Overview:** This project seeks to construct twelve (12) energy efficient, green certified townhome units. Each unit will have two bedrooms and 1.5 baths.

**Unit Threshold:** The project will construct twelve (12) units and will meet the three (3) unit minimum threshold for participation in the zone.

**Developer:** HOPE, Inc (Open Door). Housing Non-profit. Owner of the property.

**Investment:** This \$2.3 million dollar project has secured \$1.2 million dollars in grants to invest in affordable housing in Wytheville. Will either fund or finance the remainder of the project cost.

**Location:** TBD Fairview Rd. Tax Map #25-11-2. Direct road access and site access to public water and sewer.

**Zoning:** R3. Townhomes permitted in this zone district.

**Rental Rates:** Eight of the twelve units restricted to 80% AMI (less than \$1080 a month), four of the units will have a set-aside for critical needs tenants such as domestic abuse survivors, intellectual disabilities etc.... and offered for well under the 80% AMI threshold.

**Developer Experience:** HOPE currently manages sixty-seven (67) income-based units and has experience in the design and construction of affordable housing in the Town of Wytheville and in HOPE's larger service region. The Executive Director Jordan Stidham holds seven (7) years in housing management, grant management, and property development.

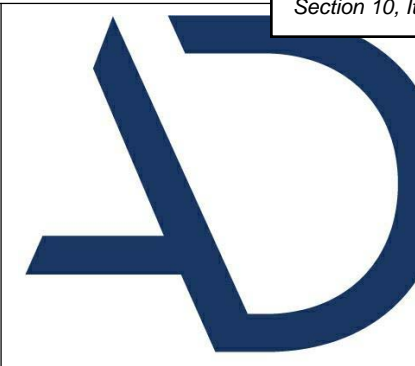
**Project Readiness:** Ready for construction. Town approved engineering and zoning site plan, environmental and geotechnical site design complete, building drawings complete, financing secured. Construction begin date projected for February 2024.

**Performance Agreement:** Draft performance agreement included in packet. Town will waive land development permit fees, entrance permit fees minus materials, sewer and water availability/connection fees minus materials and building permit fees. Developer will commit to offering the units for rent at or under 80% AMI threshold for ten (10) years.

**Projected Completion Date:** 06/30/2025

- Attachments:** Site Plan  
Building Drawings  
Draft Performance Agreement

**Submitted by:** Elaine R. Holeton, AICP

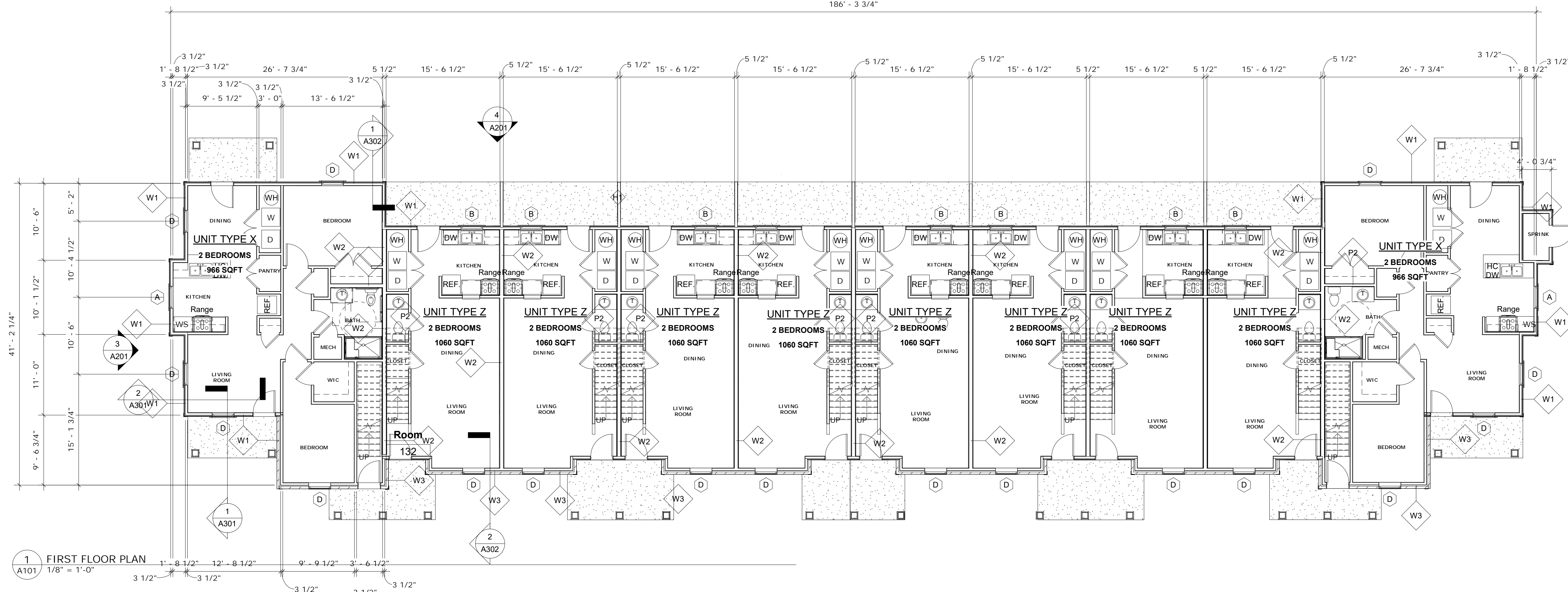


**ARNOLD  
DESIGN STUDIO**

930 Cambria Street NE  
Christiansburg, VA 24073  
Ph: 540.239.2671

FAIRVIEW TOWNHOMES  
FAIRVIEW RD  
WYTHEVILLE, VA

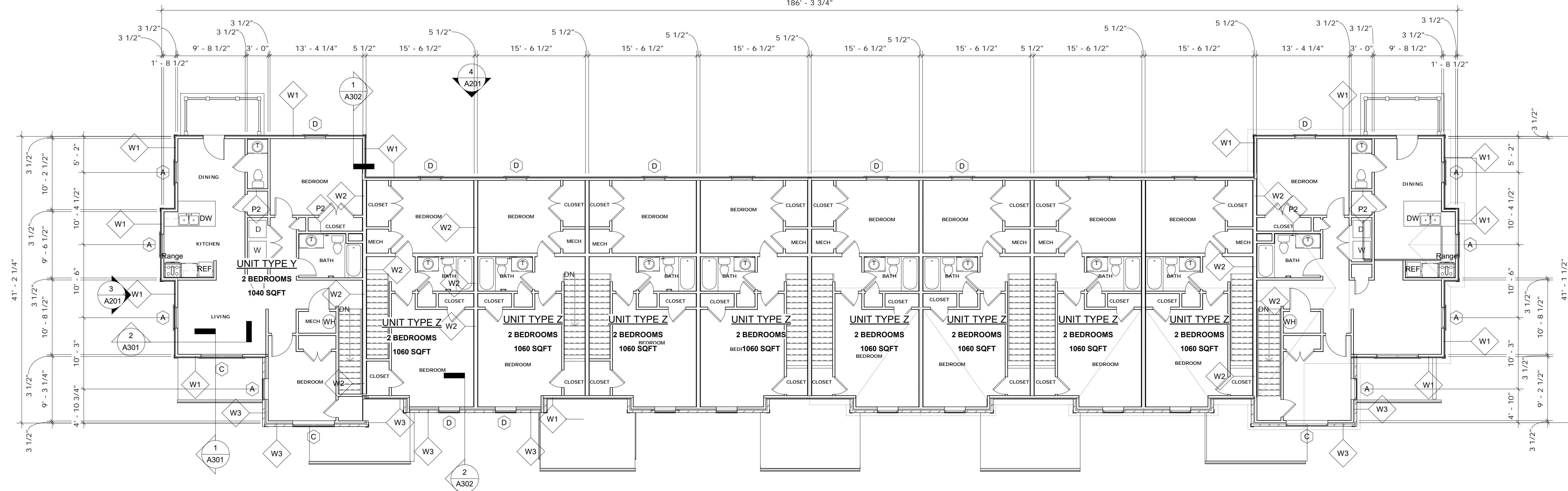
186' - 3 3/4"



**1 FIRST FLOOR PLAN**

A101 1/8" = 1'-0"

186' - 3 3/4"



**B SECOND FLOOR PLAN**

A101 1/8" = 1'-0"

REV	DATE	DESCRIPTION
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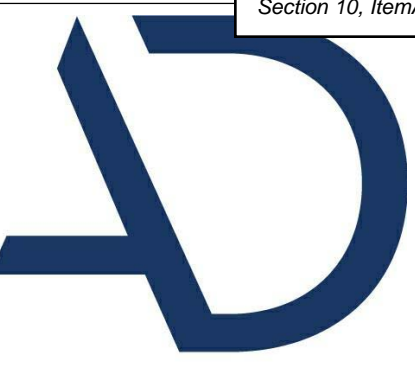
DESIGNED	THE STUDIO
DRAWN	THE STUDIO
CHECKED	CMA
APPROVED	CMA
DATE	12/23/2020
COMM#	2005

SHEET NAME

**FIRST AND  
SECOND FLOOR  
PLANS**

SHEET

**A101**



**ARNOLD  
DESIGN STUDIO**

930 Cambria Street NE  
Christiansburg, VA 24073  
Ph: 540.239.2671

FAIRVIEW TOWNHOMES

FAIRVIEW RD  
WYTHEVILLE, VA

REV	DATE	DESCRIPTION
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DESIGNED	THE STUDIO
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CHECKED	CMA
APPROVED	CMA
DATE	12/23/2020
COMM#	2005

SHEET NAME

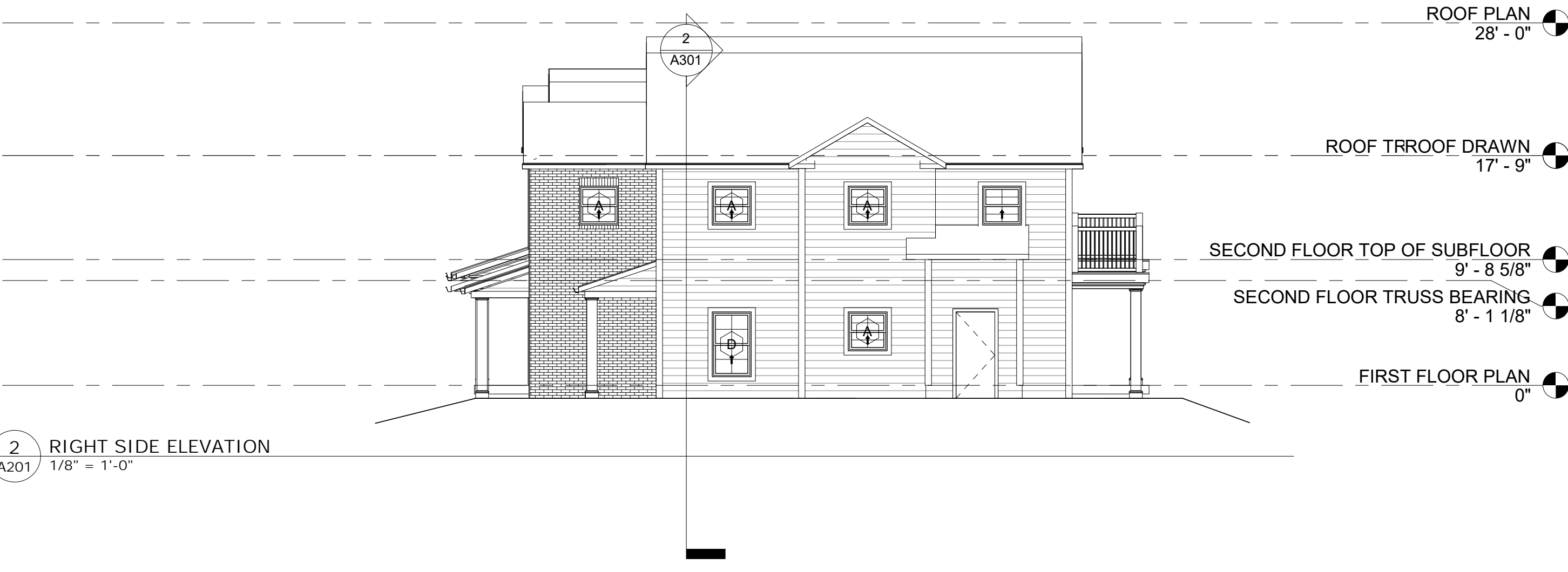
**EXTERIOR  
ELEVATIONS**

SHEET

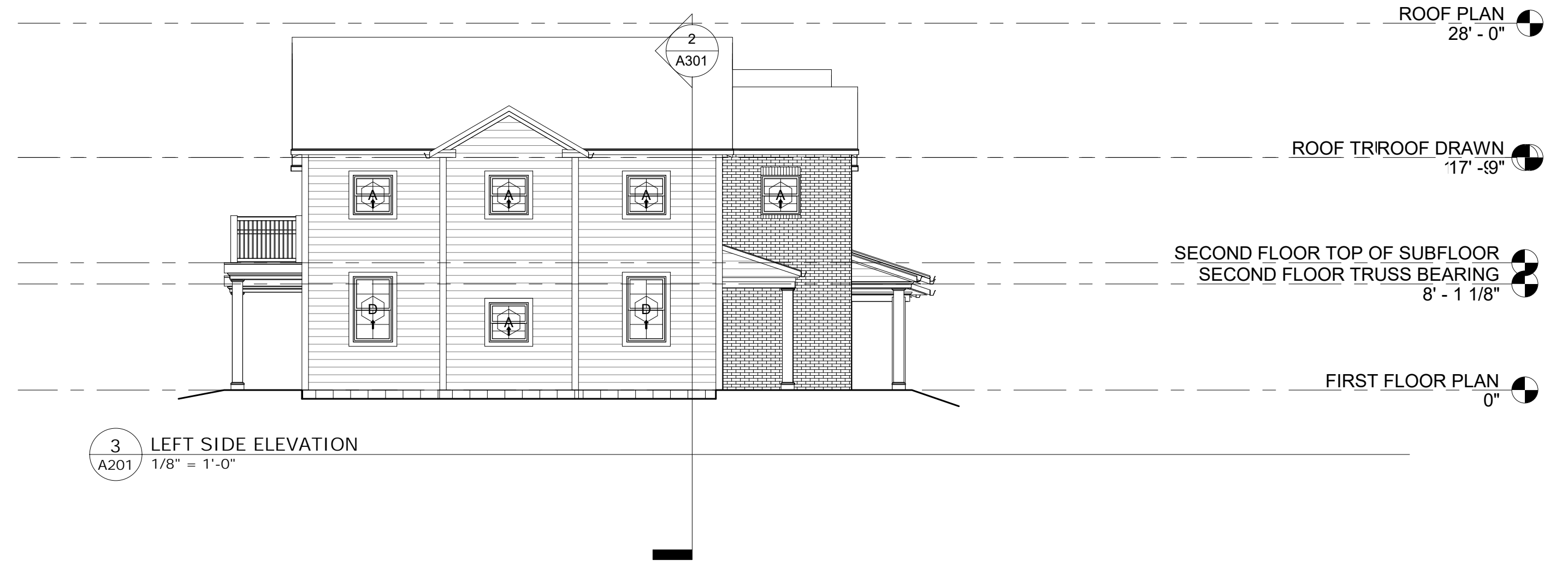
**A201**



**1 FRONT ELEVATION**  
A201 1/8" = 1'-0"



**2 RIGHT SIDE ELEVATION**  
A201 1/8" = 1'-0"

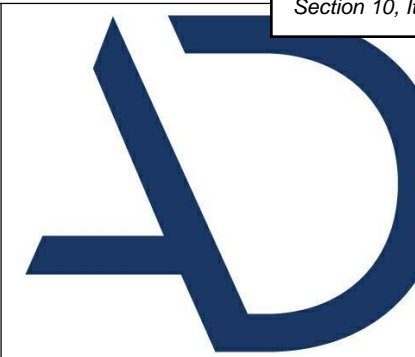


**3 LEFT SIDE ELEVATION**  
A201 1/8" = 1'-0"



**4 REAR ELEVATION**  
A201 1/8" = 1'-0"





**ARNOLD  
DESIGN STUDIO**

930 Cambria Street NE  
Christiansburg, VA 24073  
Ph: 540.239.2671

FAIRVIEW TOWNHOMES

FAIRVIEW RD  
WYTHEVILLE, VA

REV DATE DESCRIPTION

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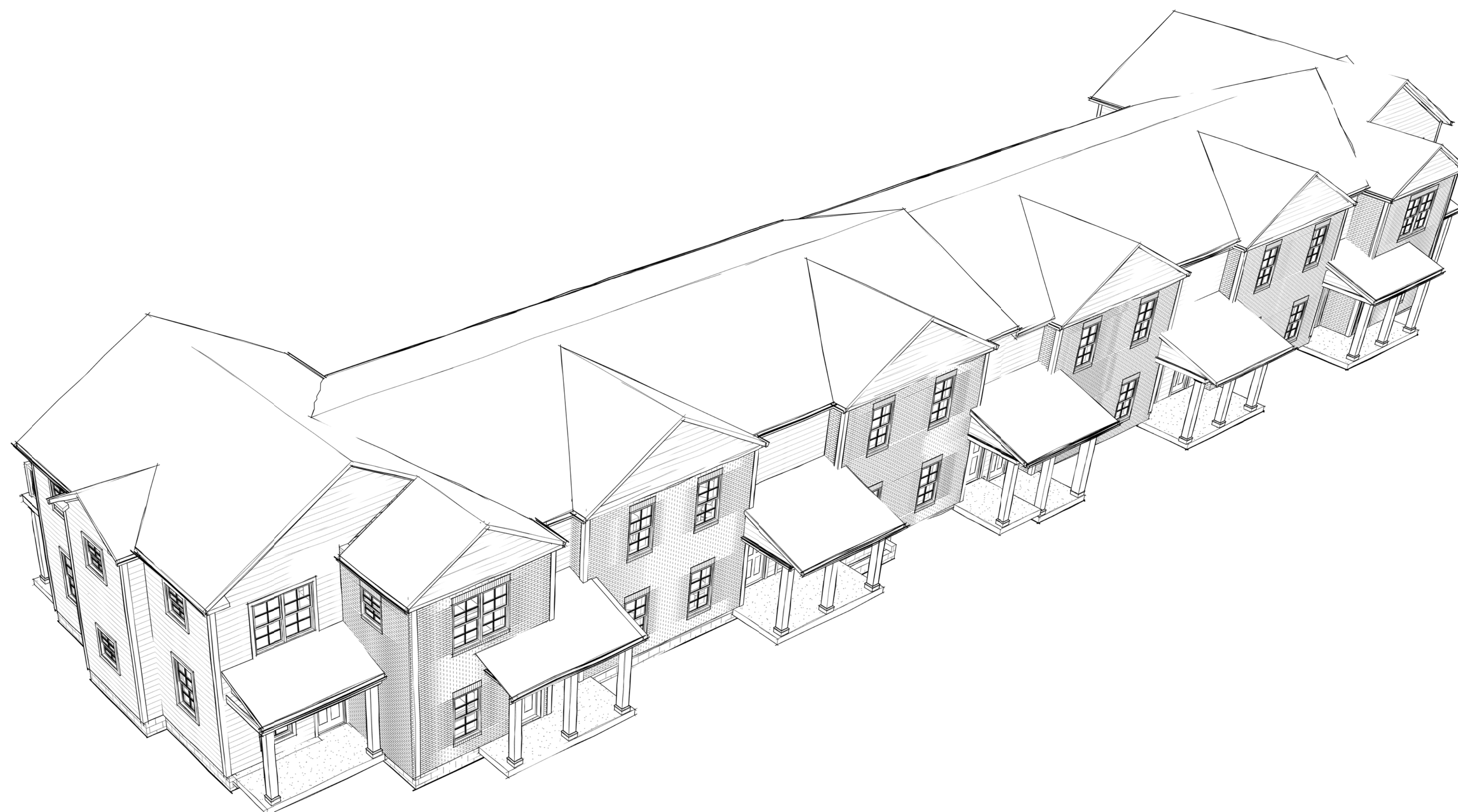
DESIGNED	THE STUDIO
DRAWN	THE STUDIO
CHECKED	CMA
APPROVED	CMA
DATE	12/23/2020
COMM#	2005

SHEET NAME

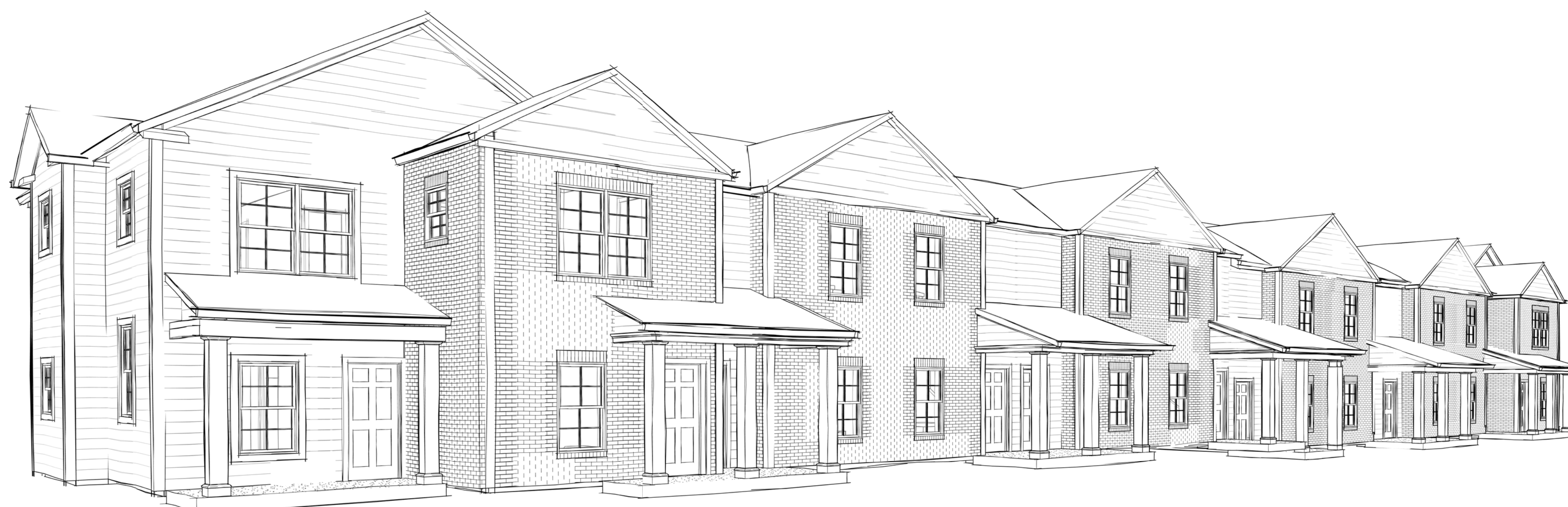
**PERSPECTIVE  
VIEWS**

SHEET

**PR101**



2 PERSPECTIVE VIEW FROM ABOVE  
PR101



3 PERSPECTIVE VIEW FROM GROUND LEVEL  
PR101





**FAIRVIEW TOWNHOMES**  
**HOUSING REHABILITATION ZONE PERFORMANCE AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, between **Helping Overcome Poverty’s Existence, known as HOPE Inc.** (the "Owner"), and the **TOWN OF WYTHEVILLE, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, (the "Town").

**WITNESSETH:**

**WHEREAS**, the Owner has ownership in fee simple of tax map parcel numbers, **#25-11-2** (the "Property"), located in the Town of Wytheville, Virginia, and described in those certain deeds and/or plats recorded in the Office of the Clerk of the Circuit Court of the County of Wythe, Virginia by Instrument **#(s) XXXXX** to which reference is made for a more particular description; and

**WHEREAS**, the Owner of the referenced property has applied for the Town Council’s consideration to be included in the Town of Wytheville Housing Rehabilitation Zone (the “zone”) for the project referenced as **Fairview Townhomes**; which is shown on the **attached site plan**; and

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

**WHEREAS**, the Owner is committed to the development of affordable housing units, and to the management of affordable housing. As it relates to this program, affordable housing and/or workforce housing shall be defined as the types of housing that meets the

“for sale” **and/or** “rental rate” threshold established by the Town of Wytheville Housing Rehabilitation Zone program; and

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

1. The Owner agrees that the benefits of participating in the Housing Rehabilitation Zone aligns with the development’s goals and vision of providing affordable housing for those citizens who desire to reside in the Town of Wytheville.
2. The Owner agrees to participate in the zone for ten (10) years from the date of acceptance into the zone, and upon acceptance agrees to be shown on the Housing Rehabilitation Zone Map for the Town of Wytheville.
3. The Owner agrees to design, construct, and install **twelve (12) townhome units**, with **each townhome unit composed of two (2) bedrooms and 1.5 baths**, as identified on the site plan. This commitment shall include any infrastructure which is required to connect the proposed units to public utilities for the purpose of the proposed housing units, and to install other related site development that meet the codes and ordinances of the Town of Wytheville
4. The Owner agrees to provide **the units for rent and has agreed that the rent for these units** shall not exceed the threshold of **\$1080.00** a month, for the first year of operation, which is projected to be at or around 2025.
5. The Owner agrees that from the date of zone designation **January 22, 2024** forward until the end of the ten-year term of **January 22, 2034**, which reflects the ten (10) years required for participation in the program, that the **rent threshold** shall not exceed 80% of the Median Income for Wythe County, as shown



on the Virginia Housing Program Income and Rents Limit Calculator, and as referenced in Appendix E. of the Town of Wytheville Housing Rehabilitation Zone Program Document.

6. The Owner agrees that, at the request of the Town, the Owner will provide supporting documentation that shows rental rate compliance with the program, for the ten-year life of the program. The Town shall reserve the right to require a measure of security and the right to enforce all its provisions until all requirements of the agreement are fully complied with.

7. The Owner agrees that participation in the zone does not relieve the owner of any responsibilities or requirements placed upon it by the various ordinances of the town applicable to the development of the Property. The Owner agrees that the development of the Property shall be done in strict conformity with such ordinances and requirements.

8. The Owner agrees that prior to any proposed transfer of property located in the zone, that the current owner shall give written notice to any successive landowners of the terms of this agreement for the rehabilitation zone designated properties and agrees to provide the contact information for the Town's designated administrator to ensure that future owners are aware of the requirements of Housing Rehabilitation Zone participation.

9. The Owner agrees that they shall faithfully comply with each and all requirements of this Agreement and shall indemnify and save harmless the Town from all loss, damage, expense, or cost arising out of any claim, suit, or action

instituted against the Town or its agents or employees on account of or in consequence of any breach by the Owner of the agreement.

10. The Owner agrees that it shall disclose all parties who may have an interest in this agreement and if there are liens and/or encumbrances against the property, the noteholders, lienholders, and trustees, if any, must affix their signatures to this document.

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

12. The Owner agrees that this agreement shall be construed, interpreted, and applied according to the laws of the Commonwealth of Virginia and shall be binding upon the heirs, personal representatives, executors, devisees, administrators, successors, grantees and assigns of the parties hereto.

13. The Owner agrees that the terms of this Agreement shall be binding and shall apply to any future owners. The landowner further agrees that this Agreement shall be recorded in the Office of the Circuit Court of the County of Wythe, Virginia.

NOW, THEREFORE in consideration of the terms of this agreement, the **Town of Wytheville**, as represented by the Town Manager or his/her designee, hereby covenants and agrees as follows:

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

2. The Town shall waive all land development permit fees as identified in the Housing Rehabilitation Zone program guidelines, for the development of housing units that meet the identified thresholds as shown in this agreement and located on the selected properties as identified on this agreement. The waiver of land development permit fees for this project will consist of the following; zoning permits, building permits, entrance permits minus materials to construct entrances, connection fees for public utilities minus the actual cost of meters and meter bases, valves, fire hydrants where needed, equipment, pipe, connections and/or other types of physical infrastructure required or installed to make the connection at the property line or to connect to the property from the current town infrastructure. Owner understands that the owner is responsible for the cost and labor for the installation of infrastructure to connect the townhouse units service lines to the town's main trunk line system for both water and sanitary sewer.

3. The Town agrees to utilize staff of the town to facilitate the exchange of information with statewide housing advocacy groups such as Virginia Housing and the Department of Housing and Community Development to assist with the identification of additional statewide incentives and programs that may benefit the project and agrees to assist as needed to advocate for the housing project.

4. The Town agrees to utilize town staff to meet with the owner as requested to consult on matters of design, development and potential incentives, grants, and financing options.

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

**IN WITNESS WHEREOF, Helping Overcome Poverty’s Existence, Inc,** has/have cause his/their/its name(s) to be hereunto signed by **Jordan Stidham** and the Town has caused its name to be hereunto signed by its TOWN MANAGER/AUTHORIZED DESIGNEE, **T. Brian Freeman.**

**OWNER ACKNOWLEDGMENT**

**XXXX DEVELOPMENT, LLC**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

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

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

**TOWN'S ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

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

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

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Attorney

**Monroe North Apartments**  
**Housing Rehabilitation Zone Candidate**  
**Town Council Meeting on 1/22/24**

**Selection Committee Recommendation:** The selection committee met on 1/16/24 and recommends to Town Council that Monroe North Apartments be included in the Housing Rehabilitation Zone. The development meets the guidelines for inclusion in the zone.

**Overview:** This project seeks to construct three (3) separate apartment buildings on the property. The total number of apartment units will be thirty-two (32). There will be a mix of one-, two- and three-bedroom units with a high emphasis placed on ADA compliant units.

**Unit Threshold:** The project will construct thirty-two (32) units and will meet the three (3) unit minimum threshold for participation in the zone.

**Developer:** HOPE, Inc (Open Door). Housing Non-profit. Owner of the property.

**Investment:** This \$9.5 million dollar project seeks to package together multiple funding sources, including Congressional Earmark Funds (sponsored by Tim Kaine), Federal Low Income Housing Tax Credits (LIHTC), Virginia Housing Community Improvement Funds and Pre-Development loans, National Housing Trust Fund Affordable and Special Needs Housing (ANSH) Grant funds. A Department of Housing and Community Development CDBG Grant may be pursued this summer.

**Location:** 810 West Monroe Street. Tax Map #41A-7-8-1 through #41A-7-8-16. Direct road access and site access to public water and sewer.

**Zoning:** R3. Apartments permitted in this zone district.

**Rental Rates:** The projected rents for the units will meet the 80% AMI rental threshold for the program. Current estimates are \$700 for one bedroom, \$900 for two bedrooms and \$1100 for three bedrooms. Set asides offered to critical populations such as domestic abuse survivors and disabled.

**Developer Experience:** HOPE currently manages sixty-seven (67) income-based units and has experience in the design and construction of affordable housing in the Town of Wytheville and in HOPE's larger service region. The Executive Director Jordan Stidham holds seven (7) years in housing management, grant management, and property development.

**Project Readiness:** Building plans and site plans are in the process of being finalized by Hill Studio. A conceptual site plan has been approved by the zoning office. Partial financing has been secured through grant funds and the organization is well positioned to leverage more grant funds.

**Performance Agreement:** Draft performance agreement included in packet. Town will waive land development permit fees, entrance permit fees minus materials, sewer and water availability/connection fees minus materials and building permit fees. Developer will commit to offering the units for rent at or under 80% AMI threshold for ten (10) years.

**Completion Date:** Projected at 07/01/2026.

**Attachments:** Site Plan  
Conceptual Building Drawings  
Draft Performance Agreement

**Submitted by:** Elaine R. Holeton, AICP





# HILL STUDIO

Landscape Architecture  
Architecture  
Community Planning  
Historic Preservation

120 W. Campbell Ave. SW  
Roanoke, VA 24011  
tel: 540-342-5263 fax: 540-345-5625  
www.hillstudio.com

### MONROE NORTH APARTMENTS

WYTHEVILLE, VIRGINIA

Seal

Title:

## SITE PLAN

Date: XXXXXXXX

Revisions:

▲

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

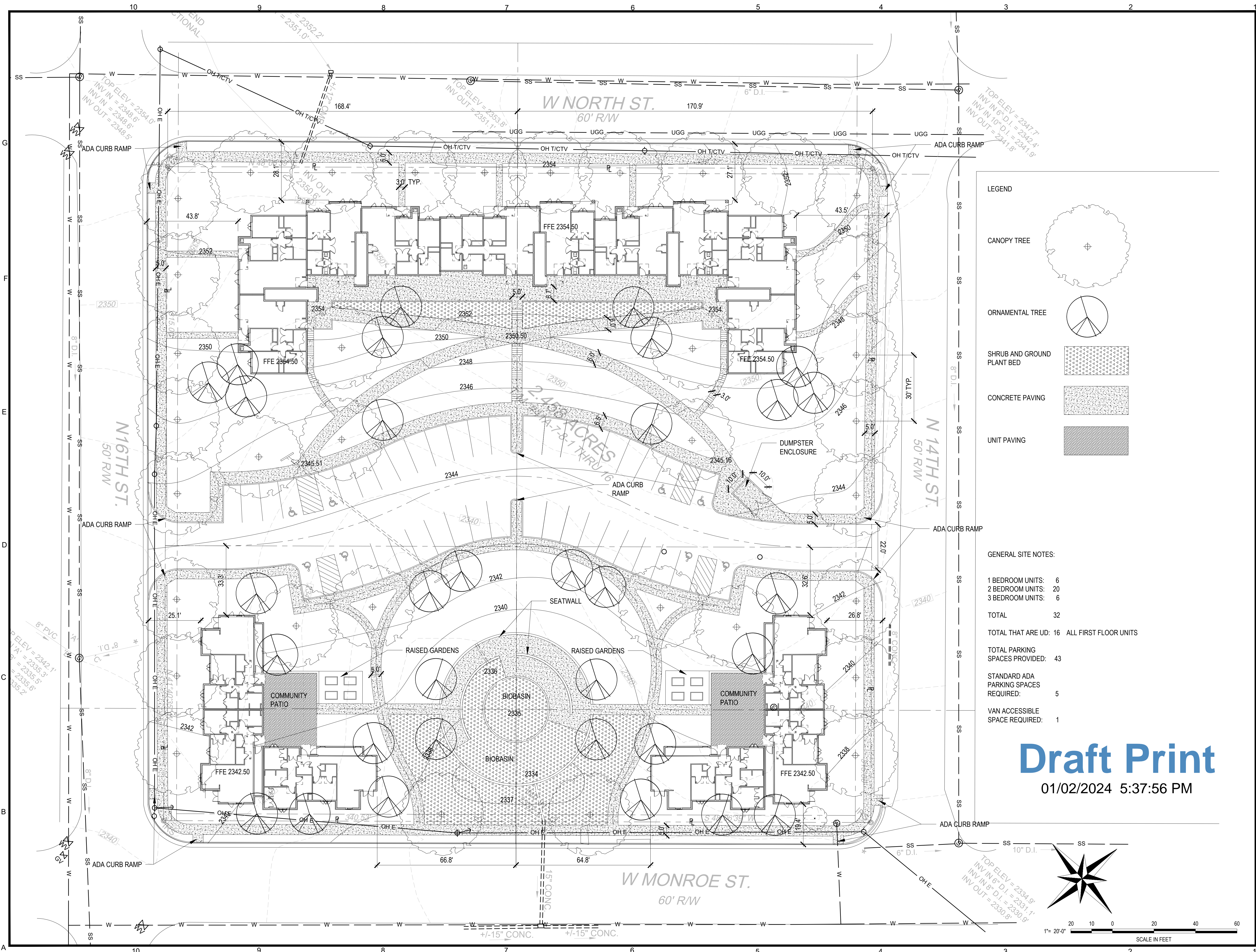
Drawn By: KP

Review By: GW

Project No. 2254.02

Sheet No.

# L-101



#### LEGEND

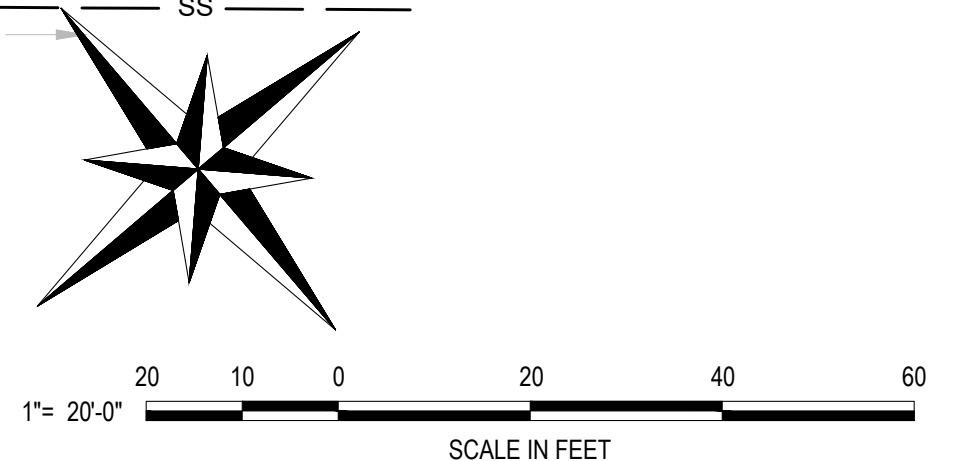
- CANOPY TREE
- ORNAMENTAL TREE
- SHRUB AND GROUND PLANT BED
- CONCRETE PAVING
- UNIT PAVING

#### GENERAL SITE NOTES:

- 1 BEDROOM UNITS: 6
- 2 BEDROOM UNITS: 20
- 3 BEDROOM UNITS: 6
- TOTAL: 32
- TOTAL THAT ARE UD: 16 ALL FIRST FLOOR UNITS
- TOTAL PARKING SPACES PROVIDED: 43
- STANDARD ADA PARKING SPACES REQUIRED: 5
- VAN ACCESSIBLE SPACE REQUIRED: 1

# Draft Print

01/02/2024 5:37:56 PM





**MONROE NORTH APARTMENTS**  
**HOUSING REHABILITATION ZONE PERFORMANCE AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 2024, between **Helping Overcome Poverty’s Existence, known as HOPE Inc.** (the "Owner"), and the **TOWN OF WYTHEVILLE, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia, (the "Town").

**WITNESSETH:**

**WHEREAS**, the Owner has ownership in fee simple of tax map parcel numbers, **#41A-7-8-1 THROUGH #41A-7-8-16, located at 810 West Monroe Street**, (the "Property"), located in the Town of Wytheville, Virginia, and described in those certain deeds and/or plats recorded in the Office of the Clerk of the Circuit Court of the County of Wythe, Virginia by Instrument **#(s) XXXXX** to which reference is made for a more particular description; and

**WHEREAS**, the Owner of the referenced property has applied for the Town Council’s consideration to be included in the Town of Wytheville Housing Rehabilitation Zone (the “zone”) for the project referenced as **Monroe North Apartments**; which is shown on the **attached site plan**; and

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

**WHEREAS**, the Owner is committed to the development of affordable housing units, and to the management of affordable housing. As it relates to this program, affordable housing and/or workforce housing shall be defined as the types of housing that meets the

“for sale” **and/or** “rental rate” threshold established by the Town of Wytheville Housing Rehabilitation Zone program; and

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

1. The Owner agrees that the benefits of participating in the Housing Rehabilitation Zone aligns with the development’s goals and vision of providing affordable housing for those citizens who desire to reside in the Town of Wytheville.
2. The Owner agrees to participate in the zone for ten (10) years from the date of acceptance into the zone, and upon acceptance agrees to be shown on the Housing Rehabilitation Zone Map for the Town of Wytheville.
3. The Owner agrees to design, construct, and install **at or around thirty-two (32) apartment units**, as identified on the site plan. This commitment shall include any infrastructure which is required to connect the proposed units to public utilities for the purpose of the proposed housing units, and to install other related site development that meet the codes and ordinances of the Town of Wytheville
4. The Owner agrees to provide **the apartments for rent and has agreed that the rent for these units shall not exceed the threshold of \$1008 a month for a one-bedroom unit, \$1080.00 a month for a two-bedroom unit and \$1,498 a month for a three-bedroom unit**, for the first year of operation, which is projected to be at or around 2026.
5. The Owner agrees that from the date of zone designation **January 22, 2024** forward until the end of the ten-year term of **January 22, 2034**, which

reflects the ten (10) years required for participation in the program, that the **rent threshold** shall not exceed 80% of the Median Income for Wythe County, as shown on the Virginia Housing Program Income and Rents Limit Calculator, and as referenced in Appendix E. of the Town of Wytheville Housing Rehabilitation Zone Program Document.

6. The Owner agrees that, at the request of the Town, the Owner will provide supporting documentation that shows rental rate compliance with the program, for the ten-year life of the program. The Town shall reserve the right to require a measure of security and the right to enforce all its provisions until all requirements of the agreement are fully complied with.

7. The Owner agrees that participation in the zone does not relieve the owner of any responsibilities or requirements placed upon it by the various ordinances of the town applicable to the development of the Property. The Owner agrees that the development of the Property shall be done in strict conformity with such ordinances and requirements.

8. The Owner agrees that prior to any proposed transfer of property located in the zone, that the current owner shall give written notice to any successive landowners of the terms of this agreement for the rehabilitation zone designated properties and agrees to provide the contact information for the Town's designated administrator to ensure that future owners are aware of the requirements of Housing Rehabilitation Zone participation.

9. The Owner agrees that they shall faithfully comply with each and all requirements of this Agreement and shall indemnify and save harmless the Town

from all loss, damage, expense, or cost arising out of any claim, suit, or action instituted against the Town or its agents or employees on account of or in consequence of any breach by the Owner of the agreement.

10. The Owner agrees that it shall disclose all parties who may have an interest in this agreement and if there are liens and/or encumbrances against the property, the noteholders, lienholders, and trustees, if any, must affix their signatures to this document.

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

12. The Owner agrees that this agreement shall be construed, interpreted, and applied according to the laws of the Commonwealth of Virginia and shall be binding upon the heirs, personal representatives, executors, devisees, administrators, successors, grantees and assigns of the parties hereto.

13. The Owner agrees that the terms of this Agreement shall be binding and shall apply to any future owners. The landowner further agrees that this Agreement shall be recorded in the Office of the Circuit Court of the County of Wythe, Virginia.

NOW, THEREFORE in consideration of the terms of this agreement, the **Town of Wytheville**, as represented by the Town Manager or his/her designee, hereby covenants and agrees as follows:

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

2. The Town shall waive all land development permit fees as identified in the Housing Rehabilitation Zone program guidelines, for the development of housing units that meet the identified thresholds as shown in this agreement and located on the selected properties as identified on this agreement. The waiver of land development permit fees for this project will consist of the following; zoning permits, building permits, entrance permits minus materials to construct entrances, connection fees for public utilities minus the actual cost of meters and meter bases, valves, fire hydrants where needed, equipment, pipe, connections and/or other types of physical infrastructure required or installed to make the connection at the property line or to connect to the property from the current town infrastructure. Owner understands that the owner is responsible for the cost and labor for the installation of infrastructure to connect the apartment units service lines to the town's current main trunk line system for both water and sanitary sewer.

3. The Town agrees to utilize staff of the town to facilitate the exchange of information with statewide housing advocacy groups such as Virginia Housing and the Department of Housing and Community Development to assist with the identification of additional statewide incentives and programs that may benefit the project and agrees to assist as needed to advocate for the housing project.

4. The Town agrees to utilize town staff to meet with the owner as requested to consult on matters of design, development and potential incentives, grants, and financing options.

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

**IN WITNESS WHEREOF, Helping Overcome Poverty’s Existence, Inc,** has/have cause his/their/its name(s) to be hereunto signed by **Jordan Stidham** and the Town has caused its name to be hereunto signed by its TOWN MANAGER/AUTHORIZED DESIGNEE, **T. Brian Freeman.**

**OWNER ACKNOWLEDGMENT**

**XXXX DEVELOPMENT, LLC**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

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

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

**TOWN'S ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_

CITY/COUNTY OF \_\_\_\_\_, to wit:

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

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

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Notary Registration Number: \_\_\_\_\_

**APPROVED AS TO CONTENT:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Attorney





# Town of Wytheville, Virginia

## Rehabilitation Zones: January 22, 2024

**10** Housing Rehabilitation & Zone Identifier Number

Primary Service Area

Zone Quadrant Identifier (Origin: Tazewell & Main)

No.	Zone Name
1	MONROE NORTH APT.
2	FAIRVIEW TOWNHOUSES





**10-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Wall of Honor Reappointment

**SUMMARY:**

The term of Mr. Michael Melton on the Wall of Honor Committee expires February 1, 2024, and Mr. Melton is eligible for reappointment. This reappointment is for a four-year term that will expire February 1, 2028.

**Recommended Action**

Action to reappoint Mr. Michael Melton to the Wall of Honor Committee will require a motion and vote by the Council.

# 10-C

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Wall of Honor Reappointment

**SUMMARY:**

The term of Ms. Maelene Watson on the Wall of Honor Committee expires February 1, 2024, and Ms. Watson is eligible for reappointment. This reappointment is for a four-year term that will expire February 1, 2028.

**Recommended Action**

Action to reappoint Ms. Maelene Watson to the Wall of Honor Committee will require a motion and vote by the Council.

**10-D**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Wytheville Building Code Appeals Board - Appointment

**SUMMARY:**

Currently, the Building Code Appeals Board has an opening for one alternate member. Please find enclosed two applications for consideration of appointment. The appointment for the alternate member will be for a five-year term that will expire July 26, 2028.

**Recommended Action**

The appointment to the Building Code Appeals Board or to hold a Meet and Greet Session with the applicants will require a motion and vote by the Town Council.



### COMM-24-1

Application to Serve on  
Town Committee or  
Board

Status: Active

Submitted On: 1/11/2024

### Primary Location

No location

### Applicant

Rick Krietemeyer



Wytheville, VA 24382

## APPLICANT INFORMATION

Full Legal Name\*

Ricky Lee Krietemeyer

Applicant Mailing Street/PO Address \* ?

Zip Code Mailing Address\* ?

24382

Applicant Contact Phone Number\* ?

Applicant Email Address\* ?

Place of Employment or Other\* ?

Calvary Full Gospel Church

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?\*

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. ?

Economic Development Authority

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.\* ?

Have 40 years of ministry experience. Have worked out in the public in retail business.

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.\*

Served on city council,il and also as a Municipal City Court Judge Morehouse, MO 1994-1998

I've coached kids in baseball and basketball. Ran the scoreboard at the games.

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

I'm a people person and I like dealing with and building relationship with people.

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. <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:\* 

Rick Krietemeyer

Click here to add your legally binding digital signature\*

Ricky Lee Krietemeyer  
Jan 10, 2024

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## Town Council Approval

 Date of Issuance

—

 If appointed. Town Clerk put term expiration date here.

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## Attachments



**Background Report Release Form and Personnel Record Release Form**

REQUIRED

Background Report.pdf  
Uploaded by Rick Krietemeyer on Jan 11, 2024 at 1:47 PM



**Background Report2.pdf**

Background Report2.pdf  
Uploaded by Rick Krietemeyer on Jan 11, 2024 at 1:48 PM

**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

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**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.

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.

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.

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.

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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

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### Attachments

**10-E**



**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Budget and Finance Committee and Public Works Committee - Appointments

**SUMMARY:**

The Council will consider the appointment of its members to the Budget and Finance Committee and the Public Works Committee.

**Recommended Action**

This will require a motion and vote by the Town Council.

**12-A**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	Staff Report(s)

**SUMMARY:**

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

**Recommended Action**

No action required at this time.

**12-B**

**WYTHEVILLE  
TOWN COUNCIL**



**AGENDA ITEM  
INFORMATION**

<b>Meeting Date:</b>	January 22, 2024
<b>Subject:</b>	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 Homestead Museum Advisory Board will meet on Thursday, January 25, 2024, at 10:00 a.m., at the Jackson Property.
2. The Joint Industrial Development Authority of Wythe County will meet on Thursday, January 25, 2024, at 3:00 p.m., here in the Council Chambers.
3. The Wytheville Planning Commission will meet on Thursday, February 8, 2024, at 6:00 p.m., here in the Council Chambers.
4. The Tree Advisory Committee will meet on Thursday, February 8, 2024, at 8:30 a.m., in Conference Room A.
5. The next regular scheduled meeting of the Wytheville Town Council will be held on Monday, February 12, 2024, at 5:00 p.m., here in the Council Chambers.

**13-B**

# Town of Wytheville

## February 2024

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