



# AGENDA

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, NOVEMBER 09, 2023 AT 6:00 PM  
COUNCIL CHAMBERS - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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1. **CALL TO ORDER - CHAIRMAN JOHN W. JONES, JR.**
2. **ESTABLISHMENT OF QUORUM - CHAIRMAN JOHN W. JONES, JR.**
3. **CONSENT AGENDA**
  - A. Minutes of the Wytheville Planning Commission regular meeting of September 14, 2023 **(requires motion and vote)**
4. **CITIZENS' PERIOD**
5. **OTHER BUSINESS**
  - A. Consideration of the Wytheville Planning Commission to schedule a public hearing for December 14, 2023, at 6:00 p.m., in the Town Council Chambers of the Municipal Building to consider the request of Mr. Gary Hale for a Special Exception Permit to use property located on West Union Street (Tax Parcel 41A-1-108-4) to install a single-wide mobile home, in an R-3 Residential Zoning District and Small-Lot Small Home Overlay District **(requires motion and roll call vote)**
  - B. Update regarding the Asbury Lane Subdivision Project by Assistant Town Manager Elaine Holeton
  - C. Presentation of the curb and gutter information by Assistant Town Manager Elaine Holeton
  - D. Presentation of the draft Unified Development Ordinance (UDO), Land Use Table and Definitions, by Planning Director John Woods
6. **ADJOURNMENT**
  - A. Additional Attachments - September and October 2023 Council Actions

**3-A**



# MINUTES

## WYTHEVILLE PLANNING COMMISSION MEETING

THURSDAY, SEPTEMBER 14, 2023 AT 6:00 PM  
COUNCIL CHAMBERS - 150 EAST MONROE STREET  
WYTHEVILLE, VA 24382

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**1. UNAPPROVED MINUTES**

**RE: ATTENDANCE**

**MEMBERS PRESENT:**

Chairman John Jones, Jr., Vice-Chairman Brad Litton, Vice-Mayor Cathy Pattison, Mr. George Wittwer, Mr. David Schmidt, Ms. Lisa Anderson

**MEMBERS ABSENT:**

Mr. Keith Jones

**OTHERS PRESENT:**

Mayor Beth Taylor, Assistant Town Manager Elaine Holeyton, Chief Deputy Clerk Brandi Jones, Planning Director John Woods, Assistant Town Engineer Billy Anderson, Sharon Hackler, Dennis Hackler, Joe Faraci, Kathy Laster, Don Laster, Shannon Rodgers, Denise Clay

**RE: CALL TO ORDER**

Chairman Jones called the meeting to order.

**2. RE: ESTABLISHMENT OF QUORUM**

Chairman Jones established that a quorum of Planning Commission members was present.

**3. RE: CONSENT AGENDA**

Chairman Jones presented the consent agenda consisting of the minutes of the regular meeting of August 10, 2023. He inquired if there was a motion to approve the consent agenda as presented.

Motion made by Mr. Wittwer, Seconded by Mr. Schmidt.  
Voting Yea: Chairman Jones, Vice-Chairman Litton, Vice-Mayor Pattison, Mr. Wittwer, Mr. Schmidt, Ms. Anderson.

**4. RE: CITIZENS' PERIOD**

Chairman Jones advised that the next agenda item is Citizens' Period. He inquired if anyone wished to address the Commission during Citizens' Period. There being none, he proceeded with the agenda.

**5. RE: SUBDIVISION REQUEST**

**A. RE: PRESENTATION/STAFF REPORT OF THE ASBURY LANE SUBDIVISION PLAT, PHASE I**

Chairman Jones advised that the next item on the agenda is the Presentation/Staff Report of the Asbury Lane Subdivision Plat, Phase One, by Assistant Town Engineer Billy Anderson. Assistant Town Engineer Anderson gave an overview of Phase One for the Asbury Lane Subdivision. He advised that there will be minor road improvements at the intersection of Holston Road and Asbury Lane. Assistant Town Engineer Anderson stated that the Virginia Department of Transportation (VDOT) is requiring that the street intersection be shifted over further away from a piece of private property that is not a portion of the subdivision. He then continued to discuss some of the minor changes that is required by VDOT, and the changes that will need to be made to meet subdivision requirements with the Commission. Mr. Schmidt inquired of Assistant Town Engineer Anderson as to what size the existing waterline is for this area. Assistant Town Engineer Anderson stated that it is a four-inch waterline, and that the plan is to upgrade it to a six-inch waterline. Mr. Schmidt inquired about the stormwater runoff of the subdivision. Assistant Town Engineer Anderson stated that the Department of Environmental Quality (DEQ) indicates that there is not a land disturbance at this point, however, once Phase Two begins then the engineer will develop a site plan for what is existing and for what is being proposed. A brief discussion continued regarding stormwater and DEQ requirements. Assistant Town Engineer Anderson advised that the Asbury Lane Subdivision plat for Phase One is adequate for recommendation at this time.

**B. RE: RECOMMENDATION TO TOWN COUNCIL - ASBURY LANE SUBDIVISION PLAT, PHASE I**

Chairman Jones advised that the next item on the agenda is to make a recommendation to the Town Council to approve or deny the Asbury Lane Subdivision Plat, Phase One. He inquired if there was a motion to approve or deny the Asbury Lane Subdivision Plat. A motion was made by Vice-Mayor Pattison and seconded by Chairman Jones to recommend the approval of the Asbury Lane Subdivision Plat, Phase One, to the Town Council. Chairman Jones inquired if there was any discussion on the motion. Mr. Schmidt discussed his concerns regarding stormwater runoff. Vice-Chairman Litton inquired of Assistant Town Engineer Anderson regarding if the Department of Environmental Quality (DEQ) would require Phase Two to answer for the square footage of stormwater runoff from Phase One. Assistant Town Engineer Anderson stated that is correct, and they will also have to add any proposed areas for development. Discussion continued regarding the process of addressing stormwater runoff in the future. Mr. Wittwer inquired of Assistant Town Engineer Anderson regarding the road improvements. Assistant

Town Engineer Anderson noted that the Subdivision Ordinance allows developers to bond portions of the required constructed items, in lieu of immediate construction. He noted that the road improvements can be bonded, as well. A brief discussion continued regarding bonding and how it will affect this project. Chairman Jones inquired if there was any further discussion on the motion. There being none, the motion was approved with the following voting results, by roll call vote: Voting Yea: Chairman Jones, Vice-Chairman Litton, Vice-Mayor Pattison, Mr. Wittwer, Mr. Schmidt, Ms. Anderson.

**6. RE: OTHER BUSINESS**

**A. RE: PRESENTATION OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), SPECIAL PROVISIONS FOR CONDITIONAL USES**

Chairman Jones advised that the next item on the agenda is the presentation of the draft Unified Development Ordinance (UDO), Special Provisions for Conditional Uses. Planning Director Woods then reviewed Section 8.6 - Assembly Halls and Special Activity Clubs, Section 8.1 - Automobile Graveyards, Towing and Recovery Storage Yards, Auto Repair Storage Areas, Recycling Centers and Junkyards and the changes that have been made to these sections. Chairman Jones inquired if the existing auto service station on Route 11 would be required to install screening. Planning Director Woods advised that he will have to review the State Code regarding that matter. Vice-Chairman Litton inquired if the new requirements will be enforced if an existing auto business wanted to expand. Planning Director Woods stated that is correct, and a Special Exception Permit will be required then.

Planning Director Woods reviewed the proposed changes and requirements to Section 8.8 - Campgrounds and RV Parks and Section 8.9 - Cemeteries. He inquired if there was any discussion regarding these sections. There being none, he continued with the next section.

Planning Director Woods reviewed Section 8.16 - Heavy Industrial Uses. He noted that these uses are currently only allowed in a M-2 Industrial Zoning District. Planning Director Woods noted that in the proposed UDO, Heavy Industrial Uses in a M-1 Industrial Zoning District will require a Special Exception Permit. A brief discussion continued regarding Heavy Industrial Uses, what they are and what zoning district would be appropriate. Mr. Schmidt commented that the requirement for a Special Exception Permit will give the Commissioners time to review a developer's plans before approval.

Planning Director Woods reviewed Section 8.22 - Manufactured Homes and the proposed changes and requirements of this section. He noted that requirements for minimum roof pitch have been removed from this section, since it is not required for other by-right homes. Chairman Jones inquired about what State Law says regarding Manufactured Homes. Planning Director Woods stated that in Agricultural Zoning Districts, Manufactured Homes cannot be regulated any differently than a standard home. A brief discussion continued regarding the regulation of Manufactured Homes in other Zoning Districts.

Planning Director Woods reviewed the proposed changes and requirements to Section 8.25 - Nursing Homes and Physical Rehabilitation Facilities, Section 8.28 - Public Utilities, Major and Section 8.35 - Temporary Uses (Temporary Structures, Events, Tents, Etc.).

Planning Director Woods advised that most of the UDO is finished and that the final draft should be available for consideration around November. Vice-Chairman Litton inquired about residences in town that citizens would maybe not want to live beside. Planning Director Woods noted that there is a new Clutter Ordinance that has been adopted and is part of the Town Code and will not be a part of the UDO. Assistant Town Manager Holeton stated that issues with clutter are typically handled through the Building Code or the Town Code's enabling statute. She noted that Planning Director Woods and her are making revisions to the Town Code in the Building Department Section that will give the Town more enabling authority. A brief discussion continued regarding the enforcement of clutter.

**B. RE: PRESENTATION OF THE DRAFT UNIFIED DEVELOPMENT ORDINANCE (UDO), SUBDIVISION REQUIREMENTS**

Chairman Jones advised that the next item on the agenda is a presentation of the draft Unified Development Ordinance (UDO), Subdivision Requirements, by Assistant Town Manager Holeton. Assistant Town Manager Holeton noted that Staff is revising the Subdivision Standards to make them more user friendly for developers. She then reviewed the changes that have been made to the Subdivision Standards of the UDO since the last meeting. Mr. Schmidt inquired of Assistant Town Manager Holeton regarding private streets and how they are going to be cheaper than public streets. Assistant Town Manager Holeton noted that easement requirements and pavement width is less than a public street. A brief discussion was held regarding how the condition of a private street will last over an extended period of time. Assistant Town Manager Holeton advised that it can be required that all private streets must meet the requirements of the Virginia Department of Road Design Manual. Mr. Schmidt stated that his concern is that the streets will not last.

Assistant Town Manager Holeton stated that Staff has also worked to loosen the requirements for curb and guttering. She then reviewed the new curb and guttering requirements included in the proposed UDO. Assistant Town Manager Holeton inquired if the Commission members liked the approach of loosening those requirements. Mr. Schmidt stated that he likes this approach and that it will help with stormwater runoff problems. Vice-Chairman Litton stated that he feels as if curb and guttering can be a good thing with the right design, but some of the older neighborhoods like, King Hills, can be problematic for stormwater runoff. Discussion continued regarding the pros and cons of curb and guttering. Assistant Town Manager Holeton inquired if the Commission members would like for Staff to present a PowerPoint on curb and guttering at the next meeting. It was the consensus of the Planning Commission for Town staff to present a PowerPoint regarding curb and guttering at the next Planning Commission meeting.

7. **RE: ADJOURNMENT**

There being no further business to be discussed, a motion was made, seconded and carried to adjourn the meeting. (7:35 p.m.)

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John W. Jones, Jr., Chairman

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

**5-A**





## ZEXC-23-2

Special Use Exception Permit

Application

Status: Active

Submitted On: 10/30/2023

Primary Location

Owner

### Applicant

 Gary Hale



Wytheville, VA 24382

## Information Regarding Special Exception Permits

A special exception means a special use, which is a use not permitted in a particular district except by the issuance of a special exception permit granted under the provisions contained herein. The granting of a special exception permit shall be made under suitable regulations and safeguards as may be established by the Town Council who must consider in granting a special exception permit its relation to the public health, safety, morals, and general welfare of the community.

The Planning Commission may recommend, and the Town Council may adopt at its discretion, suitable regulations, safeguards, requirements, or physical conditions or improvements which must be completed within a set timeframe of the granting of the special exception permit; and, if the regulations, safeguards, requirements, or physical conditions or improvements are not met within the set time, the special exception permit will be considered to be revoked and the use in violation of the Zoning Ordinance.

Applications for a special exception permit shall be made to the Zoning Administrator who shall forward them to the Planning Commission for review. The application for a special exception permit shall include all matters of pertinent information that may be required by the Town Council, Planning Commission, and Zoning Administrator in the course of their review.

The Planning Commission shall conduct a public hearing at its discretion in the manner normally prescribed by law and shall forward its recommendation to the Town Council for their review. Likewise, the Town Council shall conduct a public hearing at its discretion on the matter, in a manner prescribed by law, and shall accept, deny, or modify their recommendation in any manner they deem appropriate in their sole discretion.

Please note that beginning on July 1, 2023, the fee structure for a Special Use Exception Application has changed. Special Use Exception Applications now require an \$800 flat fee. The cost of advertising and direct certified-mail notifications are now included in the base fee rather than being billed separately at the end of the process.

Acceptance of Terms\* ?

Gary T. Hale  
Oct 30, 2023

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### Applicant Information

Name of Applicant\* ?

Gary Hale

Does the applicant own the property where the Special Exception is sought?\*

Yes

## Location & Property Information

Select the Zoning District for which the Special Exception is being requested.\* ?

R-3 Residential

Zoning Overlays\* ?

Small-Lot Small Home Overlay District

Acreage of the site\* ?

0.404

Can site meet the development standards?\* ?

No, the site will not meet zoning standards

Tax Map Parcel Number(s) of Site\* ?

41A-1-108-4

Parcel Street Address or Location\* ?

41A-1-108-4

## Special Exception Details

Describe the intended use as it relates to this request. Describe any improvements or structures which are proposed for this property.\* ?

Install a 2010, 16 x 76' SW Mobile Home

Is grading proposed to meet the end goals?\* ?

Grading of less than 10,000 sq. ft. is proposed.

Describe proposed new water and sewer connections needed or modifications to water and sewer service.\* ?


Available

New or improvements to site access?\* ?

Unsure



## Certification and Signature

Signature\* 

 Gary T. Hale  
Oct 30, 2023

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## Attachments

- |   |   |                 |
|---|---|-----------------|
|  | <b>Site Plan</b><br>Hale's Site.pdf<br>Uploaded by Timothy Spraker on Oct 30, 2023 at 9:44 AM             | <b>REQUIRED</b> |
|  | <b>Project Narrative</b><br>Hale' Narrative.pdf<br>Uploaded by Timothy Spraker on Oct 30, 2023 at 9:49 AM | <b>REQUIRED</b> |



Town of Wytheville, VA

**\$800.00 Paid**

**via Check #5384**

Thanks for using the Online Service Center

Gary Hale  
Special Use Exception Permit Application #ZEXC-  
23-2  
October 30, 2023

Special Use Exception Permit Fee	\$800.00
<b>Total Paid</b>	<b>\$800.00</b>



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Click to start drawing



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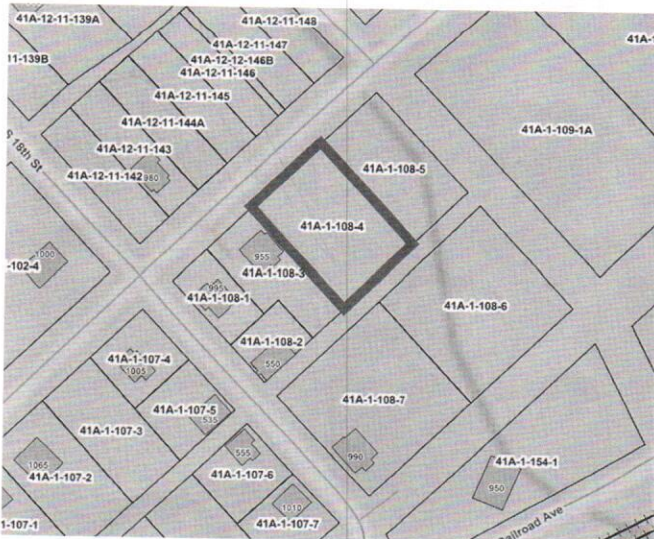
Property N12\* - H. Roy Walker, et al.

110 F  
x  
160 D

Tax Map Number: 41A-1-108-4  
 Description: 110 x 160 Square Feet Lot, Town of Wytheville  
 Property Description: on West Union Street  
 Land Value: \$21,000 Improvement Value: \$0.00 Total Value: \$21,000

Property Location UNASSIGNED Vision ID 11390 Account # 12430 Map ID 41A/1/108/4/ Road Frontage W UNION ST Bldg # 1 Sec # 1 of 1 District: 08 Town Of Wyth Card # 1 of 1 State Use SFD - Urban Vacant Print Date 2/10/2023 1:26:05 PM

CURRENT OWNER		TOPO	UTILITIES	STRT/ROAD	LOCATION	CURRENT ASSESSMENT				10131										
WALKER H ROY		0 Public Water 0 Public Sewer				Type Description	Code	MARKET VALUE	USE VALUE											
8551 POPE LANDING RD						Land	100	21,000	21,000	WYTHE COUNTY VA										
EDISTO ISLAND SC 29438-0000																				
RECORD OF OWNERSHIP		BK-VOL/PAGE	SALE DATE	Q/U	V/I	SALE PRICE	VC	PREVIOUS ASSESSMENTS (HISTORY)												
WALKER H ROY		324763 0	01-01-1900	U	V		0 00	Year	Code	Total Assesse	Year	Code	Assessed V	Year	Code	Total Assesse				
								2022	100	21,000	2021	100	21,000	2020	100	21,000				
								Total		21,000	Total		21,000	Total		21,000				
OTHER ASSESSMENTS		Code	Description	Number	Amount	Interest	This signature acknowledges a visit by a Data Collector or Assessor													
ASSESSING NEIGHBORHOOD		Prc Assng Dist	Nbhd Name	Street Index Name	Property Use	Class	APPRaised VALUE SUMMARY													
		0001			15	01	Appraised Bldg Value (Card) 0													
		PROPERTY NOTES					Appraised XT (B) Value (Bldg) 0													
		TYPE YEAR NOTES					Appraised Ob (B) Value (Bldg) 0													
							Appraised Land Value (Bldg) 21,000													
							Special Land Value 0													
							Total Appraised Parcel Value 21,000													
							Value Source C													
							Total Appraised Parcel Value 21,000													
LAND LINE VALUATION SECTION																				
B	Use	Description	Front	Depth	Zoni	LA	Land Type	Units	Unit Pri	Size Adj	Site I	Cond	Nbhd	Nbhd	Notes	Location Adjustmen	Adj Unit P	Appraised		
1	100	SFD - Urban Vac	110	160				110	FF	21,000	1.00000	0	1.00	1,000	VACANT LOT		1,000	21,000	21,000	
			Total Card Land Units		0.000 FF		Parcel Total Land Area		0.000										Total Land Value	21,000



Tam

**5-C**



# Curb and Gutter

Planning Commission Meeting on November 9<sup>th</sup>, 2023

By Elaine Holeton

# Existing Language- Wytheville Subdivision Ordinance- Curb and Gutter

- 5-22.4 All streets shall be constructed with curb and gutter on both sides of the street conforming to the Town of Wytheville Standards or Virginia Department of Transportation Standards, whichever is more stringent. Curb and gutter and/or other improvements are required for flood control and drainage under other sections of this ordinance, and shall be installed by the developer in accordance with Town of Wytheville Standards and plans and specifications approved by the agent.<sup>1</sup>

# Proposed UDO Language- Article 4 Subdivision

## **Edge of Pavement, Curb and Gutter, Shoulder and Ditch Design**

The VDOT Subdivision Street Manual and the VDOT Road and Bridge Design Manual provides the acceptable methods and construction standards for edge of pavement, curb and gutter, shoulder and ditch designs for site development, site redevelopment and subdivision design, and shall be referenced in the design of this infrastructure.

Shoulder width and type shall be adequate for the traffic volume and type of traffic proposed. The design shall incorporate the drainage needs of the site respective to available stormwater infrastructure or natural disbursement of stormwater. Stormwater design shall not impact adjacent or downstream properties. Site design shall align with stormwater management plans and permits when applicable. The curb and gutter/edge of pavement design shall complement vehicular site access and entrance needs, along with sidewalk, bicycle and other multimodal connectivity. Design shall complement the existing character of the neighborhood. Edge of pavement protection is required.

Ribbon curb is acceptable in those areas which are not adjacent to existing raised curb and gutter infrastructure and when stormwater can be dispersed responsibly. Raised curb and gutter is required when the site is adjacent to existing raised curb and gutter and when there is appropriate stormwater infrastructure in place to handle the increased stormwater or when adequate onsite storage of stormwater infrastructure can be constructed.

The submittal of preliminary plans for stormwater conveyance and edge of pavement design is encouraged prior to final design plans. The administrator will evaluate the site plan to ensure that the variables listed in this section are addressed and to ensure that the stormwater conveyance is appropriate for the type of development proposed. When required the administrator may require additional hydrologic and/or hydraulic studies, standard details and/or supporting information for the proposed design.

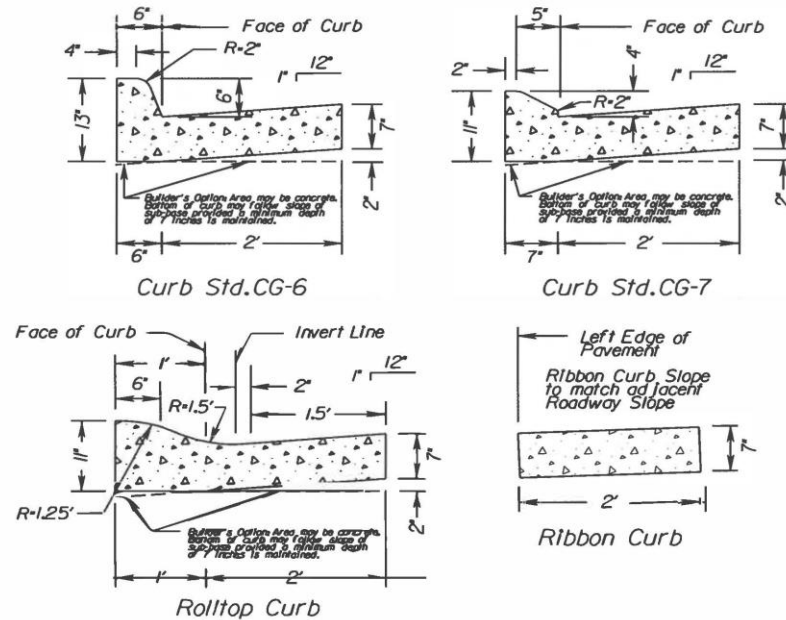
# Proposed Language- Article 4- Subdivision

Drainage Infrastructure. Drainage infrastructure, pipe, end walls, grates, drop inlets, culverts, etc.. shall be sized appropriately, located in identified areas to serve the drainage needs of the site and installed in accordance with the approved stormwater management plan, erosion and sediment control plan and/or the latest version of the VDOT Drainage Manual and/or VDOT Road and Bridge Standards. Drainage infrastructure shall be designed in coordination with the edge of pavement, curb and gutter, shoulder and ditch design for streets and access areas, as shown in this section.

Drainage infrastructure that is intended to be accepted into the urban inventory for Town maintenance shall be inspected prior to acceptance. Appropriate limits of public right of way or drainage easements shall be identified on the site plan and the subdivision plat and shown as dedicated to the Town for drainage. When needed, to facilitate adequate site drainage the Subdivision Agent may require the dedication of private drainage easements for subdivision plats and site plans under review. Recorded legal instruments may be required at the direction of the Subdivision Agent, to protect the long term preservation of these areas to convey stormwater and other drainage needs.

## H. CURB AND GUTTER DESIGNS

The Department does not require the use of curb and gutter on subdivision streets but recognizes that it is an acceptable design alternative and preferred in high density developments. Curb and gutter designs shown in [Figure B\(1\)-13\\*](#) are appropriate for Subdivision streets.



The following notes apply to CG-6, CG-7 and Rolltop curb:

1. Curb and gutter may be precast of Class A4 hydraulic cement concrete or cast in place using Class A3 hydraulic cement concrete.
2. When used with stabilized, open-graded drainage layers, the bottom of the curb and gutter shall be constructed parallel to the slope of the sub-base courses and to the depth of the pavement but not less than the thickness shown.

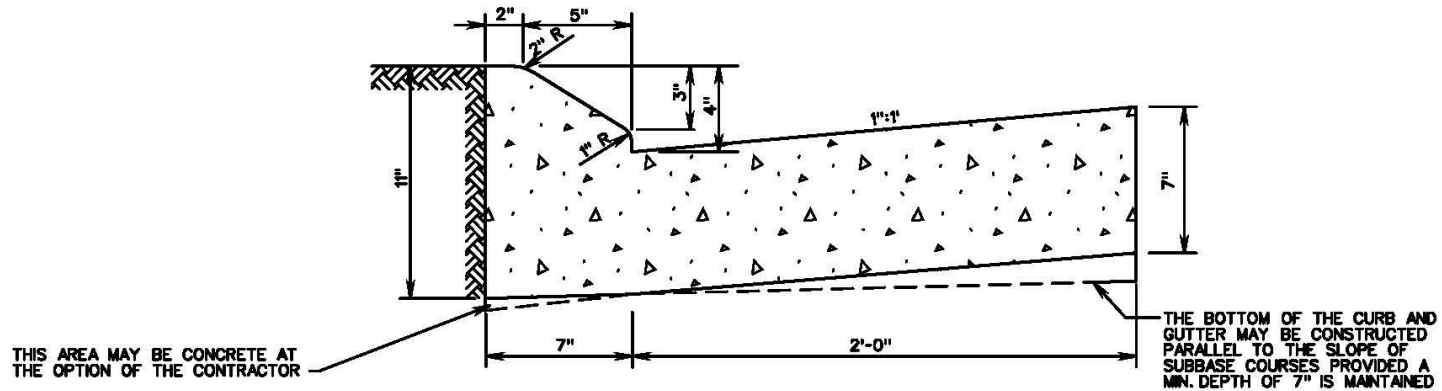
\* Rev 10/20

CG-7

Section 5, Item C.

**NOTES:**

1. THIS ITEM MAY BE PRECAST OR CAST IN PLACE.
2. CONCRETE TO BE CLASS A3 IF CAST IN PLACE, 4000 PSI IF PRECAST.
3. COMBINATION CURB & GUTTER HAVING A RADIUS OF 300 FEET OR LESS (ALONG FACE OF CURB) SHALL BE PAID FOR AS RADIAL COMBINATION CURB & GUTTER.
4. FOR USE WITH STABILIZED OPEN-GRADED DRAINAGE LAYER, THE BOTTOM OF THE CURB AND GUTTER SHALL BE CONSTRUCTED PARALLEL TO THE SLOPE OF SUBBASE COURSES AND TO THE DEPTH OF THE PAVEMENT.
5. ALLOWABLE CRITERIA FOR THE USE OF CG-7 IS BASED ON ROADWAY CLASSIFICATION AND DESIGN SPEED AS SHOWN IN APPENDIX A OF THE VDOT ROAD DESIGN MANUAL IN THE SECTION ON URBAN GS STANDARDS.
6. WHEN THIS STANDARD IS TO BE TIED INTO EXISTING BARRIER CURB, THE TRANSITION IS TO BE MADE WITHIN 10' OR THE CHANGE IN STANDARDS CAN BE MADE AT REGULAR OPENINGS.
7. WHEN COMBINATION MOUNTABLE CURB AND GUTTER IS USED, THE STANDARD ENTRANCE GUTTERS OR STANDARD CONNECTION FOR STREET INTERSECTIONS ARE TO HAVE THE MOUNTABLE CURB CONFIGURATION INCORPORATED.



 ROAD AND BRIDGE STANDARDS		<h2>COMBINATION 4" CURB AND GUTTER</h2>	SPECIFICATION REFERENCE
SHEET 1 OF 1	REVISION DATE	VIRGINIA DEPARTMENT OF TRANSPORTATION	105 502
201.04			

# VDOT Manuals with Standards

- VDOT Manuals are available free to the public online at
- <https://www.virginiadot.org/business/manuals-default.asp>
- VDOT Manuals Referenced as Part of the Proposed UDO
  - Manual on Uniform Traffic Control Devices (MUTCD)
  - Road Design Manual and Subdivision Street Design Guide known as Appendix B(1)
  - Road and Bridge Standards
  - Inspection Manual
  - Work Area Protection Manual
  - Urban Construction and Maintenance Program

**5-D**



**Table 6.1: Permitted Uses by Zoning District**

Key: ■ = Permitted Use, □ = Conditional Use, * = Allowed by Special Exception Permit Only																						
Land Use	A-1	R-1	R-2	R-3	R-4	RA	RB-1	RB-2	RH	RMH	MA	B-1	B-2	B-2 DT	BMX	BTS	DTB-1	DTB-2	DTB-3	M-1	M-2	
<b>Accessory Uses</b>																						
Accessory Structures & Uses	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
Home Occupations	□	□	□	□	□	□	□	□	□	□		□	□	□	□		□	□	□			
Semi-Trailer Storage	□					□						□	□		□	□					□	□
Shipping Container Storage	□					□						□	□		□	□					□	□
Outdoor Heating Units	□	□	□	□		□	□	□	□												□	□
<b>Age Restricted Uses</b>																						
Craft Brewery or Distillery														■	■	■	■	■	■	■	■	■
Special Interest Club														*	*	*	*	*	*	*		
Production Brewery/Distillery																					■	■
Adult Uses														*		*						
<b>Agricultural</b>																						
Cultivation	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Beekeeping	■	□	□	□	□	□	□	□	□			□	□		□	□					□	□
Chicken Keeping	■	□	□	□	□	□	□	□	□				□		□							
Nontraditional Pets	■	□	□	□		□		□														
Urban Livestock	■	□	□	□	□	□		□				□	□		□						□	□
Commercial Greenhouses	□																				■	■
Agritourism Venues	□																					
Commercial Kennels	□					*								*							□	□
<b>Civic &amp; Institutional</b>																						
Assembly Halls & Lodges	*											*	*	*	*	*	*	*	*	*	*	*
Parks & Outdoor Recreation	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Theaters														■	■	■	■	■	■	■		
Dog Parks	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Cemeteries	□	□	□	□	□	□																
Private For-profit Schools						*	*	*			*	□	□	*	□	□	*	*	*	□	□	□
Public & Semi-Public Facilities	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Public Maintenance Shops																					■	■
Social Service Institutions	*																					*
<b>Residential</b>																						
State Authorized Group Home	■	■	■	■	■	■	■	■	■		■			□					□	□		
Single-Family Dwelling	■	■	■	■	■	■	■	■	■					□					□	□		
Accessory Dwelling Unit	□	□	□	□	□	□	□	□	□										□	□		
Duplex or Two-Family Homes	■		■	■	■	■	■	■	□					□	□		□	□	□	□		
Multi-Unit Housing – Up to 4			■	■	■	■	■	■	□					□	□		□	□	□			
Townhouse or Condominium			□	□	■	■	■	■	□					■	■		■	■				
Cottage Style Neighborhoods				■	■	■	■	■												□		
Multi-Family – 45 Bedrooms/Acre				■	■	■	■	■							■	■			■	■		
Multi-Family – 70 Bedrooms/Acre					■	□	□	□						□	■		□	□	□			
Live-Work Residential						□	□	□					□	■	■		■	■	■			
Mixed Use Lifestyle Center															■							
Rural Village Residential	□																					
Caretaker Residence	■										■	■				■					■	■
Tiny House on Wheels	*					*	*		■													
Manufactured Homes	■			*		□	□		■													

**Table 6.1: Permitted Uses by Zoning District** (Continued)

Land Use	Key: ■ = Permitted Use, □ = Conditional Use, * = Allowed by Special Exception Permit Only																					
	A-1	R-1	R-2	R-3	R-4	RA	RB-1	RB-2	RH	RMH	MA	B-1	B-2	B-2 DT	BMX	BTS	DTB-1	DTB-2	DTB-3	M-1	M-2	
<b>Industrial</b>																						
Artisan Food Production	□					■	□	□					■	■	■	■	■	■	■	■	■	■
Artisan Industrial	□					■	□	□						■			■	■	■	■	■	■
Intense Artisan Industrial						□		□						□			□	□	□	■	■	■
Light Industrial						□														■	■	■
Moderate Industrial																				■	■	■
Heavy Industrial																						*
<b>Lodging</b>																						
Bed & Breakfast Inn or Homestay	□		□	□	□	□	□	□		□		■	■	■	■	■	■	■	■	■		
Campgrounds & RV Parks	*																					
Hotels & Motels												■	■	■	■	■	■	■	■	■		
<b>Medical &amp; Veterinary</b>																						
Medical Offices & Clinics	*						□	□			■	■	■	■	■	■	■	■	■	■		
Assisted Living & Physical Rehab	*				■	*	*	*			■	■	■	*	■	■	*	*	*			
Hospital											■		■		■	■					■	
Substance Abuse Treatment	*										*											
Medical Laboratory											■										■	■
Medical Retail											■	■	■	■	■	■	■	■	■	■	■	■
Veterinary Clinics											□		□			□					■	■
<b>Professional</b>																						
Professional Office						□	□	□				■	■	■	■	■	■	■	■	■	■	■
On-Site Property Management				■	■	■	■	■		■	■	■	■	■	■	■	■	■	■	■	■	■
<b>Conservation</b>																						
Conservation Areas & Preserves	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
<b>Utilities &amp; Transportation</b>																						
Public Utility Minor	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
Public Utility Moderate	■										■	■	■		■	■					■	■
Public Utility Major	*											*	*		*	*					*	*
<b>Retail</b>																						
Neighborhood Retail						□	□	□				■	■	■	■	■	■	■	■	■	■	■
Moderate Retail												■	■	■	■	■	■	■	■	■	■	■
Large Retail													■		■	■					■	■
Sales on Public Sidewalk														□			□	□	□			
Retail Petroleum Products													■		■	■					■	■
Automotive Service													■		■	■					■	■
<b>Services</b>																						
Banks & Financial Services						□	□	□				■	■	■	■	■	■	■	■	■	■	■
Payday Loans & Pawn Shops													■		■	■						
Family Day Homes & Day Care	*	*	*	*	*	□	□	□	*		□	□	□	□	□	□		□	□	□	□	□
Private Preschools & Day Care						□	□	□			□	□	□	□	□	□				□	□	□
Laundry Services													■	■	■	■					■	■
Hair & Skin Care						□	□	□				■	■	■	■	■	■	■	■	■	■	■
Funeral Homes								□					■	■						■		

**6-A**

**COUNCIL ACTION LETTER**  
**Staff Assignments and Information**

September 11, 2023 Number 575

**ACTIONS TAKEN OR DISCUSSED**

**STAFF ASSIGNMENTS**

- |  |  |
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| <p>1. Approved the meeting agenda.</p> <p>2. Approved the consent agenda consisting of the minutes of the work session and the regular meeting of August 28, 2023.</p> <p>3. Approved reinstating the Façade Program.</p> <p>4. Approved the request of the Wytheville Police Department and the Wytheville Fire and Rescue Department to close a portion of Spring and Church Streets on October 31, 2023, from 4:30 p.m. to 9:30 p.m. for the Church Street Trunk or Treat Event.</p> <p>5. Approved the request of Downtown Wytheville, Incorporated to close Main Street, from 5th Street to 4th Street, and a portion of Church, Tazewell and First Streets, on Saturday, October 28, 2023, from 9:00 a.m. to 5:00 p.m. for the 2023 Mayhem on Main Street Event.</p> <p>6. Approved the request of the Town of Wytheville Department of Museums to close Tazewell Street, from its intersection with Monroe Street to the Boyd Museum, on Friday, September 13, 2023, from 9:00 a.m. to 11:00 a.m. for the Rock House Reopening and 200th Birthday Celebration.</p> <p>7. Appointed Ms. Eden N. Miller as a youth member to the Wytheville Recreation Commission (term expires August 1, 2024).</p> <p>8. Scheduled a Special Town Council Meeting on Wednesday, October 11, 2023, at 4:00 p.m. and scheduled a public hearing for this meeting to consider a bond in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town.</p> | <p>3. <b>DTW, Inc. Executive Director</b> – implement the Façade Program</p> <p>4. <b>Assistant Town Manager</b> – advise applicant of approval</p> <p>5. <b>Assistant Town Manager</b> – advise applicant of approval</p> <p>6. <b>Assistant Town Manager</b> – advise applicant of approval</p> <p>7. <b>Town Clerk</b> – send letter of appointment</p> <p>8. <b>Town Clerk</b> – notify media of meeting</p> |
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- 9. Approved the Policy Guidance on Event Safety, Street Closures & Traffic Control, as amended.
- 10. Held a Closed Meeting pursuant to §2.2-3711(A.)(1.) To discuss the Town Attorney position; §2.2-3711(A.)(3.) Discussion regarding the acquisition/disposition of property used for a public purpose; and, §2.2-3711(A.)(7.) Consultation with legal counsel pertaining to probable litigation; §2.2-3711(A.)(1.) Discuss the performance and salaries of appointed employees. Council certified the Closed Meeting.
- 11. Amended the agenda to include discussion regarding a salary increase for the Town Clerk due to extra job duties. The Town Council denied the salary increase for the Town Clerk.
- 12. Amended the agenda to include discussion that all appointed officials' salaries shall be discussed and voted upon by the Town Council. The Town Council approved that all appointed officials' salaries shall be discussed and voted upon by the Town Council.

- 9. **Assistant Town Manager** – implement policy
- 12. **Director of Human Resources** – implement new stipulation

# COUNCIL ACTION LETTER

## Staff Assignments and Information

September 25, 2023

Number 576

### ACTIONS TAKEN OR DISCUSSED

### STAFF ASSIGNMENTS

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Approved the meeting agenda.</li> <li>2. Approved Councilwoman Atkins joining the meeting electronically.</li> <li>3. Approved the consent agenda consisting of the minutes of the work session and the regular meeting of September 11, 2023.</li> <li>4. Approved the request of George Wythe High School to close 1st Street, between Main and Monroe Streets, and Main Street, from 1st Street to 12th Street, to conduct their Homecoming Parade on Wednesday, October 4, 2023, from 6:00 p.m. to 7:00 p.m.</li> <li>5. Approved a resolution supporting the Monroe Street Traffic Calming Project Highway Safety Improvement Program (HSIP) application.</li> <li>6. Approved a resolution supporting the Road Diet Highway Safety Improvement Program (HSIP) application for Peppers Ferry Road.</li> <li>7. Approved the Asbury Lane Subdivision Plat, Phase I.</li> <li>8. Approved a resolution recognizing the Town volunteers who serve on Committees, Boards and Authorities.</li> <li>9. Amended the Fiscal Year 2023-24 Budget to appropriate \$10,500 for the HVAC system at the Heritage Preservation Center.</li> <li>10. Held a Closed Meeting pursuant to §2.2-3711(A.) (1.) To interview a candidate for the Town Attorney position and certified the Closed Meeting.</li> </ol> | <ol style="list-style-type: none"> <li>4. <b>Assistant Town Manager</b> – advise applicant of approval</li> <li>5. <b>Planning Director</b> – forward to appropriate agency</li> <li>6. <b>Planning Director</b> – forward to appropriate agency</li> <li>7. <b>Assistant Town Engineer</b> – advise applicant of approval</li> <li>9. <b>Town Treasurer</b> – amend budget</li> </ol> |
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## COUNCIL ACTION LETTER Staff Assignments and Information

October 11, 2023

Number 577

### ACTIONS TAKEN OR DISCUSSED

1. Approved the meeting agenda.
2. Approved the consent agenda consisting of the minutes of the regular meeting of September 25, 2023.
3. Conducted a public hearing to consider the issuance of General Obligation Bonds in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit for the Town.
4. Approved a resolution authorizing the issuance of General Obligation Bonds in the maximum amount of \$843,000 to be used to acquire a refuse truck and a dehumidification unit and to authorize the execution and delivery of certain related documents.

### STAFF ASSIGNMENTS

4. **Town Manager** – execute bond documents