



AGENDA
Wytheville Town Council
March 14, 2016
7:00 p.m.
Wytheville Municipal Building
150 East Monroe Street
Wytheville, Virginia 24382

- A. **INVOCATION** – COUNCILMAN THOMAS F. HUNDLEY
- B. **CALL TO ORDER**—MAYOR TRENTON G. CREWE, JR.
- C. **ESTABLISHMENT OF QUORUM**—MAYOR TRENTON G. CREWE, JR.
- D. **PLEDGE OF ALLEGIANCE**—VICE-MAYOR JACQUELINE K. KING
- E. **CONSENT AGENDA**
 - 1. Minutes of the regular meeting of February 22, 2016
 - 2. Request of the American Heart Association to conduct the Wythe-Bland HeartChase on Saturday, June 4, 2016, at 9:00 a.m.
 - 3. Request of District Three for waiver of fees for use of Withers Park on Thursday, June 16, 2016, for Senior Day in the Park
 - 4. Request of HOPE, Incorporated to conduct their annual Big Pencil to Big Walker bike ride on Saturday, June 18, 2016, at 7:30 a.m.; to close Tazewell Street between Pine and Spiller Streets and to close Spiller Street between 4th and Tazewell Streets from 10:00 a.m. to 1:30 p.m. for southbound traffic; and, to use the Heritage Center parking lot
 - 5. Request of Virginia Cooperative Extension to conduct a 5K Run on Saturday, April 30, 2016, at 9:30 a.m.
 - 6. Request of Wytheville Community College to conduct a 5K Run on Saturday, April 2, 2016, at 9:00 a.m.
- F. **PUBLIC HEARING**
 - 1. Consider amending the Town of Wytheville Zoning Ordinance, Article III – Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII–A–Residential District R-3MH; Article X– Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown

G. CITIZENS' PERIOD

H. OLD BUSINESS—TOWN MANAGER C. WAYNE SUTHERLAND, JR.

1. Review of upcoming Town election

I. COMMITTEE REPORTS

1. Budget and Finance

- a. Renewal of employees' health insurance
- b. Ordinance to correct erroneous language in the Town Code regarding licensing of cats running at large (Does not change any current regulations)

2. Public Works

- a. Application to apply as a Tree City USA community
- b. Proposed revisions to street entrance permits
- c. Shredding event scheduled

J. ORDINANCES/RESOLUTIONS

1. Ordinance No. 1306, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, by amending Article III – Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII–A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown, on first reading
2. Ordinance No. 1307, an ordinance amending and reenacting Chapter 3, Animals, Article II. Cats and Dogs, Section 3-21. Cats Running at Large, of the Code of the Town of Wytheville, Virginia, on first reading

K. ADJOURNMENT



Meeting Date:	Monday, March 14, 2016
Item Name:	Consent Agenda
Item Number:	E-2
Subject:	American Heart Association 5K Run Request

SUMMARY:

Enclosed is the request of the American Heart Association to conduct the Wythe-Bland HeartChase on Saturday, June 4, 2016, at 9:00 a.m., in downtown Wytheville. Chief Arnold has reviewed the request and approved the route, date and time.



HeartChase®

TOWN OF WYTHEVILLE
RECEIVED
FEB 05 2016

February 2, 2016

Dear Ms. Corvin,

I am writing on behalf of the Wythe-Bland 2016 HeartChase committee to request use of Downtown Wytheville on June 4th.

The Wythe-Bland HeartChase is currently sponsored by Wythe County Community Hospital and Wytheville Parks and Recreation. HeartChase is the American Heart Association's premiere fundraising event in Wytheville.

This year the event will start at Withers Park and circle through downtown. Participants will complete Heart Healthy activities on sidewalks and in some of the downtown sponsor's stores.

HeartChase will be held on Saturday, June 4th from 9-11am. We will begin setting things up around 7am at Withers Parks.

I look forward to hearing back from you regarding the ability to host the Wythe-Bland HeartChase once again in Downtown Wytheville and Withers Park.

Sincerely,

Ashley Ege

Director of Development, HeartChase

American Heart Association

Wythe-Bland HeartChase Route

Saturday, June 4th, 2016



**POLICE DEPARTMENT REVIEW
5K RUN/PARADE/MARCH/OTHER EVENT REQUEST
60 DAYS PRIOR TO EVENT**

An application has been received from American Heart Association on February 5, 2016, to conduct a 5K Run/Parade/March/Other Event using the proposed route as shown below. This event is being requested to be conducted on June (Month), 4 (Day), 2016 (Year), from 9:00 a.m. to 11:00 a.m. (time).

- Yes, the organization WILL provide adult volunteers to help with this event.
 No, the organization WILL NOT provide adult volunteers to help with this event.

1. **5K Run "WCC" Route** (Begin at the Wytheville Community College property, proceed on East Main Street, turn right on 11th Street, turn right on Peppers Ferry Road, turn right on Community Boulevard, and return to the start line at the College.) (Permission will, also, be needed from WCC.)

2. **5K Run "Chautauqua" Route** (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street, and return to the Fourth Street Civic Center.)

3. **5K Run "Spiller" Route** (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street, and finish in front of Spiller School marquee sign.)

4. **5K Run "Smallest Church" Route** (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

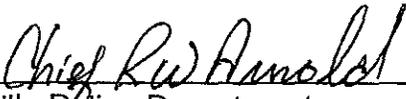
5. **Parade/March/Other Route:** Heart Chase will be in the downtown area on Main, Monroe, and Tazewell Streets. Same area as previous years.

The Wytheville Police Department has reviewed this request and would recommend the following regarding the application:

Approve the Application

Deny the Application

Approve with the following modifications: _____



Wytheville Police Department

WYTHEVILLE TOWN COUNCIL



AGENDA INFORMATION

Meeting Date:	Monday, March 14, 2016
Item Name:	Consent Agenda
Item Number:	E-3
Subject:	District Three Waiver of Fees Request

SUMMARY:

Enclosed is the request of District Three for waiver of fees for use of Withers Park on Thursday, June 16, 2016, for Senior Day in the Park. Recreation Director Rick Showalter has approved the request.



Town of Wytheville
Department of Parks and Recreation

Request for Waiver of Fees

Name of Organization: District 3 Non-Profit / Profit

Date of Activity: June 16, 2016 Tax-exempt No: _____

Purpose of Activity: Senior Day in the Park

Request of Area

Withers Park
Elizabeth Park

Hours

7A-5p

Use Fee

\$100

Additional Information

\$50 deposit

event time 11A-2p

Number of Persons in Attendance: 400

Requirements

- The activity provides a direct recreational, educational or entertainment value to the participants.
 Alcoholic beverages will not be sold, served, or consumed.
 The activity was scheduled through the Department of Recreation at least one month in advance of the date of the event.
 Group requesting waiver of fees is a public agency, or group incorporated by the Commonwealth of Virginia as non-profit organization.
 Proceeds raised will be donated to: NA
(The generation of funds for a charitable or worthy cause shall not, of itself, be deemed as a reason for waiver of Center or Park use fees).

Organization Representative: Libby Dancy

Address: 4453 W Lee Hwy

City/State: Marion VA Zip Code: 24354

Day Phone: 783-8157 Night Phone: _____

Signature: Libby Dancy, em Date: 2-24-16

Approval

Director of Recreation: Pat Showald Date: 3/4/16

Comments: _____

Approved By: _____ Date: _____

Comments: _____

User: crystalh

Contract #: 24783
Date: 24 Feb 2016

User: crystalh
Status: Firm

Home: ()
Fax: (276)228-0508

Business: (276)783-8157

Town of Wytheville Parks & Recreation

Date: 02/24/2016

Date: _____

Town of Wytheville
Parks & Recreation Department
FACILITY RENTAL POLICIES

RO **Deposit:** A deposit is required for each room reservation payable when making the reservation (see Center Rate Schedule). The deposit is refunded if the group has fulfilled the contract terms, the group cleans up adequately, vandalism and damages have not occurred and group has stayed within rental hours. Any overage in rental hours will be withheld from the security deposit. If the security deposit does not cover overage, addition will need to be paid upon leaving. Behavior problems of any nature will result in forfeiture of the deposit.

RO **Rental Fee:** Rental fees are to be paid in full three weeks prior to event date or the rental is subject to be cancelled.

RO **Refund of Deposit:** Deposit refunds, that were paid by cash or check, are mailed out and should be received within 3 weeks of rental date. Deposit refunds, that were paid by credit card, will be issued back to the credit card within two weeks of rental date.

RO **Cancellations:** If a reserver notifies staff of cancellation at least three (3) weeks prior to the reservation, rental use fees will be refunded in full. If a cancellation is made less than three weeks of the scheduled reservation, a \$25 cancellation fee will be deducted from the fees paid. If a reservation is canceled or altered within one week, rental fees will not be refunded.

Christmas and New Year's Parties: Reservations for the Community Center during the months of December and January are in much demand due to the holiday season. Therefore the following cancellation policies will be enforced for any activity scheduled in December or January:

More than two months; \$75 cancellation fee: Two months or less; \$150 cancellation fee: Less than one month; no refund for facility use.

RO **SET UP**

Plans for decorating, setting up or using any equipment must be scheduled when reserving and is included in rental use hours. All groups requiring the use of tables and/or chairs shall make arrangements on layout when making reservation. Community Center Staff will set up tables and chairs according to layout. Groups needing any audio/visual equipment must make arrangements upon reservation and must bring in any personal equipment for testing at least two weeks in advance. Under no circumstances are groups holding a permit to remove chairs, tables or other equipment from the Community Center. No decorations may be hung or attached to the ceiling, walls or windows. Table decorations are allowed.

RO **CLEAN UP**

Any group using a facility operated by the Town of Wytheville Department of Parks and Recreation agrees to leave the facility as it was found. Clean up by user group includes but is not limited to cleaning up of all decorations, food, and trash; cleaning tables; sweep and mop if needed. Supplies, including additional trash bags, for clean up are supplied and are in closet. Clean up must be performed immediately after the activity concludes and is included in rental use hours. Failure to clean areas shall result in forfeiture of all or part of the deposit and/or assessed additional costs for cleanup operations if deemed necessary.

RO **ENTERING AND LEAVING FACILITY**

Everyone must enter and exit through the front entrance. Room doors to the outside are for emergency exit only and will alarm.

Entering: A representative from the group must report to the front desk of the building upon entering the facility before area is unlocked. The supervisor will record the time group enters, review contract information and general operating policies if needed.

Departure: A representative from the group must report to the front desk of the building upon departing the facility. The attendant and the representative review conditions of areas utilized prior to departure. Any area not cleaned or damaged is to be noted on the reservation form. The representative is required to sign acknowledging the damages. Failure to sign this form will result in forfeiture of the deposit in full. Additional fees may be charged to the individual or group for damages or additional staff needed to clean area.

 **DAMAGES TO FACILITY OR EQUIPMENT/DISRUPTIONS**

Damages: Any reserver that causes physical damage to the facility or to any equipment shall forfeit the deposit and/or be assessed additional costs for repairs (if deposit is not sufficient). The reserver, agency or organization may also forfeit the privilege of future use of the building.

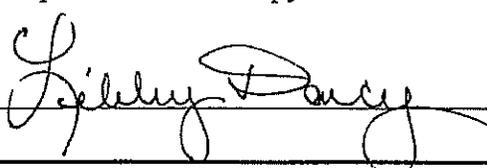
Disruptions: Any reserver or other person involved in a disruption at a facility operated by the Town of Wytheville Department of Parks and Recreation will be suspended according to the rules and regulations pertaining to disciplinary actions. In addition, any disruption occurring during a scheduled reservation will result in forfeiture of the deposit.

LIABILITY

Individuals, groups, agencies, or organizations contracting to use the Center or any facility shall assume the responsibility for all persons and area of use.

Neither the Town of Wytheville, nor any of its operating agencies, shall be liable to any organization, agency or individual using the facility nor to any other person, firm or corporation for any loss or damage suffered during the use of said premise or on account of any defective condition or depreciation of the portion of the premises used of any building, structure or equipment upon the premises and entity using said facility assumes all risks to persons or property due to latent or patent defects in the premises and fixtures thereon and the entity using the facility expressly agrees to indemnify and save harmless the Town of Wytheville and all of its operating agencies from any and all claims resulting from the use of the same.

Any individual, agency, or group hosting a community activity or fund-raising activity must provide the Department with a copy of a current Liability Insurance Policy of not less than \$1 Million.

Signature: 

Date: 02/29/16

TO BE COMPLETED WHEN LEAVING

Time In: _____ Time Out: _____

Clean up: Completed Not Completed

Notes: _____

Damages Explanation _____

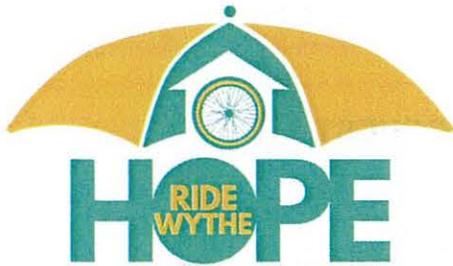
Staff Signature: _____ Rental Signature: _____



Meeting Date:	Monday, March 14, 2016
Item Name:	Consent Agenda
Item Number:	E-4
Subject:	HOPE, Incorporated Requests

SUMMARY:

Enclosed is the request of HOPE, Incorporated to conduct their annual Big Pencil to Big Walker bike ride on Saturday, June 18, 2016, at 7:30 a.m.; to close Tazewell Street between Pine and Spiller Streets and to close Spiller Street between 4th and Tazewell Streets between 10:00 a.m. and 1:30 p.m. for southbound traffic; and, to use the Heritage Center parking lot. Chief Arnold has reviewed and approved this request.



TOWN OF WYTHEVILLE
RECEIVED
FEB 25 2016

**Big Pencil to Big Walker
Ride**



February 24, 2016

Mr. Wayne Sutherland, Town Manager
Town of Wytheville
PO Box 533
Wytheville, Va. 24382

Dear Wayne,

HOPE would like to request permission to hold our annual bike ride fundraiser across certain town streets on Saturday, June 18, 2016. The ride would begin at the Main Street intersection with Tazewell, in front of the Southwestern Virginia Housing Center (VHDA office) at 7:30 am. The ride would proceed north on Tazewell St. to the Sheetz intersection, and right on to N. 4th Street straight out Rt. 52 to the top of Big Walker Mountain.

As the riders complete their 62 mile, 36 mile or 24 mile ride, they would all come back into town on Cove Road, turn right on to Mountain View Drive, left on to Fisher Road, right on to E. Ridge Road and left on to Tazewell Street, with a finish at the intersection in front of Spiller school. Rather than have the cyclists go through the Monroe and Main Street stop lights, we would like to have our finish in the new parking lot created next to the Heritage Center. This should be safer area in which the riders can relax and unwind from their ride. We would have some music entertainment there as well. If at all possible, we would ask that the stretch of Tazewell from Pine to Spiller be closed at least for southbound traffic, as that is where the cyclists would be finishing from 10 to 1:30 p.m. It may be necessary to close Spiller between 4th and Tazewell for that portion as well.

We will have prominent yard signs marking each intersection for the riders, which have worked well in the past. The signs would be erected the night before, and removed after the ride has finished Saturday afternoon.

Please let us know what additional information you may need from us. We definitely appreciate the town's cooperation with HOPE for this event.

*Serving the southwest
Virginia counties
of Bland, Wythe,
Smyth, Carroll and
Grayson and the
City of Galax.*

Sincerely,

Andy Kegley
Executive Director



Andy Kegley
Executive Director
akegley@wythehope.org

Helping Overcome Poverty's Existence, Inc.
(formerly Mountain Shelter, Inc.)

P.O. Box 743, 680 W. Main Street, Wytheville, VA 24382
Toll Free: 1-877-818-8680 Phone: (276) 228-6280 Fax: (276) 228-0508
Web site: www.wythehope.org

**POLICE DEPARTMENT REVIEW
5K RUN/PARADE/MARCH/OTHER EVENT REQUEST
60 DAYS PRIOR TO EVENT**

An application has been received from HOPE, Inc.
on February 25, 2016, to conduct a 5K Run/Parade/March/Other
Event using the proposed route as shown below. This event is being requested to be
conducted on June (Month), 18 (Day), 2016 (Year), from 7:30 a.m.
to _____ (time).

Yes, the organization WILL provide adult volunteers to help with this event.
 No, the organization WILL NOT provide adult volunteers to help with this event.

1. **5K Run "WCC" Route** (Begin at the Wytheville Community College property, proceed on East Main Street, turn right on 11th Street, turn right on Peppers Ferry Road, turn right on Community Boulevard, and return to the start line at the College.) (Permission will, also, be needed from WCC.)
2. **5K Run "Chautauqua" Route** (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street, and return to the Fourth Street Civic Center.)
3. **5K Run "Spiller" Route** (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street, and finish in front of Spiller School marquee sign.)
4. **5K Run "Smallest Church" Route** (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)
5. **Parade/March/Other Route:** Begin at the intersection of Main and Tazewell Streets, proceed to North 4th Street to Route 52. Return to town using Cove Road, turn right on Mountain View Drive, turn left on Fisher Road, turn right on East Ridge Road, turn left on Tazewell Street and end at the Heritage Preservation Center parking lot. Also, has requested to close Spiller Street between 4th and Tazewell Streets and to close Tazewell Street between Pine and Spiller Streets from 10:00 a.m. to 1:30 p.m., for southbound traffic.

The Wytheville Police Department has reviewed this request and would recommend the following regarding the application:

Approve the Application

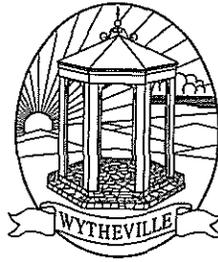
Deny the Application

Approve with the following modifications: _____



Wytheville Police Department

WYTHEVILLE TOWN COUNCIL



AGENDA INFORMATION

Meeting Date:	Monday, March 14, 2016
Item Name:	Consent Agenda
Item Number:	E-5
Subject:	Virginia Cooperative Extension 5K Run Request

SUMMARY:

Enclosed is the request of the Virginia Cooperative Extension to conduct a 5K Run on Saturday, April 30, 2016, at 9:30 a.m. Chief Arnold has also reviewed and approved the requested date, route and time.



VirginiaTech

Virginia Cooperative Extension
Wythe County Office
2110 N 4th Street
Wytheville, Virginia 24382
276.223.6040 Fax: 276.223.6046
kbewing@vt.edu
www.vt.edu

TOWN OF WYTHEVILLE
RECEIVED
FEB 03 2016

February 3, 2016

Town of Wytheville
P.O. Box 533, 150 East Monroe Street
Wytheville, VA 24382
(276) 223-3349

Dear Ms. Corvin;

I would like to request the Spiller 5K route for Saturday, April 30, 2016. We would begin registrations at 8:30 am and the race would commence at 9:30 am. This race would be in support of the Wythe County 4-H program. We are a nonprofit organization and can provide our tax exempt number if needed. Please find our office mailing address and phone number in the letterhead.

Please respond with if this date is accepted and how many adult volunteers would be needed. Also, would it be possible for us to use Withers Park as the registration site for the race? We would like to paint (washable) 4-H emblems along the route. Would this be acceptable and if so could this be done the Thursday before the race?

Thank you,

Kelsey Ewing Grimes
Extension Agent, 4-H Youth Development

Invent the Future

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Extension is a joint program of Virginia Tech, Virginia State University, the U.S. Department of Agriculture, and state and local governments.

Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.



www.ext.vt.edu

**POLICE DEPARTMENT REVIEW
5K RUN/PARADE/MARCH/OTHER EVENT REQUEST
60 DAYS PRIOR TO EVENT**

An application has been received from Virginia Cooperative Extension on February 3, 2016, to conduct a 5K Run/Parade/March/Other Event using the proposed route as shown below. This event is being requested to be conducted on April (Month), 30 (Day), 2016 (Year), from 9:30 am to _____ (time).

- Yes, the organization WILL provide adult volunteers to help with this event.
 No, the organization WILL NOT provide adult volunteers to help with this event.

1. **5K Run "WCC" Route** (Begin at the Wytheville Community College property, proceed on East Main Street, turn right on 11th Street, turn right on Peppers Ferry Road, turn right on Community Boulevard, and return to the start line at the College.) (Permission will, also, be needed from WCC.)

2. **5K Run "Chautauqua" Route** (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street, and return to the Fourth Street Civic Center.)

3. **5K Run "Spiller" Route** (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street, and finish in front of Spiller School marquee sign.)

4. **5K Run "Smallest Church" Route** (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

5. **Parade/March/Other Route:** _____

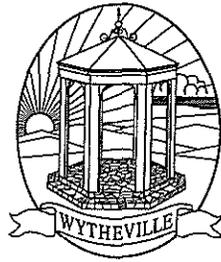
The Wytheville Police Department has reviewed this request and would recommend the following regarding the application:

Approve the Application

Deny the Application

Approve with the following modifications: _____

Chief R. W. Arnold
Wytheville Police Department



Meeting Date:	Monday, March 14, 2016
Item Name:	Consent Agenda
Item Number:	E-6
Subject:	Wytheville Community College 5K Run Request

SUMMARY:

Enclosed is the request of Wytheville Community College to conduct a 5K Run on Saturday, April 2, 2016, at 9:00 a.m. Chief Arnold has, likewise, reviewed and approved the requested date, route and time.



WYTHEVILLE COMMUNITY COLLEGE

1000 East Main Street • Wytheville, Virginia 24382

Phone: (276) 223-4848 • Fax: (276) 223-4770 • Email: cwhite@wcc.vccs.edu • Web Address: <http://www.wcc.vccs.edu>

Office of the President

February 8, 2016

Ms. Sherry Corvin
Town Clerk
P.O. Box 533
Wytheville, VA 24382

Dear Ms. Corvin:

I respectfully request the assistance of the Town of Wytheville as Wytheville Community College plans the second annual "WCC Sprint for Scholarships 5K Run/Walk."

This community event is planned for Saturday, April 2, at 9 a.m. All proceeds raised from the 5K will go directly to support student scholarships at WCC. The event is open to the community; however, runners and walkers must pay a \$20 entry fee to participate.

In particular, I request that the Mayor and the Town Council of Wytheville allow WCC to use portions of Route 365, Main Street, 11th Street, Pepper's Ferry Road, and the newly opened portion of Community Boulevard adjacent to the WCC campus as part of our race course.

The USATF certified race course follows the same route as the 2014 and 2015 event and will begin in the lower parking lot on WCC's campus and turn left onto Route 365. The course will then follow Route 365 to Main Street, where it will turn right onto Main Street. From Main Street, the course will turn right on to 11th Street and then make another immediate right onto Pepper's Ferry Road. The course will follow Pepper's Ferry Road and turn right onto Community Boulevard, using most of the newly constructed road. The race then turns right at the WCC tennis courts and follows the WCC walking trail around campus, by the Al Jennings Athletic Fields and back up the trail to finish in the WCC lower parking lot at the start line. This last section will be entirely on WCC's campus. The course will have a volunteer-manned water stop along Pepper's Ferry Road, at about the 1.5 mile mark on the sidewalk. Maps to show the course route are enclosed (mileage on the map is estimated only, as new Community Blvd. and WCC walking trail are not shown on the map).

WCC Campus Police Department will assist in coordination and event safety, and the college anticipates having numerous volunteers to help direct runners and walkers along the race route. The race will begin and end on WCC's campus, using much of the WCC walking trail and a small portion of Wytheville streets. Only one of the two lanes on the race course would need to be closed temporarily. We do not anticipate any road closures lasting more than two hours. Road closures will begin no more than one half hour prior to the race start time, and all road closures will end as the last runner or walker completes that section of the race course.

The race will again be professionally timed by Jeremy Woods, a seasoned race timer. All pre- and post-race activities, including registration and the awards ceremony, will be held on WCC's campus. Parking and restroom facilities will also be available on WCC's campus. The "WCC Sprint for Scholarships 5K Run/Walk," anticipates up to 150 participants.

WCC looks forward to working with the Town of Wytheville to create a safe, well-managed, community event that will support WCC students in our local community. Should you have any questions regarding this event, please contact Jill Ross at (276)223-4282 or jross@wcc.vccs.edu.

Sincerely,

Dean Sprinkle
President

Enclosure



Road Running Technical Council USA Track & Field

recognized by



Measurement Certificate

Name of the course WCC Sprint for Scholarship 5K Distance 5 km
 Location (state) Virginia (city) Wytheville
 Type of course: road race calibration track Configuration: point-to-point
 Type of surface: paved 99 % dirt % gravel 1 % grass % track %
 Elevation (meters above sea level) Start 721 m Finish 710 m Highest 744 m Lowest 693 m
 Straight line distance between start & finish 240 m Drop 2.2 m/km Separation 4.8 %
 Measured by (name, address, phone & e-mail) Matthew Studholme e-mail: sheddingcat@comcast.net
452 Brookhill Drive, Abingdon, VA 24210 ph: (276) 492-1181
 Race contact (name, address, phone & e-mail) Richard "Doc" Weiss e-mail: rweiss@wcc.vccs.edu
Wytheville Community College, 1000 E. Main Street, Wytheville, VA 24382 ph: (276) 223-4782
 Measuring Methods: bicycle steel tape electronic distance meter
 Number of measurements of entire course: 2 Date(s) when course measured: 03/14/2014
 Race date: 03/29/2014 Course certification effective date: 03/18/2014

Certification code: VA14001MS

Notice to Race Director: Use this Certification Code in all public announcements relating to your race.

Be It Officially Noted That

Based on examination of data provided by the above named measurer, the course described above and in the map attached is hereby certified as reasonably accurate in measurement according to the standards adopted by the Road Running Technical Council. If any changes are made to the course, this certification becomes void, and the course must then be recertified.

Verification of Course — In the event a National Open Record is set on this course, or at the discretion of USA Track & Field, a verification remeasurement may be required to be performed by a member of the Road Running Technical Council. If such a remeasurement shows the course to be short, then all pending records will be rejected and the course certification will be cancelled.

This certification expires on December 31 in the year 2024

AS NATIONALLY CERTIFIED BY:

MB Studholme

Date: 03/18/2014

Matthew Studholme – USATF/RRTC National Certifier

452 Brookhill Drive, Abingdon, Virginia 24210 Phone: (276) 492-1181 E-mail: sheddingcat@comcast.net

WCC Sprint for Scholarships 5K

Wytheville, VA

Measured by Matthew Studholme, March 14, 2014
sheddingcat@comcast.net (276) 492-1181

Split Locations

Start: On college entrance road: 11'4" southwest (230°) of northeast end of traffic island before the roundabout.

Mile 1: On Peppers Ferry Road: 16' northeast (30°) of the south entrance pillar for East End Cemetery.

Mile 2: On Community Blvd: 10' west (290°) of the storm water runoff adjacent to the intersection of Community Blvd & Cassell Road.

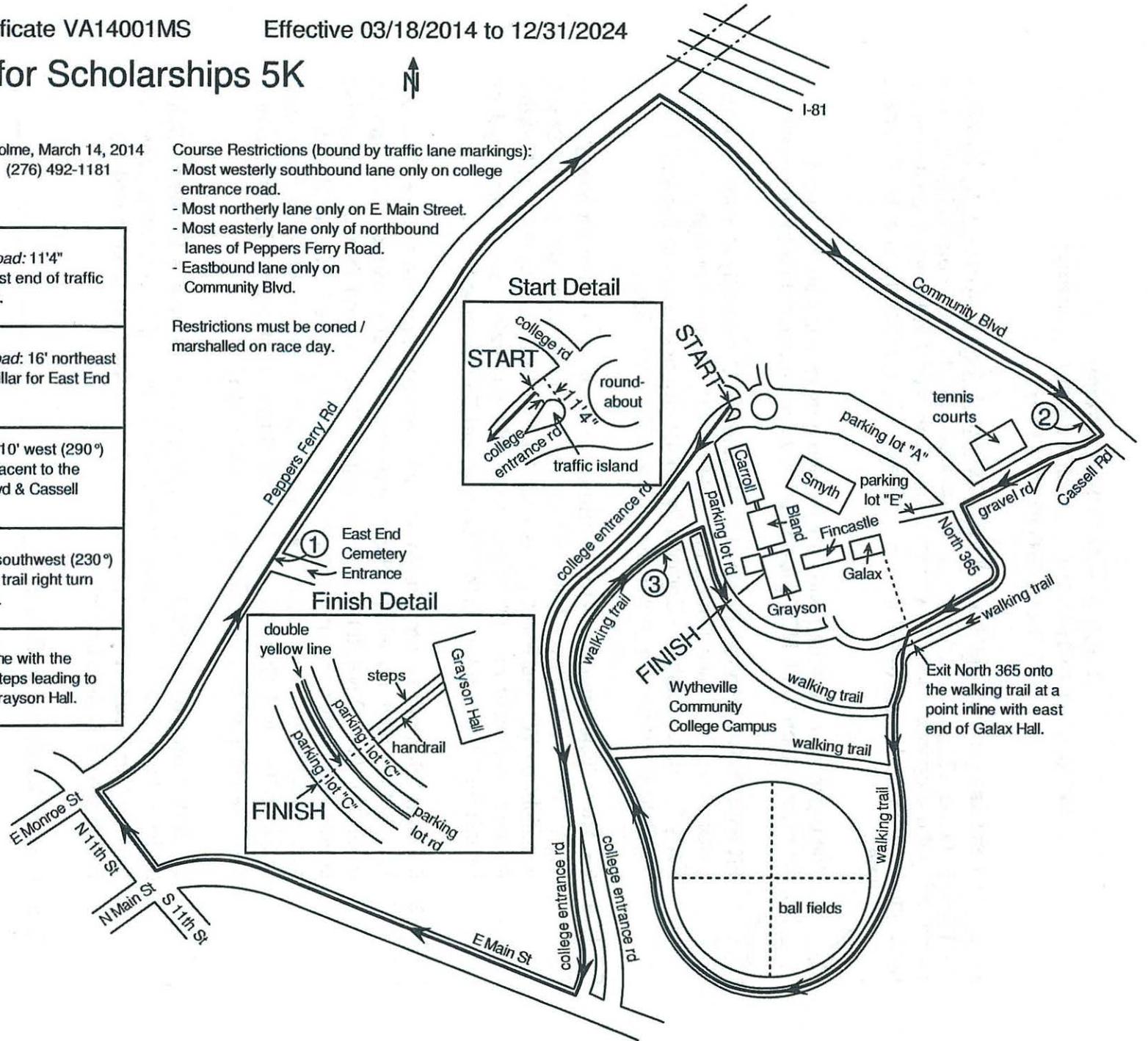
Mile 3: On walking trail: 89' southwest (230°) of the southwest edge of the trail right turn southwest of Parking Lot "B".

Finish: In parking lot "C": inline with the handrail in the middle of the steps leading to the southwest entrance to Grayson Hall.

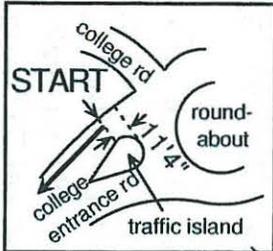
Course Restrictions (bound by traffic lane markings):

- Most westerly southbound lane only on college entrance road.
- Most northerly lane only on E. Main Street.
- Most easterly lane only of northbound lanes of Peppers Ferry Road.
- Eastbound lane only on Community Blvd.

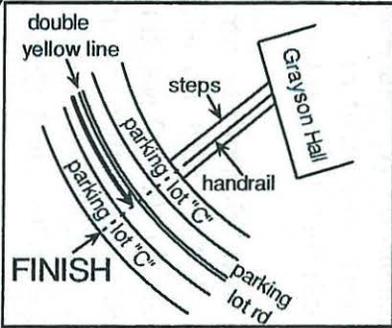
Restrictions must be coned / marshalled on race day.



Start Detail



Finish Detail



**POLICE DEPARTMENT REVIEW
5K RUN/PARADE/MARCH/OTHER EVENT REQUEST
60 DAYS PRIOR TO EVENT**

An application has been received from Wytheville Community College on February 8, 2016, to conduct a 5K Run/Parade/March/Other Event using the proposed route as shown below. This event is being requested to be conducted on April (Month), 2 (Day), 2016 (Year), from 9:00 a.m. to _____ (time).

- Yes, the organization WILL provide adult volunteers to help with this event.
 No, the organization WILL NOT provide adult volunteers to help with this event.

1. **5K Run "WCC" Route** (Begin at the Wytheville Community College property, proceed on East Main Street, turn right on 11th Street, turn right on Peppers Ferry Road, turn right on Community Boulevard, and return to the start line at the College.) (Permission will, also, be needed from WCC.)
2. **5K Run "Chautauqua" Route** (Begin in front of the Fourth Street Civic Center on Fourth Street, turn right on Spring Street, turn right on 11th Street, turn right on Withers Road (turns into Calhoun Street), turn right on Railroad Avenue, turn right on 20th Street, turn right on Spring Street, turn right on Fourth Street, and return to the Fourth Street Civic Center.)
3. **5K Run "Spiller" Route** (Begin at Spiller School marquee sign on Tazewell Street, turn right on Ridge Road, turn left on Fisher Road, turn right on Mountain View Drive, turn right on North 17th Street, go through the Loretto subdivision, turn right on Peppers Ferry Road, turn left on 11th Street, turn right on Withers Road, turn right on Church Street, continue across Main Street to Tazewell Street, cross Monroe Street, continue on Tazewell Street, and finish in front of Spiller School marquee sign.)
4. **5K Run "Smallest Church" Route** (Begin at Wytheville's Smallest Church on Nye Road, turn left on Bob Spring Road, turn right on Lover's Lane, turn right on Nye Road, run past the church for .5 mile, turn around and return to Wytheville's Smallest Church.)

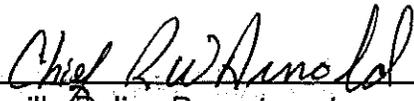
5. **Parade/March/Other Route:** _____

The Wytheville Police Department has reviewed this request and would recommend the following regarding the application:

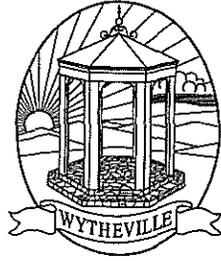
Approve the Application

Deny the Application

Approve with the following modifications: _____



Wytheville Police Department



Meeting Date:	Monday, March 14, 2016
Item Name:	Public Hearing
Item Number:	F-1
Subject:	Homestay Establishment or Airbnb

SUMMARY:

A public hearing has been scheduled to consider amending the Zoning Ordinance to include the use of a Homestay Establishment or Airbnb and to include this use in the agricultural district, as well as all business and residential districts. Action on this matter will be taken later in the meeting when an ordinance is considered to make these amendments.



WYTHEVILLE PLANNING COMMISSION RECOMMENDATION TO COUNCIL

Request:

Recommendation from the Planning Commission regarding amending the Wytheville Zoning Ordinance, Article III–Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII-A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown

Attendees at Planning Commission Meeting Regarding this Request:

Proponents of the Request:

None

Opponents of the Request:

None

Recommendation to Town Council:

After reviewing the proposed revisions to the Zoning Ordinance to include the definition and use of a Homestay Establishment or Airbnb, and no one attending the public hearing to voice any concerns, it would be the recommendation of the Planning Commission to amend the Wytheville Zoning Ordinance, Article III–Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII-A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown.



Homestay Rentals Public Hearing

Staff Report

Background

At the January 2016 meeting, the Planning Commission discussed "Airbnbs" and decided that it was time to consider regulations of those similar to the method that Roanoke had used and to hold a public hearing on a proposed ordinance. As the Planning Commission may recall, the "Airbnb" site is an internet site that offers a connection to homeowners and those seeking rooms for them to have the opportunity to either offer rooms in their homes for rent or to rent rooms of homeowners while traveling.

The ordinance that is proposed consists of a "Homestay" definition and a listing of the zones where the use would be permitted. The concept is fairly straightforward, but there are issues worthy of discussion and things that may be discussed due to potential for considerable public concern. One of the concerns is the cost of the permit. Staff would suggest a nominal fee, such as \$100.00, to cover the cost of the inspections and paperwork.

General Discussion

Certainly, safety is a primary concern, and we think that the registration of the Homestay location by the Building Official is important to be sure that the location is compliant with residential standards, has working smoke detectors, carbon monoxide detectors (if necessary), adequate bath and sanitary facilities, appropriate egress, etc. There are, also, provisions to protect the neighborhood character (this may be the primary concern of those who attend the public hearing). There may be concerns expressed especially in the single family zoning districts.

The other aspect of this regulation is to be fair to Wytheville's hotel and motel industry, so that Homestays do not have an advantage by not having to collect lodging taxes. There may be concerns from citizens who feel that since this is not a commercial venture, the lodging taxes should not apply.

The regulation of parking, noise, etc. is a little more difficult, but is addressed in the ordinance change.

Following comments at the public hearing, the Planning Commission may want to weigh the concerns relative to the regulation. If there are adequate concerns, the Commission may want to add additional regulations (which will require another public hearing) or consider prohibiting the "homestay" use in specific zones (such as R-1, R-1A and R-1M Single Family Residential Zones), or recommend prohibiting "homestays" altogether.

3-42.1 HOME OCCUPATION - INTERNET BASED: An internet-based business that involves only immediate family members of a household and has no other employees at the home address, does not produce, receive, stock or ship products at or from the home address, except for correspondence and documents shipped by USPS, UPS, FedEx or a similar service, is permitted to operate within all Residential Zoning Districts (R-1, R-1A, R-1M, R-2, R-2FH, R-3, R-3MH). Such a business shall be incidental and secondary to the use of the dwelling unit for residential purposes and shall not change the character thereof. If accessory buildings, such as garages or garden sheds, are utilized, they shall comply with all other provisions of the Zoning Ordinance, and shall be of similar character as defined by the residential unit and the adjacent neighborhood. No business sign shall be permitted. The Town Manager shall have the authority to review such internet-based businesses and determine compliance with all of the above. Those that do not comply shall immediately cease operation.⁸³

3-42.2 ***HOMESTAY ESTABLISHMENT OR AIRBNB: A single family residential building or townhouse, which serves as a private home, that is provided on a daily basis to non-family members for compensation and normally for no more than seven (7) consecutive days/nights. The advertisements and arrangements or reservations for these operations are made over the internet through sites such as "Airbnb." The***

following regulations shall apply to a Homestay Establishment or Airbnb.⁸⁸

- 1. No more than two rooms per building shall be offered for overnight stay, and each room shall accommodate no more than two adults.***
- 2. Rooms shall be a minimum of 120 square feet and shall have reasonable access to full bath facilities that shall meet residential code standards.***
- 3. One off-street parking space (9' x 18') shall be provided for each room offered for rent in addition to other parking requirements.***
- 4. A Homestay permit shall be obtained from the Town.***
- 5. As a part of the Homestay permit process, the Town's Building Official shall verify that the residence meets residential building code standards, including egress, has working smoke and carbon monoxide detectors and has appropriate and code-conforming heat, light and ventilation.***
- 6. Homestays shall keep a detailed record of their rentals and shall pay lodging taxes to the Town.***
- 7. No signs for the Homestay shall be permitted.***
- 8. The Homestay owner shall be responsible for complying with the Town's noise ordinance and shall enforce the ordinance standards.***
- 9. No obvious exterior changes to the residential building shall be made as a result of the Homestay operation.***

3-43

HOSPITAL: An institution rendering medical, surgical, obstetrical, or convalescent care, including nursing homes, homes for the aged and

- 5-1.21 Outdoor archery range⁷⁸
- 5-1.22 Outdoor shooting range⁷⁸
- 5-1.23 Commercial archery range (only with special exception permit)⁷⁸
- 5-1.24 Commercial shooting range (only with special exception permit)⁷⁸
- 5-1.25 Small Wind Energy Systems⁸⁵
- 5-1.26 *Homestay Establishment or Airbnb*⁸⁸**
- 5-2 AREA REGULATIONS
 - 5-2.1 For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be ten thousand (10,000) square feet.
 - 5-2.2 For residential lots containing or intended to contain a single-family dwelling served by public water systems, but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.
 - 5-2.3 For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be fifteen thousand (15,000) square feet.
 - 5-2.4 For permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved in writing by the health official. The administrator may require a greater area if considered necessary by the health official.
 - 5-2.5 Where a public water system is not available, a private water system shall be approved by the health official.
- 5-3 SETBACK REGULATIONS

Accessory buildings on corner lots may not be closer to the street line than the minimum side yard for a dwelling on such lots.⁴⁰ Satellite dish antennas larger than three (3) feet in diameter shall be considered accessory structures and shall be setback at least five (5) feet from the property line.⁴⁹

- 6-1.5A Semi-trailers which are licensed shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 6-1.5B Shipping containers shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 6-1.6 Signs permitted under Chapter 21 of this Ordinance regulating outdoor advertising.²⁴
- 6-1.7 Deleted 4-27-87.²⁴
- 6-1.8 Off-street parking as required by this ordinance.
- 6-1.9 Home Occupations - Internet Based as defined herein.⁸³

6-1.10 *Homestay Establishment or Airbnb*⁸⁸

6-2 AREA REGULATIONS

- 6-2.1 For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be ten thousand (10,000) square feet.
- 6-2.2 For residential lots containing or intended to contain a single-family dwelling served by public water systems, but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.

buildings may not exceed twenty-five (25) percent of the rear yard area. Accessory buildings on corner lots may not be closer to the street line than the minimum side yard for a dwelling on such lots.⁴⁰ Satellite dish antennas larger than three (3) feet in diameter shall be considered accessory structures and shall be setback at least five (5) feet from the property line.⁴⁹

- 6-1.5A.1 Semi-trailers which are licensed shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 6-1.5A.2 Shipping containers shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 6-1.6A Signs permitted under Chapter 21 of this Ordinance regulating outdoor advertising.²⁴
- 6-1.7A Deleted 4-27-87.²⁴
- 6-1.8A Off-street parking as required by this ordinance.
- 6-1.9A Home Occupations – Internet Based as defined herein.⁸³
- 6-1.10A *Homestay Establishment or Airbnb*⁸⁸**
- 6-2A AREA REGULATIONS
- 6-2.1A For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be ten thousand (10,000) square feet.
- 6-2.2A For residential lots containing or intended to contain a single-family dwelling served by public water systems, but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.

rental purposes following the special exception permit process and as described in Section XVI, General Provisions, of this Zoning Ordinance if the proposed dwellings meet the criteria established herein.

Existing accessory structures to be utilized as dwellings or rental property shall conform to the following criteria:

1. Revisions or changes in exterior appearance shall be reviewed and approved by the Board of Architectural Review.
2. On-site parking shall be provided as required herein.
3. Building and fire codes shall be met as determined by the building inspector and fire marshal.

6-2.8M Off-street parking as required by this ordinance.

6-2.9M Home Occupations - Internet Based as defined herein.⁸³

6-2.10M *Homestay Establishment or Airbnb*⁸⁸

6-3M AREA REGULATIONS

6-3.1M For residential lots containing or intended to contain a single-family dwelling. The minimum lot area shall be ten thousand (10,000) square feet.

6-4M SETBACK REGULATIONS

In the R-1M Residential District, no building shall be erected, reconstructed or altered nearer to the street line on which it faces than the average setback observed by the buildings on the same side of the street and fronting thereon, but in no case less than twenty (20) feet. The setback measurements within the same block shall be determined from the street line to the front wall of the building, provided there is no front porch, or if the front porch does not extend beyond the front wall. If the front porch extends

7-1.15 Homestay Establishment or Airbnb⁸⁸

7-2 AREA REGULATIONS

7-2.1 For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be ten thousand (10,000) square feet.

7-2.2 For residential lots containing or intended to contain a single-family dwelling served by public water systems but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.

7-2.3 For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be fifteen thousand (15,000) square feet.

7-2.4 For residential lots containing or intended to contain a multiple-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be twelve thousand (12,000) square feet for two-family dwelling, fourteen thousand (14,000) square feet for three-family dwelling and sixteen thousand (16,000) square feet for four-family dwelling.¹

7-2.5 For residential lots containing or intended to contain a multiple-family dwelling served by public water and individual sewage disposal systems, the minimum lot area shall be subject to approval of the Health Department but in no case less than sixteen thousand (16,000) square feet.

7-2.6 For a lot on which there is an existing dwelling, the dwelling may be converted to a multiple-family dwelling accommodating not more than four

8-1.15 Deleted 4-27-87.²⁴

8-1.16 Off-street parking as required by this Ordinance.

8-1.17 *Homestay Establishment or Airbnb*⁸⁸

8-2 AREA REGULATIONS

8-2.1 For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be nine thousand (9,000) square feet.

8-2.2 For residential lots containing or intended to contain a single-family dwelling served by public water systems, but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.

8-2.3 For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be fifteen thousand (15,000) square feet.

8-2.4 For residential lots containing or intended to contain a multiple-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be eleven thousand (11,000) square feet for two-family dwelling, thirteen thousand five hundred (13,500) square feet for three-family dwelling and sixteen thousand (16,000) square feet for four or more families.¹

8-2.5 For residential lots containing or intended to contain a multiple-family dwelling served by public water and individual sewage disposal systems, the

8-1.16A Off-street parking as required by this Ordinance.

8-1.17A *Homestay Establishment or Airbnb*⁸⁸

8-2A AREA REGULATIONS

8-2.1A For residential lots containing or intended to contain a single-family dwelling served by public water and sewage disposal, the minimum lot area shall be nine thousand (9,000) square feet.

8-2.2A For residential lots containing or intended to contain a single-family dwelling served by public water systems but having individual sewage disposal, the minimum lot area shall be fifteen thousand (15,000) square feet.

8-2.3A For residential lots containing or intended to contain a single-family dwelling served by individual water and sewage disposal systems, the minimum lot area shall be fifteen thousand (15,000) square feet.

8-2.4A For residential lots containing or intended to contain a multiple-family dwelling served by public water and sewage disposal systems, the minimum lot area shall be eleven thousand (11,000) square feet for two-family dwelling, thirteen thousand five hundred (13,500) for three-family dwelling and sixteen thousand (16,000) square feet for four or more families.¹

8-2.5A For residential lots containing or intended to contain a multiple-family dwelling served by public water and individual sewage disposal systems, the minimum lot area shall be subject to approval of the Health Department but in no case be less than sixteen thousand (16,000) square feet.

8-2.6A For residential lots containing or intended to contain a multiple-family dwelling

- 10-1.30 Accessory buildings, structures, and/or apparatus permitted as defined; however, garages, carports or other accessory structures attached to the main building shall be considered part of the main building. No accessory building may be closer to any property line as provided hereinafter, with exception that this shall not apply to an alley line. Accessory buildings are permitted in rear yards only. The total ground area occupied by accessory buildings may not exceed twenty-five percent (25%) of the rear yard area. Accessory buildings on corner lots may not be closer to the street line than the minimum side yard for a dwelling on such lots.⁴⁰ Satellite dish antennas larger than three (3) feet in diameter shall be considered accessory structures and shall be setback at least five (5) feet from the property line.⁴⁹
- 10-1.30A Semi-trailers which are licensed shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 10-1.30B Shipping containers shall be permitted as defined in the Definitions section of this ordinance.⁵⁷
- 10-1.31 Signs permitted under Chapter 21 of this Ordinance regulating outdoor advertising.²⁴
- 10-1.32 Deleted 4-27-87.²⁴
- 10-1.33 Off-street parking as required by this Ordinance.
- 10-1.34 Automobile display and sales (with no repair or maintenance service).³⁴
- 10-1.35 *Homestay Establishment or Airbnb*⁸⁸**

11-1.49 Homestay Establishment or Airbnb⁸⁸

11-2 AREA REGULATIONS

None, except for off-street parking required by this Ordinance and for permitted uses utilizing individual sewage disposal systems, the required area for any such use shall be approved by the health official. The administrator may require a greater area if considered necessary by the health official. For dwellings, the minimum lot area shall be the same as in Residential District R-3.⁷

11-3 SETBACK REGULATIONS

None, except that the minimum setback for residences shall be the same as in Residential District R-3, and garages, gasoline or oil service stations may not have pumps situated nearer than twelve (12) feet to any property line.

11-4 FRONTAGE AND YARD REGULATIONS

No side yard or rear yard shall be required except that for dwellings the minimum side yard and rear yard shall be the same as in Residential District R-3. See Section 3-55 for 7-23-79 changes.

11-5 HEIGHT REGULATIONS

Buildings may be erected up to seventy five (75) feet in height from grade.⁶⁷

point of the boundary line of another adult use, residentially zoned use, or agriculturally zoned use.⁹

11-2.34A Brewery, Craft or Pub; Brewery, Micro⁸⁷

11-2.35A Farmers' Markets⁸⁷

11-2.36A *Homestay Establishment or Airbnb*⁸⁸

11-3A AREA REGULATIONS

None, except for off-street parking as required by this Ordinance.

11-4A SETBACK AND FRONTAGE AND YARD REGULATIONS

None, unless such are considered as necessary by the Design Committee of Downtown Wytheville, Incorporated. ⁸⁴

11-5A HEIGHT REGULATIONS

Buildings may be erected up to seventy five (75) feet in height from grade.⁶⁷

11-6A CERTIFICATE OF APPROPRIATENESS REQUIRED TO CONSTRUCT, RECONSTRUCT, ALTER, RESTORE OR RAZE A BUILDING OR SIGN⁸⁴

In order to promote the general welfare through the preservation and protection of buildings of historic and architectural interest and to promote the improvement and the general appearance of all buildings within the Downtown Wytheville District, the Town hereby establishes an incentive program that will waive building permit fees and sign permit fees for all work that conforms to the recommendations of the Design Committee of Downtown Wytheville, Incorporated (DWI) and receives a Certificate of



Meeting Date:	Monday, March 14, 2016
Item Name:	Committee Reports
Item Number:	I-1
Subject:	Budget and Finance

SUMMARY:

The Budget and Finance Committee will report on the following matters:

- a. Renewal of employees' health insurance
- b. Ordinance to correct erroneous language in the Town Code regarding licensing of cats running at large (Does not change any current regulations)

BUDGET AND FINANCE COMMITTEE REPORT

MARCH 14, 2016

1. We have now received our renewal information from The Local Choice. The Local Choice is the health insurance program administered by the Commonwealth of Virginia. Currently, The Local Choice uses Anthem as the provider for insurance services. The Town has been with the State program for many years because it provides an opportunity for the Town to participate in a large pool of employers. Our health insurance premiums are, primarily, based on the value of the claims in the prior year. This next year, Anthem advises that the Town's insurance premiums will not increase. The State requires that participating governments declare its intent to renew by April 1 of each year. The regulations, also, require that a declaration be made of what policies will be provided to employees. We believe that our health insurance is a very valuable benefit to our employees and think that we should continue our coverage with The Local Choice. We, also, believe that the current programs provide a range of benefits that can tailor the needs of employees. The policies' differences are the deductibles and the out-of-pocket expenses. We would like to note that during the budgetary process, we will also consider the ratio of the payment of the premium by the Town and the employee. Therefore, it is the recommendation of the Budget and Finance Committee that we give notice that we intend to renew our health insurance programs, and that we note that the policies which are currently in effect will continue to be in effect in the following year.

2. In reviewing the Town Code, we have discovered that Section 3-21 pertaining to “Cats Running at Large” has a mistake in the verbiage as it is written. The words “that is not licensed” and “that is unlicensed” were both left from a previous version of this Code revision and should be deleted. Later in the meeting, the Council will consider an ordinance, which deletes these words and reenacts the remainder of the section. The deletion of this language does not affect the meaning of this section of the Town Code. It is the recommendation of the Budget and Finance Committee that the ordinance be considered on first and final reading, and become effective immediately.

Jacqueline K. King

William B. Weisiger



Meeting Date:	Monday, March 14, 2016
Item Name:	Committee Reports
Item Number:	I-2
Subject:	Public Works

SUMMARY:

The Public Works Committee will report on the following matters:

- a. Application to apply as a Tree City USA community
- b. Proposed revisions to street entrance permits
- c. Shredding event scheduled

PUBLIC WORKS COMMITTEE REPORT

MARCH 14, 2016

1. The Town's Tree Advisory Committee has asked that the Council consider becoming a Tree City USA Community. Tree City USA is a designation administered by the Arbor Day Foundation that recognizes and celebrates the importance of an urban tree canopy and improved care of these vital town trees. The Tree City USA program has been greening up towns across America since 1976. It is a nationwide movement that provides the framework necessary for communities to manage and expand their public trees. To date, more than 3,400 communities have made the commitment to become a Tree City USA. There are four core standards that must be met to become a Tree City USA Community. Standard one requires a Tree Board or Department, and the Town of Wytheville has had a Tree Advisory Committee since 2012. The second standard requires the adoption of a Tree Care Ordinance. Following a 24 month period review, the Town of Wytheville adopted a Tree Care Ordinance in 2015. The third standard requires that a Community Forestry Program, with an annual budget of at least \$2.00 per capita, be used on tree maintenance and plantings. The Town spends well over this per capita requirement on its tree stock. The only standard that is not being met by the Town of Wytheville is to declare an Arbor Day observance and the adoption of a proclamation. We will be working with the Tree Advisory Committee to develop some type of observance and create a proclamation regarding our intent to protect our tree stock. Therefore, it is the recommendation of the Public Works Committee

that we accept the recommendation of the Tree Advisory Committee and authorize them to proceed with seeking membership to become a Tree City USA Community.

2. Currently, the Town has regulations controlling entrances from public streets onto private property. At this time, these entrance permits are only applicable to residential entrances and consist of a \$100.00 deposit refunded after the satisfactory completion of the entrance. Recently, we have had a number of problems with entrances on various properties and think that our review and control over these permits should be increased. Town staff has recommended that for residential properties, an entrance permit will be required for all entrances constructed in or from the Town's right of way. There will be a \$50.00 residential entrance permit fee, plus a \$50.00 deposit that will be refunded upon satisfactory completion of the entrance construction as determined by the Town Engineer and the Director of Public Works. Town staff has, also, recommended that an entrance permit will be required for all commercial entrances constructed in or from the Town's right of way. There is proposed to be a \$500.00 commercial entrance permit fee and a \$500.00 deposit that is refundable upon the satisfactory completion of the entrance construction as determined by the Town Engineer and the Director of Public Works.

We believe that both of these proposed regulations are needed, and it would be the recommendation of the Public Works Committee that the regulations for entrance permits as described above be adopted.

3. We wanted to take this opportunity to make everyone aware of the upcoming community shredding event. The Town has provided this service on four previous occasions. The fifth shredding event will be held on Saturday, April 23, 2016, between the hours of 10:00 a.m. and 2:00 p.m. The document destruction services will be provided by Shred-it. Due to the volume of documents that was received previously, we will, again, impose the standard that no one can bring anything in excess of what would be held by a 55 gallon container. The event is limited to town residents only, and businesses are not allowed to participate. Similar to prior events, the shredding event will be held in the Municipal Building parking lot.

H. Judson Lambert

Thomas F. Hundley

PROPOSED STREET ENTRANCE PERMIT REVISIONS

Residential Entrance: An entrance permit will be required for all entrances constructed in or from the Town's right of way. There is a \$50.00 residential entrance permit fee, plus a \$50.00 deposit that will be refunded upon satisfactory completion of the entrance construction as determined by the Town Engineer and the Director of Public Works.

Commercial Entrance: An entrance permit will be required for all entrances constructed in or from the Town's right of way. There is a \$500.00 commercial entrance permit fee and a \$500.00 deposit that is refundable upon satisfactory completion of the entrance construction as determined by the Town Engineer and the Director of Public Works.



Meeting Date:	Monday, March 14, 2016
Item Name:	Ordinances/Resolutions
Item Number:	J-1
Subject:	Ordinance No. 1306 – Homestay Establishment or Airbnb

SUMMARY:

Please find enclosed Ordinance No. 1306, an ordinance amending and reenacting Ordinance No. 640, generally known as the Zoning Ordinance, by amending Article III – Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII–A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown. The ordinance is before the Council on first reading.

ORDINANCE NO. 1306

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the 14th day of March, 2016, at 7:00 p.m.

Present:

Absent:

AN ORDINANCE AMENDING AND REENACTING ORDINANCE NO. 640, GENERALLY KNOWN AS THE ZONING ORDINANCE BY AMENDING ARTICLE III-DEFINITIONS TO ADD SECTION 3-42.2 HOMESTAY ESTABLISHMENTS OR AIRBNB, AND TO ADD THE USE OF HOMESTAY ESTABLISHMENT OR AIRBNB TO ARTICLE V-AGRICULTURAL DISTRICT A-1; ARTICLE VI- RESIDENTIAL DISTRICT R-1; ARTICLE VI-A RESIDENTIAL DISTRICT R-1A; ARTICLE VI-M RESIDENTIAL DISTRICT R-1M; ARTICLE VII-RESIDENTIAL DISTRICT R-2; ARTICLE VIII-RESIDENTIAL DISTRICT R-3; ARTICLE VIII-A-RESIDENTIAL DISTRICT R-3MH; ARTICLE X-BUSINESS DISTRICT B-1; ARTICLE XI-BUSINESS DISTRICT B-2 (GENERAL); AND ARTICLE XI-A BUSINESS DISTRICT B-2DT GENERAL BUSINESS DISTRICT-DOWNTOWN

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Ordinance No. 640, generally known as the Zoning Ordinance be amended and reenacted by amending Article III-Definitions to add Section 3-42.2 Homestay Establishment or Airbnb and to add the use of Homestay Establishment or Airbnb to Article V-Agricultural District A-1; Article VI-Residential District R-1; Article VI-A-Residential District R-1A; Article VI-M-Residential District R-1M; Article VII-Residential District R-2; Article VIII-Residential District R-3; Article VIII-A-Residential District R-3MH; Article X-Business District B-1; Article XI-Business District B-2 (General); and, Article XI-A-Business District B-2DT General Business District-Downtown as follows:

ARTICLE III - DEFINITIONS

3-42.2 HOMESTAY ESTABLISHMENT OR AIRBNB: A single family residential building or townhouse, which serves as a private home, that is provided

on a daily basis to non-family members for compensation and normally for no more than seven (7) consecutive days/nights. The advertisements and arrangements or reservations for these operations are made over the internet through sites such as "Airbnb." The following regulations shall apply to a Homestay Establishment or Airbnb:

1. No more than two rooms per building shall be offered for overnight stay, and each room shall accommodate no more than two adults.
2. Rooms shall be a minimum of 120 square feet and shall have reasonable access to full bath facilities that shall meet residential code standards.
3. One off-street parking space (9' x 18') shall be provided for each room offered for rent in addition to other parking requirements.
4. A Homestay permit shall be obtained from the Town.
5. As a part of the Homestay permit process, the Town's Building Official shall verify that the residence meets residential building code standards, including egress, has working smoke and carbon monoxide detectors and has appropriate and code-conforming heat, light and ventilation.
6. Homestays shall keep a detailed record of their rentals and shall pay lodging taxes to the Town.
7. No signs for the Homestay shall be permitted.
8. The Homestay owner shall be responsible for complying with the Town's noise ordinance and shall enforce the ordinance standards.
9. No obvious exterior changes to the residential building shall be made as a result of the Homestay operation.

ARTICLE V - AGRICULTURAL DISTRICT A-1

5-1.26 Homestay Establishment or Airbnb

ARTICLE VI - RESIDENTIAL DISTRICT R-1

6-1.10 Homestay Establishment or Airbnb

ARTICLE VI-A - RESIDENTIAL DISTRICT R-1A

6-1.10A Homestay Establishment or Airbnb

ARTICLE VI-M - RESIDENTIAL DISTRICT R-1M

6-2.10M Homestay Establishment or Airbnb

ARTICLE VII - RESIDENTIAL DISTRICT R-2

7-1.15 Homestay Establishment or Airbnb

ARTICLE VIII - RESIDENTIAL DISTRICT R-3

8-1.17 Homestay Establishment or Airbnb

ARTICLE VIII-A - RESIDENTIAL DISTRICT R-3MH

8-1.17A Homestay Establishment or Airbnb

ARTICLE X - BUSINESS DISTRICT B-1

10-1.35 Homestay Establishment or Airbnb

ARTICLE XI - BUSINESS DISTRICT B-2 (GENERAL)

11-1.49 Homestay Establishment or Airbnb

**ARTICLE XI-A - BUSINESS DISTRICT B-2DT GENERAL
BUSINESS DISTRICT - DOWNTOWN**

11-2.36A Homestay Establishment or Airbnb



Meeting Date:	Monday, March 14, 2016
Item Name:	Ordinances/Resolutions
Item Number:	J-2
Subject:	Ordinance No. 1307 – Licensing of Cats Running at Large

SUMMARY:

Please find enclosed Ordinance No. 1307, an ordinance amending and reenacting Chapter 3, Animals, Article II. Cats and Dogs, Section 3-21. Cats Running at Large, of the Code of the Town of Wytheville, Virginia. As the Council will recall, in October 2015, the Council repealed the ordinance regarding cats having to be licensed. This section of the ordinance contained language that referred to a licensed cat running at large, and, therefore, it is necessary to remove this language from the Town Code. This ordinance is housekeeping in nature, and it is before the Council on first reading.

ORDINANCE NO. 1307

At a regular meeting of the Town Council of the Town of Wytheville, Virginia, held in the Council Chambers on the 14th day of March, 2016, at 7:00 p.m.

Present:

Absent:

**AN ORDINANCE AMENDING AND REENACTING
CHAPTER 3, ANIMALS, ARTICLE II. CATS AND DOGS,
SECTION 3-21. CATS RUNNING AT LARGE, OF
THE CODE OF THE TOWN OF WYTHEVILLE, VIRGINIA**

BE IT ORDAINED by the Town Council of the Town of Wytheville, Virginia, that Chapter 3, Animals, Article II. Cats and Dogs, Section 3-21. Cats Running at Large, of the Code of the Town of Wytheville, Virginia, be amended and reenacted, as follows:

CHAPTER 3

ANIMALS

ARTICLE II. CATS AND DOGS

Section 3.21 Cats running at large.

It shall be unlawful for the owner or custodian of any cat to allow such cat to run at large. For the purpose of this section, a cat shall be deemed to run at large whenever roaming, walking, running or self-hunting off of the property of its owner or custodian. Any person who permits a cat to run at large shall be deemed to have violated the provisions of this section.

**MINUTES OF THE REGULAR MEETING OF THE WYTHEVILLE TOWN COUNCIL
HELD IN THE COUNCIL CHAMBERS ON MONDAY, FEBRUARY 22, 2016, AT 7:00 P.M.**

Members present: Trenton G. Crewe, Jr., H. Judson Lambert, William B. Weisiger, Thomas F. Hundley

Members absent: Jacqueline K. King

Others present: Town Manager C. Wayne Sutherland, Jr., Assistant Town Manager Stephen A. Moore, Town Clerk Sharon G. Corvin, Town Attorney Robert P. Kaase, Marie B. Bishop, Becky Grubb, Danny Gordon with WYVE-AM/WXBX-FM/WLOY-AM, Police Officer Troy Cockram

RE: CALL TO ORDER, QUORUM, PLEDGE

Mayor Crewe called the meeting to order and established that a quorum of Council members was present. The Pledge of Allegiance was led by Councilman Lambert.

RE: CONSENT AGENDA

Mayor Crewe presented the consent agenda consisting of the minutes of the regular meeting of February 8, 2016; the request of the Wytheville Lions Club for waiver of business license fees and inspection fees for the Annual Charity Carnival to be held July 18 through 23, 2016; and, the request of the Family Resource Center for waiver of fees for use of the Elizabeth Brown Memorial Park on April 1, 2016, for a Community Awareness Event. He inquired of the Council if there is a motion to approve the consent agenda as presented or consider the items separately. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to approve the consent agenda consisting of the minutes of the regular meeting of February 8, 2016; the request of the Wytheville Lions Club for waiver of business license fees and inspection fees for the Annual Charity Carnival to be held July 18 through 23, 2016; and, the request of the Family Resource Center for waiver of fees for use of the Elizabeth Brown Memorial Park on April 1, 2016, for a Community Awareness Event. Mayor Crewe inquired if there is any discussion on the motion to approve the consent agenda, as presented. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., H. Judson Lambert, William B. Weisiger, Thomas F. Hundley. Against: None.

RE: CITIZENS' PERIOD

Mayor Crewe advised the next agenda item is Citizens' Period. He thanked Ms. Bishop and Ms. Grubb for attending the Council meeting, and noted that neither indicated on the sign in sheet that they wished to address the Council. There being no one to address the Council during Citizens' Period, Mayor Crewe proceeded with the agenda.

RE: OLD BUSINESS

Under Old Business, Town Manager Sutherland reported the following:

1. The Council Work Session will be held on Tuesday, February 23, 2016, at 7:00 a.m.
2. The Council Personnel Committee will meet on Friday, February 26, 2016, at 8:15 a.m., at the Wytheville Visitor's Center. He noted that this will be the last time for this group of employees, and the next meeting will begin a new group of employees.
3. The Wytheville Redevelopment and Housing Authority invited any member of the Town Council who is interested to attend a training session on Friday, March 4, 2016.
4. On March 7-8, 2016, the Department of Housing and Community Development will provide training in regard to a Main Street Program. He noted that if the Council members have any interest in attending either of the trainings to please let Town staff know so reservations can be made.

RE: BUDGET AND FINANCE COMMITTEE REPORT

Councilman Weisiger, reporting for the Budget and Finance Committee, stated on Friday, February 5, 2016, the Town's bond counsel, Webster Day, and Paul Mylum, Senior Vice-President for National Bank, finalized the refinancing of existing debt. He remarked that this refinancing is the continuation of a process that began in the spring of 2015. Councilman Weisiger explained that at that time, the refinancing of approximately \$10 million of the total of \$12.5 million of indebtedness by the Town commenced by refinancing the initial \$10 million

amount. He remarked that the \$10 million amount is the limit for which municipalities can incur indebtedness in a calendar year. Councilman Weisiger stated as a result of that refinancing, the Town will save approximately \$8.5 million with the term of the bond. He noted that this year, the Town has completed the remaining amount of \$2.5 million being refinanced. Councilman Weisiger explained that these refinancing efforts require a considerable amount of paperwork and legal work, and the Council is pleased that all of this has been finalized. He advised that there is no additional action required of the Council, but the Budget and Finance Committee did want to make everyone aware that these refinancing efforts had been completed.

Councilman Weisiger, also, reported that in 1992, the Town Council appointed the original members to the Wall of Honor Committee. He noted that since that time, the Wall of Honor Committee has operated under a set of guidelines that the Committee believes need certain revisions. He advised that the Wall of Honor consists of three categories of honor: 1) The War Memorial; 2) The Civic Monument; and, 3) The Sports Hall of Fame, all three of which have monuments situated in Withers Park. Councilman Weisiger remarked that the Wall of Honor Committee is composed of seven members recommended by the Wall of Honor Committee, and appointments approved by both the Wytheville Town Council and the Wythe County Board of Supervisors. He explained that the Wall of Honor Committee is composed of one member each of the Wytheville Town Council and the Board of Supervisors, two members from veterans' organizations, one member from the Sports Hall of Fame, one member appointed from a civic or historical organization and one member from the Chamber of Commerce. Councilman Weisiger stated each year, the Wall of Honor Committee receives nominations of persons whose name will be engraved on one of the monuments, particularly the Civic Monument. He noted that, currently, the person who is recommended by the Wall of Honor Committee must also, subsequently, be approved by the Wytheville Town Council and the Wythe County Board of Supervisors. Councilman Weisiger commented that the Committee believes that this current process is cumbersome and often awkward in notifying the nominated persons. He remarked that the Wall of Honor Committee is proposing that this and certain other amendments be adopted, which change the appointing authority to the Wall of Honor Committee without the requirement of additional approvals by the Wytheville Town Council and the Wythe County Board of Supervisors. Councilman Weisiger advised that the revised document is in the package, and when it is considered later in the meeting, it would be the recommendation of the Budget and Finance Committee that these revisions to the Wall of Honor Committee guidelines be adopted. A copy of the Budget and Finance Committee report is attached and made part of these minutes.

RE: PUBLIC WORKS COMMITTEE REPORT

Councilman Lambert, reporting for the Public Works Committee, stated at a recent Design Committee meeting of Downtown Wytheville, Incorporated, they discussed the potential to allow businesses to place "sandwich signs" on the sidewalk in front of their businesses to further advertise to pedestrians and motorists. He noted that the Design Committee recommended that the maximum size for this sign would be 2' horizontal and 3' vertical. Councilman Lambert explained that the rules for the signs that are suggested would be that they can be on the sidewalk as long as they do not impede pedestrian traffic and can be placed on the sidewalk at the opening of the business day and removed upon closing. He remarked that the sign could be very simple such as a bulletin board to post sales, a restaurant could use a chalkboard so daily menus could be displayed or the signs could be professionally lettered business signs. Councilman Lambert commented that the Public Works Committee believes that this is a reasonable request and something that may be beneficial to downtown businesses. He advised that it would be the recommendation of the Public Works Committee that the Council approve the request of Downtown Wytheville, Incorporated to allow these sandwich signs. A motion was made by Councilman Lambert and seconded by Councilman Hundley to approve, in the B-2 DT General Business District, the use of sandwich signs on the sidewalk in front of businesses with restrictions such as for the sign size and hours of use, and, also, that the signs cannot impede pedestrian traffic. Mayor Crewe inquired if there is any discussion on the motion to approve the use of the sandwich signs. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., H. Judson Lambert, William B. Weisiger, Thomas F. Hundley. Against: None.

Councilman Lambert stated, also, in regard to signs, the Public Works Committee has reviewed its existing policies regarding temporary signs. He noted that the Public Works Committee believes that the policy should require a sign permit for temporary signs, banners, etc. Councilman Lambert explained, however, temporary permits will be issued at no cost. He remarked that temporary signs must be "on premises," and signs must not be on public property or public rights of way. Councilman Lambert commented that temporary signs that pose a safety hazard because they are blocking the view of motorists, or are placed on the public right of way, will be removed by the Police Department or Building Official. He stated temporary signs that have been displayed for more than 90 days, or that have become deteriorated, shall be

removed by the owner or permit holder. Councilman Lambert noted that if the owner or permit holder does not remove the sign within 90 days, the sign will be removed by the Police Department, Building Official or other designated Official of the Town, and the costs for removal and disposal will be assessed to the owner or permit holder. He explained that temporary signs cannot be used as permanent business signs. Councilman Lambert remarked that temporary signs may be used while new business signs are being designed and fabricated, however, as noted above, the temporary signs must be removed within 90 days. He advised that the Public Works Committee believes that these revisions to the Temporary Signs Guidelines will be helpful and would recommend that this policy be adopted and made effective immediately. A motion was made by Councilman Lambert and seconded by Councilman Hundley to approve revisions to the Temporary Sign Guidelines to include that there will be no permit fee, and temporary signs cannot be displayed longer than 90 days. Mayor Crewe inquired if there is any discussion on the motion to approve the use of the temporary signs. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., H. Judson Lambert, William B. Weisiger, Thomas F. Hundley. Against: None.

Councilman Lambert, also, reported that over this past month, the town has had several significant snow events, and the Public Works Committee thought it may be helpful to remind everyone about the regulations pertaining to these events. He noted that, first, the Public Works Committee would like to remind everyone that Section 13-7 of the Town Code requires the owner, tenant or other occupant of any area zoned for business or industry to clear sidewalks adjacent to their property following a snow fall event. Councilman Lambert explained that this is particularly important in the downtown area where sidewalks are used to access multiple businesses. He remarked that the Code, also, provides that if the person responsible for doing the cleaning does not have the sidewalk clean, the Town may clean it and the expense incurred by the Town, along with a 10 percent penalty, will be imposed. Councilman Lambert stated, secondly, the Public Works Committee would encourage citizens to park their cars in off street parking areas whenever possible. He explained that plowing around cars parked along the roadways makes the plowing difficult and does not allow for a good cleanup effort. Councilman Lambert remarked that, obviously, everyone does not have an off street parking space, but those who do are encouraged to use it. He stated, finally, the Public Works Committee would like to congratulate Director of Public Works Tommy Seagle and the Public Works Crews for their outstanding efforts during these last snowfall events. Councilman Lambert noted that there are approximately 130 miles of roadway within the Town of Wytheville. He commented that contrary to cleaning interstates and other primary routes, the town has many intersections and other obstructions such as manhole covers and valve covers. Councilman Lambert advised that, in any event, the Public Works Committee appreciates the efforts of the Public Works Department and would ask the Town Manager to so advise the Department. Mayor Crewe commented that the Public Works Department did an exceptionally good job, as they usually do. He remarked that the message will be passed along to the Department. A copy of the Public Works Committee report is attached and made part of these minutes.

RE: APPOINTMENTS – WYTHEVILLE PLANNING COMMISSION

Mayor Crewe advised that the next agenda item is the reappointment of members to the Wytheville Planning Commission to fill the expiring terms of Dr. Terrance Suarez and Mrs. Cathy Pattison (terms expire March 2, 2016). He noted that both Dr. Suarez and Mrs. Pattison are eligible for reappointment, and each has indicated a willingness to serve again, if reappointed. Mayor Crewe inquired if there is a motion that Dr. Suarez and Mrs. Pattison either be reappointed or someone else be appointed to the Wytheville Planning Commission. A motion was made by Councilman Weisiger and seconded by Councilman Lambert to reappoint Dr. Terrance Suarez and Mrs. Cathy Pattison to the Wytheville Planning Commission for a four year term (which expires March 2, 2020). Mayor Crewe inquired if there is any discussion on the motion to reappoint Dr. Suarez and Mrs. Pattison. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: WALL OF HONOR COMMITTEE RECOMMENDATION

Mayor Crewe advised the next agenda item is the recommendation from the Wall of Honor Committee regarding proposed revisions to their operating guidelines. He explained that, basically, what these revisions will do is remove the requirements the Wall of Honor Committee seeks to receive approval from the Wytheville Town Council and the Wythe County Board of Supervisors for nominees to the Wall of Honor. Mayor Crewe stated, if he understands correctly, the motion from the Budget and Finance Committee is that these revisions be approved. A motion was made by the Budget and Finance Committee, which does not require a second, to approve the revisions to the Wall of Honor Committee guidelines. Mayor Crewe inquired if there is any discussion on the motion to adopt the revisions to the guidelines, which will, basically,

remove the Wytheville Town Council's and the Wythe County Board of Supervisors' involvement. Councilman Hundley inquired of Mayor Crewe if the Board of Supervisors has already voted on the revisions to the guidelines. Mayor Crewe advised that the Board of Supervisors has not voted, however, the revisions to the Wall of Honor guidelines have been discussed. Mayor Crewe inquired if there is any further discussion in regard to the guidelines. There being none, the motion was approved with the following voting in favor and there being no opposition: For: Trenton G. Crewe, Jr., William B. Weisiger, H. Judson Lambert, Thomas F. Hundley. Against: None.

RE: PLANNING COMMISSION RECOMMENDATION – HOMESTAY ESTABLISHMENTS

Mayor Crewe advised the next agenda item is the recommendation from the Planning Commission regarding amending the Town of Wytheville Zoning Ordinance, Article III – Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII–A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown. He noted that the Council will need to conduct a public hearing to consider amending the ordinance, which could be held at the March 14, 2016, Town Council meeting. Mayor Crewe explained that this date would meet all of the proper advertising deadlines. He inquired if any of the Council members had any issues with holding the public hearing on March 14, 2016. There being no objection, it was the consensus of the Council to schedule a public hearing for Monday, March 14, 2016, at 7:00 p.m., to consider amending the Town of Wytheville Zoning Ordinance, Article III – Definitions, to add Section 3-42.2 Homestay Establishment or Airbnb; and to amend the following Articles to add the use of Homestay Establishment or Airbnb: Article V–Agricultural District A-1; Article VI–Residential District R-1; Article VI-A–Residential District R-1A; Article VI-M–Residential District R-1M; Article VII–Residential District R-2; Article VIII–Residential District R-3; Article VIII–A–Residential District R-3MH; Article X–Business District B-1; Article XI–Business District B-2 (General); Article XI-A–Business District B-2DT General Business District–Downtown. Mayor Crewe commented that this may not be necessary, if the Bill in the Legislature passes. He noted that he thinks it passed the Senate and has moved to the House or it may be the opposite, but either way, one body of government passed the Bill that State Law would take over and preempt any local regulations. Mayor Crewe advised that the Council may not be able to amend the ordinance at all, but, hopefully, the Council will know by March 14, 2016, if they can do so. Councilman Weisiger stated that he hopes the Council will know by March 14. Mayor Crewe advised that he hopes to know if State Law would allow a locality to have or to not have regulatory control over a Homestay Establishment or Airbnb. Councilman Weisiger stated that the State would regulate these properties. Mayor Crewe explained that, actually, the way the Bill is right now, there would be no regulations. He noted that property owners do not have to register, they do not have to have a permit, they do not have to have inspections, etc. Mayor Crewe expressed that they do not have to declare that they are renting their home. He stated that, basically, the owners would be non-existent, and no one would know that a person was running a Homestay Establishment or Airbnb in their home. Mayor Crewe commented that the Council would have to wait to see what happens with it in the State Legislature.

RE: ADJOURNMENT

There being no further business to be discussed, a motion was duly made, seconded and carried to adjourn the meeting (7:16 p.m.).

Trenton G. Crewe, Jr., Mayor

Sharon G. Corvin, Town Clerk

BUDGET AND FINANCE COMMITTEE REPORT

FEBRUARY 22, 2016

1. On Friday, February 5, 2016, our bond counsel, Webster Day, and Paul Mylum, Senior Vice-President for National Bank, finalized our refinancing of existing debt. This refinancing is the continuation of a process that began in the spring of 2015. At that time, the refinancing of approximately \$10 million of the total of \$12.5 million of indebtedness by the Town commenced by refinancing the initial \$10 million amount. The \$10 million amount is the limit for which municipalities can incur indebtedness in a calendar year. As a result of that refinancing, the Town will save approximately \$8.5 million with the term of the bond. This year, we have completed the remaining amount of \$2.5 million being refinanced. These refinancing efforts require a considerable amount of paperwork and legal work, and we are pleased that all of this has been finalized. There is no additional action required of the Council, but we did want to make everyone aware that these refinancing efforts had been completed.
2. In 1992, the Town Council appointed the original members to the Wall of Honor Committee. Since that time, the Wall of Honor Committee has operated under a set of guidelines that we believe need certain revisions. The Wall of Honor consists of three categories of honor: 1) The War Memorial; 2) The Civic Monument; and, 3) The Sports Hall of Fame, all three of which have monuments situated in Withers Park. The Wall of Honor Committee is composed of seven members recommended by the Wall of Honor Committee, and appointments

approved by both the Wytheville Town Council and the Wythe County Board of Supervisors. The Wall of Honor Committee is composed of one member each of the Wytheville Town Council and the Board of Supervisors, two members from veterans' organizations, one member from the Sports Hall of Fame, one member appointed from a civic or historical organization and one member from the Chamber of Commerce. Each year, the Wall of Honor Committee receives nominations of persons whose name will be engraved on one of the monuments, particularly the Civic Monument. Currently, the person who is recommended by the Wall of Honor Committee must also, subsequently, be approved by the Wytheville Town Council and the Wythe County Board of Supervisors. We believe that this current process is cumbersome and often awkward in notifying the nominated persons. We are proposing that this and certain other amendments be adopted, which change the appointing authority to the Wall of Honor Committee without the requirement of additional approvals by the Wytheville Town Council and the Wythe County Board of Supervisors. The revised document is in the package, and when it is considered later this evening, it would be the recommendation of the Budget and Finance Committee that these revisions to the Wall of Honor Committee guidelines be adopted.

Jacqueline K. King

William B. Weisiger

PUBLIC WORKS COMMITTEE REPORT

FEBRUARY 22, 2016

1. At a recent Design Committee meeting of Downtown Wytheville, Incorporated, they discussed the potential to allow businesses to place “sandwich signs” on the sidewalk in front of their businesses to further advertise to pedestrians and motorists. The Design Committee recommended that the maximum size for this sign would be 2’ horizontal and 3’ vertical. The rules for the signs that are suggested would be that they can be on the sidewalk as long as they do not impede pedestrian traffic and can be placed on the sidewalk at the opening of the business day and removed upon closing. The sign could be very simple such as a bulletin board to post sales, a restaurant could use a chalkboard so daily menus could be displayed or the signs could be professionally lettered business signs. We believe that this is a reasonable request and something that may be beneficial to downtown businesses. It would be the recommendation of the Public Works Committee that we approve the request of Downtown Wytheville, Incorporated to allow these sandwich signs.

Also, in regard to signs, we have reviewed our existing policies regarding temporary signs. We believe that the policy should require a sign permit for temporary signs, banners, etc. However, temporary permits will be issued at no cost. Temporary signs must be “on premises,” and signs must not be on public property or public rights of way. Temporary signs that pose a safety hazard because they are blocking the view of motorists, or are placed on the public right of way, will be removed by the

Police Department or Building Official. Temporary signs that have been displayed for more than 90 days, or that have become deteriorated, shall be removed by the owner or permit holder. If the owner or permit holder does not remove the sign within 90 days, the sign will be removed by the Police Department, Building Official or other designated Official of the Town, and the costs for removal and disposal will be assessed to the owner or permit holder.

Temporary signs cannot be used as permanent business signs. Temporary signs may be used while new business signs are being designed and fabricated, however, as noted above, the temporary signs must be removed within 90 days.

We believe that these revisions to the Temporary Signs Guidelines will be helpful and would recommend that this policy be adopted and made effective immediately.

2. Over this past month, we have had several significant snow events, and we thought it may be helpful to remind everyone about the regulations pertaining to these events. First, we would like to remind everyone that Section 13-7 of the Town Code requires the owner, tenant or other occupant of any area zoned for business or industry to clear sidewalks adjacent to their property following a snow fall event. This is particularly important in the downtown area where sidewalks are used to access multiple businesses. The Code, also, provides that if the person responsible for doing the cleaning does not have the sidewalk clean, the Town may clean it and the expense incurred by the Town, along with a 10 percent penalty, will be imposed.

Secondly, we would encourage citizens to park their cars in off street parking areas whenever possible. Plowing around cars parked along the roadways makes the plowing difficult and does not allow for a good cleanup effort. Obviously, everyone does not have an off street parking space, but those who do are encouraged to use it.

Finally, we would like to congratulate Director of Public Works Tommy Seagle and the Public Works Crews for their outstanding efforts during these last snowfall events. There are approximately 130 miles of roadway within the Town of Wytheville. Contrary to cleaning interstates and other primary routes, the town has many intersections and other obstructions such as manhole covers and valve covers. In any event, we appreciate the efforts of the Public Works Department and would ask the Town Manager to so advise the Department.

H. Judson Lambert

Thomas F. Hundley