Town of Wytheville

CITIZEN’S HANDBOOK

COUNCIL-MANAGER FORM OF GOVERNMENT
Since 1924

Updated April 11, 2022
# TABLE OF CONTENTS

## Form of Government
- Town Council ................................................................. 1
- Administrative Staff .......................................................... 1
- Advisory Committees ....................................................... 2

## Department of the Town Manager
- Zoning ............................................................................... 3

## Department of the Town Clerk .................................................. 5

## Department of Engineering .......................................................... 6
- Water Treatment .................................................................. 6
- Wastewater Treatment ......................................................... 7
- Water and Sewer Maintenance and Construction ......................... 7
- Subdivisions ..................................................................... 7-8
- Zoning ............................................................................. 8
- Zoning & Subdivisions ...................................................... 8
- Building Permits ............................................................. 8

## Department of the Treasurer .......................................................... 9
- Cemeteries ....................................................................... 9
- Mausoleum ..................................................................... 9
- Real Estate Taxes .............................................................. 10
- Senior Citizen and Disability Real Estate Tax Relief .................... 10
- Personal Property Taxes ..................................................... 10
- Mobile Homes ............................................................... 10
- Business Personal Property .............................................. 10
- Machinery and Tools ........................................................ 11
- Miscellaneous Local Taxes ............................................... 11
- Land Use Taxes ............................................................... 11
- Penalties ......................................................................... 11
- Licenses .......................................................................... 12
- User Charges for Water and Sewer ...................................... 12
- Water and Sewer Connection Fees ....................................... 13
- Refuse Collection ............................................................ 13
- Building Permit and Inspection Fees .................................... 14

## Department of Public Works ......................................................... 15
- Solid Waste Collection ....................................................... 15
- Solid Waste Disposal ........................................................ 15
- Recycling ........................................................................ 15-16
- Brush Collection Program ................................................ 16
- Leaf Collection Program ................................................... 16
Snow Removal ................................................................. 17
Street Construction ....................................................... 17
Street Maintenance ....................................................... 17
Mowing Regulations ...................................................... 17
Horticulture ................................................................. 18
Cemeteries ................................................................. 18
Signals and Signs ......................................................... 18
Street Lighting & Traffic Lights ................................. 18

Department of Public Safety ........................................ 19
  Fire & Rescue Department .......................................... 19
  Police Department .................................................. 19
  Animal Control ....................................................... 19

Department of Recreation and Community Activities 20
  Participation Form .................................................... 20
  Recreation Programs ................................................. 20
  Youth Leagues & Programs ...................................... 20-21
  Adult Leagues ......................................................... 21
  McWane Pool .......................................................... 21
  Reserving Community Center and Parks .................. 21
  Newsletter .............................................................. 22

Department of Public Information ............................... 23
  Tourism Promotion .................................................. 23
  Public Information ................................................... 23
  Public Relations ...................................................... 23

Special Projects .......................................................... 24
  Wytheville Transit System (Mountain Lynx Transit) .... 24

Telephone Directory .................................................... 25
FORM OF GOVERNMENT

TOWN COUNCIL

Phone Numbers:  Town Office:  276-223-3333
                Mayor's Office:  276-223-3356

Since 1924, the Town of Wytheville has been under the Council/Manager form of government. The Town Council consists of five members, one of whom also serves as Mayor. Each member is elected at large for a four-year staggered term and must be a resident and qualified voter of the Town. Municipal elections are held on the first Tuesday in November every two years.

The Council has divided itself into two Committees with two members on each Committee. They are the Budget and Finance Committee and the Public Works Committee. The Mayor serves as an ex-officio member to each Committee. The Committees meet as needed to discuss and review a variety of issues that will ultimately be placed on the Council's agenda.

The Council meets twice monthly (on the second and fourth Monday of each month). The Council can meet more often if required for the conduct of business.

WYTHEVILLE TOWN COUNCIL
*Beth A. Taylor, Mayor
*Cathy D. Pattison, Vice-Mayor
*Mark J. Bloomfield, Councilman
*Holly E. Atkins, Councilwoman
*Gary L. Gillman, Councilman

ADMINISTRATIVE STAFF

Phone Numbers:  Town Manager:  276-223-3450
                 Assistant Town Manager:  276-223-3352
                 Clerk of Council:  276-223-3349
                 Town Attorney:  276-223-3393

The Town Council has an Administrative staff to perform the Council duties. They are:

    T. Brian Freeman, Town Manager
    Sherry G. Corvin, CMC, Clerk of Council
    Michael G. Stephens, MGT, Town Treasurer
    Michelle Workman Clayton, Town Attorney
ADVISORY COMMITTEES

The Town Council is assisted by several advisory committees composed of Town citizens. Those interested in serving on an advisory committee for the Town Council are requested to contact the Clerk of Council at the Wytheville Municipal Building. The advisory committees include the:

- Board of Zoning Appeals
- Building Code Appeals Board
- District III
- Joint Industrial Development Authority
- New River Regional Water Authority
- Planning Commission
- Recreation Commission
- Smyth-Wythe Airport Commission
- Tree Advisory Committee
- Wall of Honor Committee
- Willow Brook Jackson/Umberger Homestead Museum Advisory Board
- Wytheville Industrial Development Authority
- Wytheville Redevelopment and Housing Authority
The Town Manager is T. Brian Freeman, whose office is located in the Municipal Building on Monroe Street. The Office of the Town Manager/Director of Planning is committed to providing quality administrative and planning services to the members of the Town Council and to the citizens of the Town of Wytheville. The Town Manager stays abreast of local government issues through his membership in the ICMA and VLGMA.

T. Brian Freeman, has been employed by the Town of Wytheville since 2008 and was appointed to serve in the position of Town Manager effective June 1, 2021. He holds a Bachelor of Arts degree from Virginia Tech with a major in Geography (Geospatial and Environmental Analysis) and a minor in Public & Urban Affairs. In 2012, he earned a graduate certificate from Virginia Tech in Local Government Management. Mr. Freeman is also a Certified Planning Commissioner.

The Town Manager exercises the administrative and executive powers of the town, including the power of appointment of officers and employees. The Town Manager is appointed by the Council. The Town Manager is responsible to the Council for the proper administration of all the general law or the ordinances or resolutions of the Council. He shall have power and it shall be his duty:

- To see that all laws and ordinances are enforced.
- To see that such Town officers and employees as the Council shall determine are necessary for the proper administration of the Town be appointed, and any of such officers may be removed by the Town Manager, except the Clerk, Treasurer, Town Attorney and the clerical and other attendants of the Council; but the Town Manager shall report each appointment and removal to the Council at the next meeting thereof following any such appointment or removal; to see that all terms and conditions imposed in favor of the town or its inhabitants in any public utility franchise or any contract are faithfully kept and performed; upon knowledge of any violation thereof to call the attention of the same to the Council, whose duty it shall be forthwith to direct such steps as are necessary to protect and enforce the same.
- To appoint, subject to confirmation by the Council, the Police Chief. The Police Chief so appointed shall be subject to removal at will by the Council or the Town Manager, and shall qualify as provided by law, and furnish such bond as may be requested by the Council.
- To exercise supervision and control over all departments and divisions created herein, or that may be hereafter created by the Council and have general supervision over all public improvements, works and undertakings, except as otherwise provided in this charter, or by the Council.
• To attend all meetings of the Town Council with the right to take part in the discussion, but he shall have no vote.

• To recommend to the Council for adoption such measures as he may deem necessary or expedient.

• To prepare the annual budget and keep the Town Council fully advised as to financial conditions and needs of the Town.

• To make all such contracts in behalf of the Town as may be authorized by the charter, or the Council or under continuing contracts or loans authorized under the provisions of the charter, or pursuant to resolution or ordinance of the Council.

• Unless and until otherwise provided by the Council, the Town Manager shall act as town purchasing agent.

• To perform such other duties as may be prescribed by the charter or be required of him by ordinance or resolution of the Town Council.

• Except as may be otherwise provided by the Council, the Town Manager shall have and may exercise all of the powers, and perform all of the duties, which are now, or may hereafter be, conferred upon or delegated to town managers under the laws of the Commonwealth of Virginia.

**ZONING**

Phone Number: 276-223-3361

Since 1950, land use issues have been a major concern to both policy-making officials and the citizens they represent. Town officials prepare long-range plans, develop and enforce zoning and subdivision rules and make key decisions relating to land use.

**ZONING**

The Town's Zoning Ordinance is reviewed and updated on a regular basis. Changes to the Zoning Ordinance are reviewed by the Planning Commission in consultation with the administrative staff and then formally approved by vote of the Town Council. The Board of Zoning Appeals has the authority to issue variances to the Zoning Ordinance as they deem necessary.
DEPARTMENT OF THE TOWN CLERK

Phone Number: 276-223-3349

The Town Clerk is Sherry Corvin, whose office is located in the Municipal Building on Monroe Street. This Department is responsible for providing staff support to the Mayor, the Town Council, the Town Manager, the Assistant Town Manager, the Town Attorney, the Director of Engineering and the Director of Public Works. The Department of the Town Clerk prepares meeting agendas and packages, and records the minutes, for the meetings of the Town Council, the Planning Commission, the Wytheville Industrial Development Authority, the Board of Zoning Appeals, the Building Code Appeals Board and the Tree Advisory Committee. The Department stores and logs all agreements, deeds and other official documents of the Town. The Department of the Town Clerk drafts meeting agendas, ordinances, proclamations and resolutions. The staff stands ready to answer any questions regarding the Town Code, the Zoning Ordinance and various other Town rules and regulations. Staff works closely with the New River Regional Water Authority and assists with document retention and various functions of the Authority.
DEPARTMENT OF ENGINEERING

Phone Number: 276-223-3342

The Town Engineer is Trevor Hackler, whose office is located in the Municipal Building on Monroe Street. The office of the Town Engineer is responsible for coordinating many projects in the Town limits, as well as some projects outside of the Town limits. Those responsibilities include the following:

- Design and coordination of Town construction projects
- Performing survey work needed for the Town
- Supervising mapping and GIS system development
- Administration of storm water and erosion regulations
- Assists in administration of zoning and subdivision regulations
- Compiles construction cost estimates
- Maintaining house numbering system for 911
- Maintaining a record of water loss for the Town
- Supervise the production and maintenance of the Water and Wastewater Treatment Plants
- Planning and administration of utility maintenance and construction
- Coordination of projects which receive maintenance funds from other entities, i.e. VDOT

WATER TREATMENT

Phone Number: 276-223-3322

The Town’s Water Treatment Plant is located at 1025 Grayson Road. This facility has provided safe drinking water for the citizens of Wytheville and the surrounding area since 1950. The Plant’s main water source is Reed Creek and has the capability of producing up to four million gallons of drinking water per day. The Town also supplements the Town’s water supply with water from New River that is purchased through the New River Regional Water Authority. The facility uses a conventional treatment process, which includes pre and post chlorination, coagulation, flocculation, sedimentation and filtration. The Plant has a certified onsite laboratory to perform water quality analysis to ensure safe drinking water and efficiency of Plant operations. The Wytheville Water Treatment Plant has received the Virginia Department of Health Excellence in Granular Media Water Treatment Plant Performance Gold Award every year since 2008.
WASTEWATER TREATMENT

Phone Number: 276-223-3326

The Town’s Wastewater Treatment Plant is located at 852 Atkins Mill Road. The facility is a Class 2 plant designed to treat 4.0 Million Gallon per day (MGD) of Municipal and Industrial Wastes, with an average daily flow of 2.0 MGD. The Plant is an activated sludge process that utilizes various technologies to treat wastewater so it can be released back into Reed Creek. These technologies include numerous settlement basins, designed to separate solids from the liquid and remove them for further treatment or disposal. Defused air basins designed to inject dissolved oxygen into the waste stream and kick start the biological treatment process. After the liquid is treated to our standards it is exposed to Chlorine for disinfection, and then exposed to Sulfur Dioxide before being released into Reed Creek. The Sulfur Dioxide neutralizes the Chlorine in order to protect aquatic life that exists in the stream. As for the solids that have been removed in the upstream processes, they are pumped to Anaerobic Digesters where they go through a treatment process before disposal to a landfill.

WATER AND SEWER MAINTENANCE AND CONSTRUCTION

Phone Number: 276-223-3428

The Town maintains approximately 108 miles of water mains, approximately 87 miles of sewer mains and serves over 4000 water customers. The Water and Sewer Maintenance and Construction Department is responsible for maintenance, repair and installation of water and sewer lines for the Town. They maintain the Town’s meter reading system, work with Town water customers to determine possible leaks on water services and turn off water services due to nonpayment. The department is responsible for Miss Utility locates for the Town’s water and sewer utilities. They work closely with the Town Engineering Department to provide updated information for the Town’s GIS system. The Water and Sewer Maintenance and Construction Department is on call 24-hours per day, 365 days a year to respond to any after hour water and sewer emergencies.

SUBDIVISIONS

Phone Number: 276-223-3434

Wytheville’s Subdivision Ordinance was originally adopted in 1954 and is reviewed and updated on a regular basis. Changes to the Subdivision Ordinance are reviewed by the Planning Commission in consultation with the administrative staff and then formally approved by vote of the Town Council.

The Subdivision Ordinance contains provisions for ensuring a reasonable standard of urban land development and applies to any division of property, tract, parcel or lot of land
into two or more parts as well as the movement of property lines. Since subdivided land usually becomes a public responsibility in that streets must be maintained and numerous public services customary to urban areas must be provided, it is a requirement that all subdivisions be approved by the Planning Commission, Town Council and/or Town Manager. For the purpose of the Subdivision Ordinance, a subdivision is defined as the division of any tract, parcel or lot of land into two or more parts.

**ZONING**

The Town's Zoning Ordinance is reviewed and updated on a regular basis. Changes to the Zoning Ordinance are reviewed by the Planning Commission in consultation with the administrative staff and then formally approved by vote of the Town Council. The Board of Zoning Appeals has the authority to issue variances to the Zoning Ordinance as they deem necessary.

**ZONING & SUBDIVISIONS**

Phone Number: 276-223-3434

Since 1950, land use issues have been a major concern to both policy-making officials and the citizens they represent. Town officials prepare long-range plans, develop and enforce zoning and subdivision rules and make key decisions relating to land use.

**BUILDING PERMITS**

Phone Number: 276-223-3339

Construction projects of any kind within the corporate limits require a building permit, which is reviewed by Tim Spraker, the Building Official, whose office is located in the Municipal Building. This includes home improvement projects and commercial buildings. A building permit will be issued, and inspection policies are discussed before construction begins.
The Town Treasurer is Michael Stephens whose office is located in the Municipal Building on Monroe Street. The Treasurer's office is responsible for water/sewer bills, real estate and personal property taxes, land use taxes, vehicle licenses, business licenses and other miscellaneous taxes collected by the Town. The Treasurer's Office is responsible for paying all bills for the Town of Wytheville. The fiscal year for the Town begins on July 1. An annual budget is prepared and approved by the Town Council.

CEMETERIES

The Town of Wytheville manages the East End and West End Cemeteries and Oakwood Cemetery. Plots are still available in the East End Cemetery and West End Cemetery. Plots are sold in the Treasurer's office in the Municipal Building, Monday through Friday from 8:00 a.m. to 5:00 p.m.

MAUSOLEUM

The Town of Wytheville West End Memorial Mausoleum was dedicated in October 1995. Crypts and niches are available with prices ranging from $5,435 to $7,190 for the crypts and from $1,125 to $1,495 for the niches. Opening and closing fees are $500 for a crypt and $100 for a niche. Prices are subject to change.

Crypts and niches are sold in the Treasurer's office in the Municipal Building, Monday through Friday from 8:00 a.m. to 5:00 p.m.
TAXES, LICENSES AND USER CHARGES

REAL ESTATE TAXES

Real Estate in the Town of Wytheville is assessed at 100% of its fair market value. The tax rate is set by the Wytheville Town Council. The current tax rate is $.195 per $100 of assessed value and is assessed on a calendar year basis. Tax tickets are mailed at least one month prior to their due date and are mailed to the owner of record as of January 1st of each year. The real estate tax is due and payable by DECEMBER 5 of each year. Real estate taxes can be paid at the Wytheville Municipal Building on East Monroe Street between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or may be placed in the night deposit box located at the front of the Municipal Building.

Any questions relating to the assessment of real estate should be directed to the office of the Wythe County Commissioner of the Revenue since that office has responsibility for performing the assessments.

Senior Citizen and Disability Real Estate Tax Relief

Applications for Senior Citizen and Disability Real Estate Tax Relief are accepted at the Wythe County Commissioner of the Revenue's Office at the Court House and are honored by the Town of Wytheville. Three basic requirements must be fulfilled to meet eligibility requirements under State law. They are as follows:

1. Must be 65 years or older on December 31 of the year preceding the taxable year or totally and permanently disabled.
2. Must reside on property to be exempted.
3. Must meet financial criteria established by Wythe County.

The Real Estate Tax exemption shall not exceed $100.00 for any one tax year. Applications must be filed no later than MAY 1 preceding each year from which exemption is sought. For more information, contact the Wythe County Commissioner of the Revenue's office.

PERSONAL PROPERTY TAXES

Automobiles, motorcycles, trucks, recreation vehicles, trailers, boats, utility trailers and airplanes are assessed for personal property taxes. Motor vehicles are assessed at the N.A.D.A. "average trade-in value". If the vehicle is over two tons, then the assessment is a percentage of the original cost. Any vehicle owned on January 1 is the vehicle on which the assessment is made with the tax rate being set each July 1 by the Wytheville Town Council. The current tax rate is $0.38 per $100 of assessed value. Motorcycles and trailers have a license fee of $10.00, and vehicles have a fee of $20.00.

Mobile Homes

Mobile Homes are assessed under the prevailing real estate tax rate by square footage and year of the mobile home. Currently, the tax rate is $.195 per $100 of assessed value.

Business Personal Property

Business personal property is assessed at a percentage of the original cost times the prevailing tax rate. The current tax rate is $0.38 per $100 of assessed value.
Machinery and Tools

Machinery and Tools taxes are assessed at a percentage of the original cost times the prevailing tax rate. The current tax rate is $0.33 per $100 of assessed value.

All personal property tax tickets are mailed at least one month prior to their due date and are based on the property owned as of January 1 each year. All personal property taxes are due and payable by DECEMBER 5 each year. Personal Property Taxes can be paid at the Wytheville Municipal building on East Monroe Street between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or may be placed in the night deposit box located at the front of the Municipal Building.

All personal property must be declared with the Commissioner of the Revenue by May 1 of each year. The personal property tax is assessed by the Commissioner of the Revenue and questions relating to the assessment should likewise be directed to that office.

MISCELLANEOUS LOCAL TAXES

<table>
<thead>
<tr>
<th>Tax Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tobacco Tax</td>
<td>$.40 per package of 25 or fewer cigarettes.</td>
</tr>
<tr>
<td>Lodging Tax</td>
<td>8% of hotel and motel bills.</td>
</tr>
<tr>
<td>Meals Tax</td>
<td>7% of meal including alcoholic beverages.</td>
</tr>
<tr>
<td>Utility Tax</td>
<td>The Town of Wytheville levies a utility tax on users of gas, electric.</td>
</tr>
</tbody>
</table>

The tax is shown on your respective utility bills and is collected by the utility company. The tax on residential service for electricity is $0.01135 for each kWh, not to exceed $2.25 monthly. The tax on gas for residential consumers is $0.90 plus the rate of $1.33 on CCF delivered monthly, not to exceed $2.25 monthly.

LAND USE TAXES

The Town of Wytheville will provide land use relief on qualifying properties. Applications must be filed with the Town Treasurer by NOVEMBER 1 of the year preceding the year in which exemption is sought.

PENALTIES

Any and all taxes that are not paid by the due date will be subject to a 10% penalty. In addition, the interest rate on delinquent taxes is 10% per annum.
LICENCES

Business Licenses

All businesses must purchase a business license before commencing operation. The cost is based on gross receipts, and the tax rate varies according to business category. Each license is due MAY 1. All licenses are paid at the Wytheville Municipal Building in the Treasurer’s office.

USER CHARGES

Water and Sewer

The Town of Wytheville provides water and sewer service to the citizens of the Town of Wytheville. The bills for water and sewer are combined on one statement and are currently sent out on a monthly basis.

WATER

<table>
<thead>
<tr>
<th>Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$20.00</td>
</tr>
<tr>
<td>0-3,000 gals</td>
<td>$3.00 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 7,000 gals</td>
<td>$9.04 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 15,000 gals</td>
<td>$7.15 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 75,000 gals</td>
<td>$5.14 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 3,400,000 gals</td>
<td>$4.17 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 6,500,000 gals</td>
<td>$3.79 per 1,000 gals.</td>
</tr>
<tr>
<td>Over 10 million gals</td>
<td>$3.25 per 1,000 gals.</td>
</tr>
</tbody>
</table>

SEWER

<table>
<thead>
<tr>
<th>Amount</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$13.00</td>
</tr>
<tr>
<td>0-3,000 gals</td>
<td>$1.81 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 7,000 gals</td>
<td>$6.13 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 15,000 gals</td>
<td>$6.19 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 75,000 gals</td>
<td>$5.97 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 3,400,000 gals</td>
<td>$6.50 per 1,000 gals.</td>
</tr>
<tr>
<td>Next 6,500,000 gals</td>
<td>$8.30 per 1,000 gals.</td>
</tr>
<tr>
<td>Over 10 million gals</td>
<td>$8.28 per 1,000 gals.</td>
</tr>
</tbody>
</table>

Sewer only: $25.00
*Add 100% for services outside the corporate limits.

**Penalty for late payment of water/sewer bills is 10%.

Water Reconnection Fees
$30.00 on/off after work hours.
$30.00 non-payment during work hours.
### Water Connection Fees

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>$1,500.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>$1,600.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$1,750.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$2,390.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>3&quot;</td>
<td>$2,640.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>4&quot;</td>
<td>$2,890.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>6&quot;</td>
<td>$5,030.000 + Cost of Water Meter</td>
</tr>
<tr>
<td>8&quot;</td>
<td>$7,170.000 + Cost of Water Meter</td>
</tr>
</tbody>
</table>

*Add 50% for services outside the corporate limits, except on Peppers Ferry Road, which is the current Wythe County charge.*

*Any water connection above a 1” meter the owner is responsible for providing meter box/vaults to be approved by Town personnel prior to installation.*

### Water/Sewer Service Deposit:

- Residential ..........................................  $100.00
- Business................................................  $100.00

### Sewer Connection Fees:

<table>
<thead>
<tr>
<th>Size</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>4&quot;</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>Over 4&quot;</td>
<td>$2,000.00</td>
</tr>
</tbody>
</table>

*Add 50% surcharge on all out of Town connections.*

### REFUSE COLLECTION

The fee for refuse collection is as follows:

Annual refuse sticker good for $75.00 one 13-gallon container or 13-gallon bag each week; $150.00 for one 32-gallon container each; or, 32-gallon bag each week.
BUILDING PERMIT AND INSPECTION FEES

<table>
<thead>
<tr>
<th>Valuation</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 To $100,000.00</td>
<td>$4.00 per $1,000</td>
</tr>
<tr>
<td>All over $100,000.00</td>
<td>$3.00 per $1,000</td>
</tr>
</tbody>
</table>

Minimum - $35.00

FEES FOR ELECTRICAL, PLUMBING AND MECHANICAL

<table>
<thead>
<tr>
<th>Amount of Contract or Estimated Cost</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0.00------ 500.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>$ 500.01----- 1,000.00</td>
<td>40.00</td>
</tr>
<tr>
<td>$1,000.01----- 2,000.00</td>
<td>50.00</td>
</tr>
<tr>
<td>$2,000.01----- 3,000.00</td>
<td>60.00</td>
</tr>
<tr>
<td>$3,000.01----- 4,000.00</td>
<td>70.00</td>
</tr>
<tr>
<td>$4,000.01----- 5,000.00</td>
<td>80.00</td>
</tr>
</tbody>
</table>

In excess of $5,000 the fee shall be $80.00 plus $4.00 for each additional $1,000.00 or fraction thereof.

An additional 2% levy will be added to each permit total which is required by the Virginia Department of Housing.

SIGNS

$10.00 to $50.00 .................. $100.00
Costs in excess of $5,000 the fee shall be $100 plus $4.00 for each additional $1,000 or fraction thereof.

MISCELLANEOUS FEES

Blasting, Storage, Sale of Explosives…… $25.00
Tent Permit Fee .......................... $25.00
Elevator Inspection ........................ $25.00

Land Disturbing (Soil Erosion Permit) $25.00 for first acre thereof, $10.00/acre after that or fraction thereof, $100.00 maximum

OTHER FEES

Board of Zoning Appeals……………… $150.00*
Building Code Appeals .................... $150.00**
Building Code Appeals .................... $300.00***
Rezoning Request Fees .................. $300.00*
Planned Unit Development ………………… $300.00
Townhouses/Condominiums ........…….. $300.00
Special Exception Permits .............. $300.00*
Street or Alley Closing ................ $100.00*
   not to exceed $150.00
Subdivisions .......................... $300.00/2
lots plus $10/each additional lot.

Lot Line Revision ........................ $25.00

Amendments to the Zoning Ordinance $100.00*.

*Plus expenses for legal notice advertising fees and certified letters to abutting property owners.

**Residential; ***Commercial

Driveway entrance permit fees are $100 for residential and $1,000 for commercial with one-half of the fees refunded after approval by Town staff, i.e. $50 and $500 respectively.

Paving permits are required for new pavement or concrete driveways based on the cost of the job.
DEPARTMENT OF PUBLIC WORKS

Phone Number: 276-223-3357

The Director of Public Works is Chris Peeples, whose office is located in the Municipal Building on Monroe Street. Public Works is responsible for solid waste collection/recycling and disposal, leaf collection, snow removal, street construction, street maintenance, horticulture, maintenance of Town cemeteries and signals and signs.

SOLID WASTE COLLECTION

The Town of Wytheville collects refuse from residential dwellings and small businesses once a week from the curb of each resident/small business, if they utilize the Town’s annual decal program. Trash containers must be placed adjacent to the street or sidewalk by 7:00 a.m. on the day of collection. The containers must be removed on the same day after collection. In no instance are containers to be placed so as to interfere with the flow of traffic or pedestrians. Materials that are prohibited from being placed out for collection include, but are not limited to, large rocks, tree trunks, tree stumps, tree limbs, excess bulky material, waste from building materials and heavy objects. In addition, the Town cannot collect yard waste such as grass clippings or debris from tree and shrub trimmings during regular collection. For complete regulations, please visit Chapter 12 of the Town’s Code on the Town’s website.

SOLID WASTE DISPOSAL

The Wytheville Landfill was closed on October 8, 1993. Trash collected by the Town of Wytheville is now taken to a transfer station operated by the Wythe-Bland Joint Public Service Authority. The Town is charged a tipping fee of $52.00 per ton for solid waste.

RECYCLING

Citizens can decrease the cost of solid waste disposal by recycling glass, some plastics, mixed metals, cardboard, newspapers and magazines. The Town’s Recycling Center is located at 1025 South Third Street beside the Town Shop. The Recycling Center is open with an assistant on duty during the following hours:

- Monday, Tuesday Thursday and Friday: 9:00 a.m. to 6:00 p.m.
- Wednesday: 9:00 a.m. to 2:00 p.m.
- Saturday: 9:00 a.m. to 4:00 p.m.
- Sunday: 1:00 p.m. to 4:00 p.m.
Items that are accepted at the Recycling Center are:

- Glass: Rinsed clear and colored bottles, jars and jugs only. Labels are acceptable on glass. All caps, lids and corks are to be removed and discarded in the trash.

- Plastic: No. 1 and No. 2 plastic bottles and jugs only. This may include plastic soda and water bottles, milk, juice and water jugs and laundry detergent containers. All caps, lids and corks are to be removed and discarded in the trash.

- Cans: Empty and rinse all aluminum foil wrap, foil containers and pans. Empty and rinse all cans. Labels are acceptable on metal cans. This may include steel, bi-metal, tin and aluminum cans.

- Newspapers: Must be clean and dry. This may include phone and paperback books, slick paper, magazines, advertisements, office paper, shredded paper and junk mail.

- Cardboard: Must be clean, dry and broken down into flats. All plastics must be removed from cardboard.

- Please do not bring items not listed above as they are not acceptable in the recycling program. Disposing of such unacceptable items contaminates the entire container which would then have to be taken to the trash.

- If you have any questions, please ask the attendant on duty.

**BRUSH COLLECTION PROGRAM**

The Town will conduct monthly curbside brush collection for the residents of the Town, which will be at no cost to the residents. These collections will be made the last week of each month. All curbside brush regulations will still be applicable. For additional brush disposal information, visit the Town’s website under the Public Works Department and under the Brush Disposal Guidelines link.

**LEAF COLLECTION PROGRAM**

Each fall, the Wytheville Public Works Department collects leaves from the curbside. Citizens are asked to rake leaves into a pile or near the curb or edge of the street for collection. Leaf removals by contractors for the homeowner are to be disposed of by the contractor.
SNOW REMOVAL

Wytheville gives priority and emphasis to clearing the main arterial streets and then the collector and local streets. The Town has an emergency snow route plan in the event that Interstates 77 or 81 are closed due to an accident. Parking spaces in the downtown area are cleared as soon as possible and access roads to school parking lots are cleared to allow early dismissals. All employees of the Public Works Department are available twenty-four hours a day for snow removal. During snowstorms, the Public Works Department works twenty-four hours a day to keep the main arteries clear within the corporate limits. Lesser connector roads are cleared after the main arteries are sufficiently maintained.

STREET CONSTRUCTION

The Town has operated an on-going street improvement schedule with construction projects recommended by the Town’s Public Works Committee on an annual basis. The Committee consists of two members from the Town Council who make recommendations to the Town Council. A standard set of procedures is used each year in determining those projects that will be recommended for construction.

STREET MAINTENANCE

The Public Works Department is responsible for general street maintenance, including ditches, shoulders, potholes, utility cut repairs, lawn mowing, tree trimming and street sweeping. (The Town has about 165 miles of roadway to maintain.)

MOWING REGULATIONS

The Town of Wytheville reminds property owners of the requirement to cut grass, weeds, vegetation or other foreign growth up to their property line at least three (3) times per year - once before May 15, once before July 15 and once before September 15, and whenever it reaches a height of twelve (12) inches. Property in A-1 Agriculture Zones, not within 100 feet of structure(s), shall be mowed once between May 15 and September 15. Property not mowed appropriately shall be mowed by Town personnel and the costs will be charged, assessed and collected from the owners in the manner of taxes and levies at a rate prescribed by the Town Council.

The Town would like to remind citizens that it is unlawful to dispose of grass, etc. onto the sidewalks and streets of the town.
HORTICULTURE

The horticulture department plants and maintains all flowers, trees and shrubs on Town property and rights of way in the Town of Wytheville.

CEMETERIES

Cemetery crews maintain the East End Cemetery, West End Cemetery, Oakwood Cemetery and the West End Memorial Mausoleum.

Signals and Signs

The Public Works Department is responsible for all street name signs, road signs and traffic signals.

Street Lighting & Traffic Lights

Phone Numbers:  
276-223-3352 (Street Lighting)  8:00 a.m. and 5:00 p.m.  
276-223-3300 (Traffic Lights)  8:00 a.m. and 5:00 p.m.

Wytheville contracts with Appalachian Power Company to install and maintain street lighting in the residential neighborhoods. The Town’s policy and practice concerning street lighting is to install lights at every street intersection and along street rights of way belonging to the Town at intervals of 200 to 400 feet depending on sight distance. The Town also maintains and operates all traffic signal devices within the corporate limits to facilitate an orderly flow of traffic in congested areas.

For all after hour calls for traffic signals, water and/or sewers, please call 276-223-3300, which will transfer the call to the Wythe County Emergency Services Call Center that is attended 24 hours per day. The E-911 dispatcher will contact the on-call Town employee to address the problem.
DEPARTMENT OF PUBLIC SAFETY

FIRE & RESCUE DEPARTMENT

Emergency Calls: 911
Fire Chief: 276-223-3312

The Wytheville Fire & Rescue Department is located at 185 West Spring Street in the same building as the Police Department. Fire Chief Marc Brade oversees the department. Staffing consists of 24 hours/day, seven (7) days/week; two (2) transport medic units capable of basic and advanced life support, as well as a fully staffed fire truck with basic and advanced life support capabilities. The desire for volunteers to be integrated into the department, in order to enhance department capabilities, will not change.

POLICE DEPARTMENT

Emergency Calls: 911
Phone Numbers: Police Department Administration: 276-223-3300
               Chief’s Office: 276-223-3304
               Investigations: 276-223-3307

The Wytheville Police Department is located at 185 West Spring Street. The Administration Department operates between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, and is closed on weekends and holidays. The Wytheville Police Department maintains a fleet of vehicles for various police duties. The Wytheville Police Department operates an anti-drug program in the local schools known as the D.A.R.E. Program.

ANIMAL CONTROL

Phone Number: 276-223-3300

Animal Control is administered through the Wytheville Police Department. Calls for service are dispatched from the Consolidated E-911 Center. The Animal Control Officer is available between the hours of 7:00 a.m. and 3:00 p.m., Monday through Friday. An animal shelter is located at the landfill site on Atkins Mill Road. Wytheville does enforce a leash law for dogs. Dog licenses must be purchased from the Wythe County Treasurer's Office.
The Director for the Department of Parks and Recreation has an office located at the Wytheville Community Center on Community Boulevard. Along with the Community Center, the department maintains and operates a variety of recreational areas including Elizabeth Brown Memorial Park, Withers Park, the McWane Swimming Pool and the Crystal Springs Recreational Area. Other facilities used by the Recreation Department are ball fields located at Scott Memorial Middle School, teeball fields located on West Lee Highway and baseball/softball fields at Wytheville Community College. The Recreation Department has a staff of full-time personnel, part-time supervisors and a large number of seasonal employees hired to officiate and supervise leagues.

PARTICIPATION FORM

Every citizen participating in recreational programs must complete an informational form. People under 17 years of age must have a birth certificate and the parent must be present to sign for the child. Anyone over 17 years of age may use a driver's license. People must be present to have their picture made for the identification card. Identification cards are made at times prescribed by the Department of Parks and Recreation. Identification cards must be presented to register for any recreational programs conducted by the Wytheville Parks and Recreation Department.

RECREATION PROGRAMS

The Parks and Recreation Department strives to offer a comprehensive program to meet the needs and interests of all ages. A Recreation Commission composed of town citizens meets regularly to discuss future programs for the community. Any suggestions should be made to the Director of Parks and Recreation at the Community Center. The Parks and Recreation Department sponsors a variety of community activities and special events through the year. These activities include youth dances, outdoor activities, the Spring Easter Egg Hunt and a variety of Christmas activities. Eligibility requirements are posted in the office.

YOUTH ATHLETICS AND ADULT PROGRAMS

There are many youth athletic programs available for those who wish to participate with the Town of Wytheville Parks and Recreation Department. To register for youth athletics, participants must either live in the Town of Wytheville and/or attend a school that is within the Town of Wytheville. No releases will be given unless the particular sport is not offered in your area during the same season. Late registrations will only be accepted if space permits. All other registrations will be placed on a waiting list. The following are the many programs available through the Parks and Recreation Department: boys baseball, boys’ and girls’
basketball, basketball camp, basketball clinic, cheerleading, flag football, girls’ softball, pitching machine baseball, soccer, soccer clinic, swim lessons, swim team, teeball, tennis lessons, tennis tournaments and more. Please contact the Wytheville Community Center for detailed information on each program or to register.

ADULT LEAGUES

Adult leagues are open to residents of Wythe County and to those who work full time in the county (consistent 40 hours per week). Teams entering the leagues are required to pay a nominal registration fee. Adult leagues include: Men’s 3 on 3 Basketball, men's softball, women’s softball, adult coed volleyball league, outdoor tennis tournament, badminton program, walking program and more. Please contact the Wytheville Community Center for detailed information on each program or to register.

MCWANE POOL

Phone Number: 276-223-3316

The public swimming pool is located on West Monroe Street. The facility includes a bathhouse, concession stand, infant pool, intermediate pool and Junior Olympic Pool. The pool opens around Memorial Day in May and closes just after Labor Day in September depending on the weather. Announcements for opening and closing are given by the radio station, the newspaper and the website. McWane Pool can be reserved for private parties. Swim teams, swim classes and life saving instruction classes are provided by the Recreation Department for all ages. The Recreation Department provides a schedule for classes and swimming events.

RESERVING COMMUNITY CENTER AND PARKS

The Wytheville Community Center, the Elizabeth Brown Memorial Park, and Withers Park are reserved extensively by individuals and groups for banquets, parties, meetings, baby and bridal showers, reunions, picnics, dances, receptions and weddings. The Center is also available to governmental and service agencies for providing public service meetings and seminars. A nominal fee is charged and is determined by the number of hours, type of activity, persons attending and the use of alcohol. All reservations must be made at the Community Center office and will be taken on a first-come, first-served basis. The Community Center office is open Monday through Friday from 8:30 a.m. until 5:30 p.m. for making reservations. The hours of operation for rental purposes are 8:30 a.m. until 12:00 midnight, Sunday through Thursday and 8:30 a.m. until 1:00 a.m., Friday and Saturday.
To keep citizens informed of the programs implemented by the Department of Parks and Recreation, a newsletter is distributed quarterly. In addition, the local radio station, the newspaper and the website carry information about recreational programs and special events.
DEPARTMENT OF TOURISM/PUBLIC INFORMATION

Phone Number: 276-223-3500

The Director of the Public Information/Tourism is Rosa Jude. Director Jude's office is located in the Meeting Center on Community Boulevard. This department is responsible for the economic development of the local travel industry through tourism promotion, public information for local citizens and public relations between the Town Council and local organizations.

TOURISM PROMOTION

The marketing and promotion of Wytheville to potential visitors is important to local businesses that depend on travelers. Over 1,000 people are employed by the tourism industry in Wytheville. A visitor's guide, a tour planner's guide and a tourism video are provided to increase tourism dollars in the economy. The department targets AAA offices, motorcoach companies and travel trade shows to increase visitations. This department works with the tourism industry to recruit meetings, conventions and seminars that bring an influx of money into local businesses.

PUBLIC INFORMATION

The department is responsible for educating and informing the public on issues, concerns and decisions made by the Town Council. Information and news is prepared and disseminated on an ongoing basis that may be of interest to local citizens concerning the services offered by the Town. Material is provided through press releases, public service announcements, interviews on the radio, website or by arranging interviews for members of Town Council. The director is responsible for communicating information to television, radio and news reporters, setting up press conferences and inviting the news media to special events. The director is responsible for writing articles and providing photographs for magazines and newspapers. Information is written and provided to publish newsletters with the Recreation Department.

PUBLIC RELATIONS

The Public Information/Tourism Department works on special projects that increase the public's awareness of governmental activities. Special events include National Tourism Week, National Fire Prevention Week, Wall of Honor Ceremony, Adopt-A-Spot Program, etc. The Public Information Officer provides services to civic organizations planning special events for the public. In addition, the Public Information Officer works with the Wytheville-Wythe-Bland Chamber of Commerce and the Joint Industrial Development Authority to enhance the economic development of the community. The department represents the Town on various working committees, councils and commissions that focus on increasing the quality of life for the citizens.
SPECIAL PROJECTS

MOUNTAIN LYNX TRANSIT

Phone Number: 276-228-RIDE (7433)
Route Information: www.district-three.org/index.php/Town-of-Wytheville

Mountain Lynx Transit is available for any rider requesting transportation within the town limits. Service is provided Monday through Friday, 7:00 a.m. to 5:00 p.m. The Summer Saturday Loop service will now be provided on Saturdays from 8:00 a.m. to 2:00 p.m. The **Summer Saturday Loop** will operate by alternating both the Maroon and Gray Loop.

**Gray Loop Service:** 8:00 a.m.; 10:00 a.m.; 12:00 p.m.
**Maroon Loop Service:** 9:00 a.m.; 11:00 a.m.; 1:00 p.m.
(To arrange a Saturday pick-up, please call on or before Friday.)

Exact change or a pass must be presented at the time of each boarding. All transit vehicles are wheelchair accessible. The week-day loop buses operate hourly along a flexible route. You may board the bus anywhere along the route. Drivers have the flexibility to deviate a few blocks off the general route of travel for a drop-off or pick-up. To arrange this service, call 228-7433. Request-based service is available for areas within the town limits not serviced by the loop.

You may call 228-7433, Monday through Friday, 8:00 a.m. to 4:00 p.m., to schedule a trip. Please provide name, pick-up point, destination and if any special assistance is needed. Reservations are taken on a first-call basis. We recommend calling 24 hours in advance as the best way to ensure service at your preferred time. Also, please call if you need to cancel.
## TOWN OF WYTHEVILLE

### TELEPHONE DIRECTORY

**EMERGENCY--Dial 911**

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<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Animal Control</td>
<td>185 West Spring Street</td>
<td>223-3397</td>
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<tr>
<td>Building Official</td>
<td>150 East Monroe Street</td>
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<td>Community Center</td>
<td>333 Community Boulevard</td>
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<td>Engineering</td>
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<td>Fire Department</td>
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<td>Visitors Center</td>
<td>975 Tazewell Street</td>
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<td>Town Attorney/</td>
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<td>Director of Admin. Services</td>
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