

Town of Wytheville

CITIZEN'S HANDBOOK

COUNCIL-MANAGER FORM OF GOVERNMENT
Since 1924



Updated April 11, 2022

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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

DEPARTMENT OF THE TOWN MANAGER

Phone Number: 276-223-3450

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.

DEPARTMENT OF THE TREASURER

Phone Number: 276-233-3333

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

Phone Number: 276-223-3333

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

Phone Number: 276-223-3333

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

Tobacco Tax: \$.40 per package of 25 or fewer cigarettes.

Lodging Tax: 8% of hotel and motel bills.

Meals Tax: 7% of meal including alcoholic beverages.

Utility Tax: The Town of Wytheville levies a utility tax on users of gas, electric.

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.

LICENSES

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.

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.

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

<u>Amount</u>	<u>Cost</u>
Fixed Charge:.....	\$20.00
0-3,000 gals.....	\$3.00 per 1,000 gals.
Next 7,000 gals.	\$9.04 per 1,000 gals.
Next 15,000 gals.	\$7.15 per 1,000 gals.
Next 75,000 gals.	\$5.14 per 1,000 gals.
Next 3,400,000 gals. .	\$4.17 per 1,000 gals.
Next 6,500,000 gals.	\$3.79 per 1,000 gals.
Over 10 million gals.	\$3.25 per 1,000 gals.

SEWER

<u>Amount</u>	<u>Cost</u>
Fixed Charge:.....	\$13.00
0-3,000 gals.....	\$1.81 per 1,000 gals.
Next 7,000 gals.	\$6.13 per 1,000 gals.
Next 15,000 gals.	\$6.19 per 1,000 gals.
Next 75,000 gals.	\$5.97 per 1,000 gals.
Next 3,400,000 gals. .	\$6.50 per 1,000 gals.
Next 6,500,000 gals. .	\$8.30 per 1,000 gals.
Over 10 million gals...	\$8.28 per 1,000 gals.

Water Connection Fees

<u>Size</u>	<u>Cost</u>
5/8".....	\$1,500.000 + Cost of Water Meter
3/4"	\$1,600.000 + Cost of Water Meter
1"	\$1,750.000 + Cost of Water Meter
2"	\$2,390.000 + Cost of Water Meter
3"	\$2,640.000 + Cost of Water Meter
4"	\$2,890.000 + Cost of Water Meter
6"	\$5,030.000 + Cost of Water Meter
8"	\$7,170.000 + Cost of Water Meter

*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:

<u>Size</u>	<u>Cost</u>
4"	\$1,500.00
Over 4"	\$2,000.00

*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

<u>Valuation</u>	<u>Fee</u>
\$0 To \$100,000.00	\$4.00 per \$1,000
All over \$100,000.00	\$3.00 per \$1,000

Minimum - \$35.00

FEES FOR ELECTRICAL, PLUMBING AND MECHANICAL

<u>Amount of Contract or Estimated Cost</u>	<u>Fee</u>
\$ 0.00----- 500.00.....	\$ 35.00
\$ 500.01----- 1,000.00.....	40.00
\$1,000.01----- 2,000.00.....	50.00
\$2,000.01----- 3,000.00.....	60.00
\$3,000.01----- 4,000.00.....	70.00
\$4,000.01----- 5,000.00.....	80.00
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.

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.