

*Kenneth Mulkey, Planning Commission Member  
Jack Murray, Planning Commission Member  
Richard Taylor, Planning Commission Member  
Benny Moore, Planning Commission Member  
Todd Day, Town Manager*

**TOWN OF TAZEWELL, VIRGINIA**  
***Planning Commission Meeting***  
Monday, July 6, 2015  
7:00 p.m.  
Town of Tazewell Council Chambers

❖ **Call to Order by Planning Commission Chairman**

1. Pledge of Allegiance
2. Invocation
3. Approval of Minutes  
[Planning Commission Meeting of June 1, 2015]
4. Welcome of new members (Manager Day)
5. Holy Family Worship (aka St Teresa's) on Tazewell Ave - BZA (Chris)
6. Taking to Council: Condemnation of Dale property at 409 Hotel Ave (Chris)
7. Update of the Addressing for Campbell Lane and Dial Rock  
(Chris)
8. Concerns : Zoning Meeting and Addressing Ordinances(Chris)
9. Adjournment

**Planning Commission Meeting Minutes  
June 1, 2015**

The Tazewell Planning Commission met at 6:30 p.m. at the Tazewell Industrial park.  
The Tazewell Planning Commission met at 7:00 p.m. in the Town Hall Council Chambers.

|   |         |
|---|---------|
| Present:                                  | Absent: |
| Chairman Jerry McReynolds                 |         |
| Planning Commission Member Kenneth Mulkey |         |
| Planning Commission Member Susan Reeves   |         |
| Planning Commission Member Richard Taylor |         |
| Planning Commission Member Jack Murray    |         |
| Planning Commission Member Benny Moore    |         |
| Town Manager Todd Day (Non-Voting Member) |         |

Staff present was Town Attorney Brad Pyott; and Town Clerk Leeanne Billings.

**CALL TO ORDER**

Chairman McReynolds called the meeting to order with the pledge of allegiance and invocation by Todd Day.

**APPROVAL OF MINUTES**

Chairman McReynolds recommended the approval of the minutes for the April meeting.

Motion was made by Planning Commission Member Murray, seconded by Planning Commission Member Taylor to approve the April meeting minutes. On vote: Planning Commission Member Mulkey, aye; Planning Commission Member Reeves, aye; Planning Commission Member Taylor, aye; Planning Commission Member Murray, aye; Planning Commission Member Moore, aye.

**VACATION OF ROAD IN INDUSTRIAL PARK**

Prior to the meeting, the committee met at the industrial park to view the road in question. Manager Day stated that the property in the industrial park is owned by Ed Reynolds. There are utilities (AEP and Verizon) placed there due to Town right of way and there would not be an issue of being landlocked. If the road is closed the property will go to Mr. Reynolds. Chairman McReynolds asked if a river walk was still a possibility. Manager Day stated that at the time Mr. Reynolds feels that it is in his best to not have a river walk on his property and that he would be glad to ask Mr. Reynolds for more detail in why he feels as such. Motion was made to present to council the recommendation for the road closure and to schedule a public hearing. Motion made by Planning Commission Member Murray and seconded by Planning Commission Member Reeves. On vote: Planning Commission Member Mulkey, aye; Planning Commission Member

Reeves, aye; Planning Commission Member Taylor, aye; Planning Commission Member Murray, aye; Planning Commission Member Moore, aye.

### **HOLY FAMILY WORSHIP (ST. TERESA'S) ON TAZEWELL AVENUE**

Manager Day stated that St. Teresa's Catholic Church had recently torn down a house beside their church and wants to build back. The setbacks they have presented do not meet the requirements in our code. They would like to go before the Board of Zoning Appeals and appeal the setbacks.

### **CONDEMNATION OF DALE PROPERTY AT 409 HOTEL AVENUE**

Manager Day passed out pictures of the structure at 409 Hotel Avenue. He stated that this property was not structurally sound and recommends condemnation. Motion was made to proceed with condemnation process. Motion made by Planning Commission Member Mulkey and seconded by Planning Commission Member Murray. On vote: Planning Commission Member Mulkey, aye; Planning Commission Member Reeves, aye; Planning Commission Member Taylor, aye; Planning Commission Member Murray, aye; Planning Commission Member Moore, aye.

### **LETTERS REGARDING MITCHELL AND SMITH PROPERTIES**

Manager Day stated that Town Attorney Brad Pyott had sent letters to Mr. Mitchell, who owns the property on Railroad Avenue and Mr. Smith, who owns the property at Coral Drive regarding condemnation of those properties. Manager Day then explained that the Town would demolish the structures and then put a lien on the property to ensure that the land owners would reimburse the Town for the cost of the demolition.

### **CONCERNS**

There were no concerns at this time however, Manager Day thanked Jerry McReynolds for serving on the Planning Commission and congratulated him on being appointed to the Town Council.

### **ADJOURNMENT**

Motion was made by Planning Commission Member Murray to adjourn the meeting. Motion was seconded by Planning Commission Member Taylor. On vote: Planning Commission Member Mulkey, aye; Planning Commission Member Reeves, aye; Planning Commission Member Taylor, aye; Planning Commission Member Murray, aye; Planning Commission Member Moore, aye.

Meeting adjourned at 7:47 p.m.





144  
144

253  
253

233  
233

258  
258

234  
234

KING ST

DIAL ROCK RD

227  
121

230  
230

137

TEXAS ST

BLAND ST

119  
119

120

157

118



VIRGINIA:

AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF TAZEWELL COUNTY, VIRGINIA HELD AT THE COUNTY ADMINISTRATION BUILDING AT 108 EAST MAIN STREET IN THE TOWN OF TAZEWELL, VIRGINIA, ON THE 5th DAY OF AUGUST 2014, UPON DULY ADVERTIZED NOTICE TO THE PUBLIC BY PUBLICATION IN A NEWSPAPER OF GENERAL CIRCULATION IN THE COUNTY OF TAZEWELL, THE FOLLOWING ORDINANCE WAS ADOPTED, AFTER PUBLIC HEARING, UPON A MOTION AND SECOND:

Ordinance No.852014

Date: Aug. 5, 2014

**AN ORDINANCE TO AMEND THE COUNTY'S 911 ADDRESSING ORDINANCE**

WHEREAS, the Board previously adopted an ordinance to implement an initial Emergency 911 (E911) uniform addressing system;

WHEREAS, said Ordinance contemplated many streets and roads being named and structures being numbered simultaneously;

WHEREAS, the Ordinance further took into account that the public would require time to acclimate to the addressing system;

WHEREAS, the addressing system now has been implemented throughout the County;

WHEREAS, the Board now desires to reform the addressing process in consideration of the fact that the public now is familiar with the system and that roads now will be named only as they are developed and structures will be numbered only as they are constructed;

NOW THEREFORE,

The Tazewell County Board of Supervisors hereby does repeal Section 13-71 through 13-110 of the Code of Tazewell County and does hereby reenact said sections as hereinafter set forth:

**"ARTICLE III. STREETS**

**DIVISION 1. GENERALLY**  
Secs. 13-61--13-70. Reserved.

**DIVISION 2. STREET NAMING POLICY**

Sec. 13-71. Street names.

(a) *Choice of names.* Names should be pleasant sounding, appropriate, easy to read (so that the public, and children in particular, can handle the name in an emergency situation), and should add to the pride of ownership. The following criteria should be considered when assigning street names:

- (1) *Common nickname.* If a street has a common nickname but does not have an official name, every effort should be made to make the nickname the official name.
- (2) *Historical value.* If an area is associated with an historic event, person, or landmark, every attempt should be made to assign a street name reflecting the status.
- (3) *Geographical value.* If neither method above can be used to name the street, an attempt should be made to assign a name that reflects the geographical location or the geographical characteristics of the street.
- (4) *Names.* Names of local residents shall not be used unless the resident is a significant figure in the history of the area or an individual designated by the board of supervisors as such. The use of first names should be discouraged, unless the first name is needed to distinguish that individual from other persons with the same last name.
- (b) *Avoidance of duplication.* Similar sounding names are considered to be duplication regardless of spelling. No duplication of names is permitted within the projected service area .
- (c) *Affixes.* Unnecessary affixes are to be avoided. Terms such as "E.", "East", "W.", "West", etc., should be used sparingly, since they are easily dropped during stressful situations, causing confusion and a delay in response to emergency services.
- (d) *Avoidance of numbers.* Numbers shall not be used for street names. This includes numbers that are spelled out, such as "First Street."
- (e) *Continuity.* A continuous street, or one proposed to be continuous, should bear the same name throughout, even though it changes directions. If it is interrupted by a stream, freeway, railroad, etc., and eventual connection is not probable, the segments shall bear different names.
- (f) *Future streets.* All new streets must be named in accordance with the regulation set forth in this division, no matter who the naming party may be.
- (g) *Private driveways.* Driveways or access easements serving three (3) or more habitable structures shall be assigned a street name. Individuals living in these areas may name their own driveways/easements if the name conforms to the regulations stated above, the individuals purchase the street sign through the Addressing Coordinator's office and there is no conflict with the other residents of the driveway/easement.

(Ord. of 9-16-97, § 1)

. (Ord. of 9-16-97, § 2)

Secs. 13-74--13-84. Reserved.

### DIVISION 3. STREET NAMING SYSTEM

#### Sec. 13-85. Findings.

The Tazewell County Board of Supervisors has determined that the adequate provision of public health and safety services to the residents of the county, and to other public bodies, including such services as police, fire, emergency and medical services, requires the establishment of a uniform street naming and numbering system for buildings and property located in the unincorporated portion of the county. The board of supervisors further feels that the provisions enacted herein will secure the public safety and deliver the aforementioned public services in a more efficient and effective manner

(Ord. of 9-16-97, § 1)

Sec. 13-86. Preamble.

There is hereby established a uniform system for street naming and for numbering habitable structures and buildings on all roads, streets and public ways in the unincorporated areas of the county. All buildings shall be numbered in accordance with the provisions set forth herein. In consideration of which the Board of Supervisors hereby authorizes and directs the County Administrator to designate an Addressing Coordinator, who may also be employed by the County for other purposes, to perform such as set forth in this ordinance, including but not limited to assigning street names for new streets in the County and assigning address numbers for new structures in the County. Such Addressing Coordinator shall establish such street names and address numbers consistent with this ordinance.

(Ord. of 9-16-97, § 2)

Sec. 13-87. Street names

(a) No new street name assigned by the Addressing Coordinator shall be a duplicate of or be so similar, either when read audibly or by appearance when written, as to be easily confused with any existing street name in the unincorporated areas of the county.

(b) After street names have been officially approved by Addressing Coordinator he shall provide the residents whose addresses are affected notice of the new name. Such notice shall include notice of their rights to appeal the Coordinator's decision to the Board of Supervisors as herein provided. Any resident, whether residing on the street or not, may within sixty (60) days thereafter request the Board of supervisors to change the name and upon receipt of such request the Board of Supervisors shall hold a public hearing and notice thereof shall be provided to the affected residents. Should no request be made within sixty (60) days or should the Board refuse to overrule the decision of the Addressing Coordinator, the name may not be changed for a period of two (2) years. Thereafter, citizens who wish to rename a street may petition the Board of Supervisors to rename said street. If such petition includes the signatures of approval of at least sixty (60) percent of the residents along that street, the Board shall hold a public hearing to consider renaming said street. The Board of Supervisors, upon a motion of a member of the Board and after a public hearing, upon notice to the affected residents, may change the name of any street at any time.

(Ord. of 9-16-97, § 3; Ord. of 8-20-2002, § 3)

Sec. 13-88. Numbering.

(a) The Addressing Coordinator shall number buildings and structures in a uniform, consistent manner. A copy of the current numbering protocol is attached to this ordinance as an exhibit and hereby is incorporated herein.

(b) All numbers for the property shall be assigned in a manner mutually agreed upon by the Addressing Coordinator and the U.S. Postal Service.

(c) Each house, building or other occupiable structure shall be assigned a separate number. A number or alphabetical letter shall be assigned for each separate occupant (i.e., apartment, company, etc.) within a building or other occupiable structure.

(d) Existing numbers shall be changed only as necessary to ensure the effectiveness and efficiency of the enhanced 911 system in the county, as determined in the judgment of the board of supervisors, under the advisement of the Addressing Coordinator.

(e) The board of supervisors, through the Addressing Coordinator shall submit to the addressing information center at the appropriate post office, copies of all subdivisions plats which shall have the uniform numbering system detail thereon. Upon receiving the approval of the postal authorities, a copy of these plats shall be sent to the codes department.

(f) Written notification of the proper address of each house, building, or structure shall be given to its owner, occupant or agent in all instances where a new number has been assigned under the terms of this division.

(g) Numbering protocol is based on the measurement of the intervals between the beginning of a road and the structures along the road (see exhibit), therefore, if the entrance to a structure is changed and is greater than 50 feet, the address numeric shall be corrected to match the protocol.

(Ord. of 9-16-97, § 4)

#### Sec. 13-89. Placement of numbers.

(a) Except as set forth in section 13-90 and 13-91 herein below, the owner, occupant or agent of each house, building or other structure assigned a number under the uniform numbering system provided in this division shall place or cause to be placed such number on the house, building or other structure within twenty-one (21) days after receiving notification of a property number assignment.

(b) Cost and installation of the numbers shall be paid for by the property owner or the occupant. Residential numbers shall be not less than four (4) inches in height with a one-half-inch stroke. The four (4) inch requirement for residential numbering shall apply to any structures assigned numbers or reassigned numbers subsequent to the passage of this Ordinance. . All numbers shall be made of durable, clearly visible material and shall contrast with the color of the house, building or other structure.

(c) All numbers shall be conspicuously placed immediately above, on or at the side of the appropriate door so that the number is clearly visible and readable from the street. In cases where the building is situated more than fifty (50) feet from the street, the building number shall be placed near the walk, driveway, or common entrance to the building, gate post, fence or other appropriate place so as to be clearly visible from the street.

(Ord. of 9-16-97, § 5)

#### Sec. 13-90. Administration and implementation.

(a) After each street has been officially named and addressed, no certificate of occupancy shall be issued for any house, building, or other structure to be erected, repaired, altered or modified along that street until the owner has obtained the assigned number from the Addressing Coordinator.

(b) It shall be the duty of the owner to attach the assigned number to said house, building or other structure as provided for herein.

(c) Once each street has been officially named and each resident notified of their new address and house number, final approval of any house, building or other structure erected, repaired, altered or modified shall be withheld by the building official's office until permanent and proper numbers have been attached to said structure.

(Ord. of 9-16-97, § 6)



Sec. 13-91. Existing structures.

The board of supervisors shall require owners of existing structures to post the assigned numbers to their structures in accordance herewith within twenty-one (21) days from the date each resident is notified of the new address and house number.  
(Ord. of 9-16-97, § 7)

Sec. 13-92. Signs

(a) Any person who intentionally defaces, covers, removes, or destroys street signs erected or authorized to be erected by the Addressing Coordinator shall be in violation of this ordinance. Such violation shall be a Class I Misdemeanor.

(b) All signs nine inches (9 ") in width or less, affixed upon roadways with a green background and white lettering that use street, road, avenue, or any other commonly used street affixations as part of their names must be approved by the Addressing Coordinator. Any signs without such authorization shall be deemed a counterfeit of approved address signs. Any person who erects a counterfeit sign shall be in violation of this ordinance. upon failure of any person to remove such counterfeit sign within three (3) days of receiving notice of the violation.

Sec. 13-93. Failure to comply

Unless otherwise indicated a first or second violation of this ordinance shall be a Class IV Misdemeanor: a first violation of this ordinance shall be punishable by a fine not to exceed \$50.00 and a second violation shall be punishable by a fine not to exceed \$100.00. A third violation of this Ordinance shall be punishable as a Class I misdemeanor.

Secs. 13-94--13-110. Reserved.

It is so ORDAINED by the Board on this the 5th day of August 2014.

RECORDED VOTE: 5 to 0

MEMBERS PRESENT: Roberts, White, Stacy, Absher, Hymes

MEMBERS ABSENT: 0

AYES: 5

NAYS: 0

ABSTENTIONS: 0

ATTEST:

  
\_\_\_\_\_

County Administrator

By: Deputy County Administrator PK Green

  
\_\_\_\_\_

Chairman of the Board of Supervisors



### **Exhibit - Address Numbering Protocol**

The address numbering protocol is based on the measurement of the intervals between the beginning of a road and the structures along the road. The system follows an interval of 5.28 feet per increment, which yields 2,000 possible address numbers per mile. Address numbering along a roadway begins at 100 from west to east and south to north (where possible) and is measured to the center of the driveway of a structure. Addresses ending with even numbers will be assigned to the right side of the road and odd numbers for the left, from the point of the beginning of the road.