



AGENDA
JOINT PUBLIC HEARING WITH PLANNING COMMISSION
Richlands Town Hall
December 9, 2025
5:45 PM

- I. Call the Meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Receive Public Comment regarding the proposed conditional use permit (a.k.a., "Special Exception Permit") request located at Tax Map #123 A 0102A Tract E or 275 Greenfield Drive with regards to the proposed purpose of placing a mobile home.
- V. Close Public Comment Period
- VI. Adjourn Public Hearing



PUBLIC NOTICE

Notice is hereby given that the Richlands Town Council and the Richlands Planning Commission will hold a JOINT PUBLIC HEARING on Tuesday, the 9th day of December, 2025, at 5:45 p.m. (or as soon thereafter), in the council chambers at the Richlands Municipal Building located at 200 Washington Square, Richlands, Virginia, for the purpose of taking public comment regarding the proposed conditional use permit (a.k.a., "Special Exception Permit") request located at Tax Map #123 A 0102A Tract E or 275 Greenfield Drive with regards to the proposed purpose of placing a mobile home.

Copies of said application are available for review and examination by the public at the office of the Richlands Town Manager at 200 Washington Square, Richlands, Virginia 24641.

All parties in interest and citizens may appear on the above date and be heard in this matter.

TOWN OF RICHLANDS, VIRGINIA



AGENDA

TOWN COUNCIL MEETING

At Richlands Town Hall

December 9, 2025

6:00 P.M.

- I. Call meeting to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Additions/Deletions to Agenda
- V. Authorization to Pay Bills (November)
- VI. Minutes-
 - a. September 23, 2025, Special Called Meeting
 - b. October 14, 2025, Regular Scheduled Meeting
- VII. Scheduled Public Comments (5 Minute Max)
 - a. Jared Sanders, 104 Triumph Court- Utility Bill
 - b. Karen Patton- Commercial Traffic
- VIII. Unscheduled Public Comments (3 Minute Max)
- IX. Agenda Items
 - a. Recommendation of Planning Commission
 - b. Electrical Committee Update:
 - PCA
 - Energy Project/Generator
 - c. Generator Discussion
 - d. Repeal of ATV Ordinance- First Presentment (O-2026-01-01)
 - e. Food Truck Ordinance- First Presentment (O-2026-01-02)

- X. Finance Director Report
 - a. Monthly Financial Report
 - b. Budget Amendment
 - c. Financial Policies- Draft

- XI. Attorney Report

- XII. Town Manager Report
 - a. Christmas Events

- XIII. Council Members Report

- a. Laura Mollo
 - b. Jan White
 - c. Jordan Bales
 - d. Rick Wood
 - e. Gary Jackson
 - f. Seth White

- XIV. Mayor's Comments

- XV. Executive Closed Session

VA Code Sections:

- a. 2.2-3711(A)(1) Personnel-
 - Town Manager
 - Interim Town Manager

- XVI. Adjourn Meeting

Next Regular Meeting is January 13, 2026.

ORDINANCE NO.: O-2026-01-01

TITLE VII: TRAFFIC CODE CHAPTER 72: OPERATION OF VEHICLES

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, pursuant to §§2.4(7) and 3.4(7) of the Town of Richlands, Town Charter, and to Virginia Code §46.2-800.2 (Repl. Vol. 2017), that it hereby enacts the following Ordinance to repeal the following Code Provisions which did establish, enable and regulate the use of off-road vehicles within the corporate limits of the Town:

~~Off-road Vehicles~~

~~§72.140~~ — DEFINITIONS.

~~——— *Motor vehicle* means every vehicle as defined in Virginia Code §46.2-100, et seq. (Repl. Vol. 2017) that is self-propelled or designed for self-propulsion.~~

~~——— *Motorcycle* means every motor vehicle designed to travel on not more than three wheels in contact with the ground and is capable of traveling at speeds in excess of 35 miles per hour.~~

~~——— *Off road motorcycle* means every motorcycle designed exclusively for off-road use by an individual rider with not more than two wheels in contact with the ground.~~

~~——— *Off road recreational vehicle* means every motor vehicle designed exclusively for off-road use by an individual rider with or without additional passengers, inclusive of utility vehicles.~~

~~——— *Operator* means any individual who is driving any form of motor vehicle identified in this section.~~

~~——— *Southwest Regional Recreation Authority* (“SRRA”) means the public corporation and government instrumentality created by the General Assembly to establish and maintain a system of recreational trails and appurtenant facilities, including trailhead centers, parking areas, camping facilities, picnic areas, recreation areas, historic or cultural interpretive sites, and other facilities in Tazewell, Buchanan, Russell, Dickenson, Wise, Scott and Lee counties, and the city of Norton (See Virginia Code §15.2-6016, et seq.).~~

~~——— *Utility vehicle* means a motor vehicle that is (i) designed for off-road use, (ii) powered by a motor, and (iii) used for general maintenance, security, agricultural, or horticultural purposes.~~

~~§72.141~~ — LIMITATIONS ON USE

~~——— a. — Off road recreational vehicles may be operated during daylight hours only on any town highway or street designated under §72.143(a) said vehicles are prohibited~~

~~from being operated on any other highway or street within the corporate limits of the Town; and~~

- ~~_____ b. Off road recreational vehicle operation is limited to a distance of no more than five (5) miles on any highway or street within the corporate limits of the Town.~~

~~§72.142 OPERATOR, RIDER REQUIREMENTS; PROHIBITIONS; PERMITS~~

- ~~_____ a. Operators shall obey all rules of the road applicable to other motor vehicles when operating on the highway, and shall be limited to a maximum operating speed of 25 miles per hour;~~
- ~~_____ b. Operators shall be licensed drivers or accompanied by a licensed driver who is either occupying the same vehicle or occupying another vehicle within a prudent distance;~~
- ~~_____ c. Operation of an off-road recreational vehicle by an operator whose driver's license has been suspended or revoked, whether issued in the Commonwealth or in another jurisdiction, has been suspended or revoked, is strictly prohibited;~~
- ~~_____ d. Riders shall wear helmets of a type approved by the Superintendent of State Police; and~~
- ~~_____ e. Operation of any off-road recreational vehicle shall be subject to the issuance of a permit by the SRRA pursuant to Virginia Code §15.2-6020 (Repl. Vol. 2017), or any successor legislation enacted by the General Assembly, and such permit shall be valid for such period of time and subject to the payment of such fee as the Authority shall provide.~~

~~§72.143 SIGNAGE; NOTIFICATION~~

- ~~_____ a. Signs whose design, number and location that are approved by the Virginia Department of Transportation shall be posted by the Town or the SRRA warning motorists that off road recreational vehicles may be operating on the highway, and further indicating those highways or streets where the operation of off road recreational vehicles is permitted.~~
- ~~_____ b. The Town shall notify, in writing, the Virginia State Police and all law enforcement agencies in Tazewell county of the Town's enactment of this Ordinance, and provide a copy of this Ordinance thereto.~~
 - ~~1. Jewell Ridge Road at its terminus with the Town of Richlands corporate limits, along Big Creek Road and Railroad Avenue to its intersection with Front Street;~~
 - ~~2. Front Street, at its western terminus with the Clinch River bridge crossing to its eastern intersection with Second Street;~~

~~3. All crossing streets located between Front Street and Second Street (specifically Scott Street, Norfolk Street, Suffolk Avenue, Allegheny Street, Fairfax Avenue, Tazewell Avenue, Floyd Avenue, White Street, and Rockbridge Avenue); and~~

~~4. Kents Ridge Road from its intersection with Front Street to its intersection with Chestnut Street.~~

~~e. The Town shall notify, in writing, the Virginia State Police and all law enforcement agencies in Tazewell County of the Town's enactment of this Ordinance, and provide a copy of this Ordinance thereto.~~

~~§72.144~~ ~~PENALTIES~~

~~Any person found in violation of any provision of this Article of this Chapter shall be punishable by a fine of \$ 500.00.~~

First Presentment: _____

Second Presentment: _____

On ____ day of _____, 2025 , A motion was made by _____, and seconded by _____, for adoption of such ordinance as presented.

VOTE:	Bales	_____
	Jackson	_____
	Mollo	_____
	J. White	_____
	S. White	_____
	Wood	_____

Rodney D. Cury, Mayor

Amanda Beheler, Clerk

Effective Date (30 days from passage, unless passed as emergency):

ORDINANCE NO.: O-2026-01-02

Amendment of Existing Ordinance and Incorporation to Town Code

TITLE XI: BUSINESS REGULATIONS

CHAPTER 110: LICENSES

BE IT ORDAINED by the Council of the Town of Richlands, Virginia, that pursuant to §3.4(7) of the Town Charter, §58.1-3715.1 of the Code of Virginia, that it hereby amends and incorporates the following code provision to Chapter 110 of Title XI: Business Regulations, of the Town Code of Ordinances, in order to amend the existing Mobile Food Truck Ordinance and to establish the necessary criteria for the use of such Mobile Food Establishments within the corporate limits of the Town.

MOBILE FOOD ESTABLISHMENTS

§ 110.80 DEFINITIONS.

Mobile Food Establishment. Any movable wheeled cart, trailer, or vehicle designed and equipped for the preparing, serving, and selling of food and operated at temporary locations. This shall include, but not limited to, food trucks, food trailers, and food carts.

Private Event. Any event on behalf of or sponsored by a nonprofit or charitable entity, agency, institution, or organization within the corporate limits of the Town of Richlands.

Public Activity. Any activity on behalf of or sponsored by a governmental entity, governmental agency, or governmental institution within the corporate limits of the Town of Richlands.

Public Right of Way. The surface of any public street, public sidewalk, public parking lot, public road, public lane, public boulevard, or public alley maintained by the Town of Richlands.

§ 110.81 PERMISSIBLE OPERATING LOCATIONS.

Mobile Food Establishments shall be permitted to operate within the residential and business zoning districts only with the written approval of the Town Manager of the Town of Richlands.

§ 110.82 MOBILE FOOD ESTABLISHMENTS AND THE MEALS TAX ON BUSINESS.

Mobile food establishments operated within the corporate limits of the Town of Richlands shall be subject to the provisions of the license tax imposed under Chapter 35 of the Code of Ordinances, Town of Richlands, Virginia.

§ 110.83 MOBILE FOOD ESTABLISHMENT PERMIT.

(A) Prior to the operation of a Mobile Food Establishment within the corporate limits of the Town of Richlands, the owner of such Mobile Food Establishment shall apply to the Town Manager of the Town of Richlands to obtain a mobile food establishment permit. Such permit shall be valid for a period of one (1) year from its date of issue, and shall be issued upon the applicant's completion and proof of the following:

1. Completion of a mobile food establishment permit Application;
2. The payment of a \$50.00 permit fee to the Town of Richlands; and
3. Possession of all valid health permits required by the Virginia Department of Health.

(B) Upon expiration of a mobile food establishment permit, the owner of such mobile food establishment shall reapply to the Town Manager of the Town of Richlands to obtain a new mobile food establishment permit if such mobile food establishment will continue to be operated within the corporate limits of the Town of Richlands.

(C) The Town Manager may waive an applicant's permit fee once for good cause.

§ 110.84 GENERAL REQUIREMENTS OF ALL MOBILE FOOD ESTABLISHMENTS.

(A) All mobile food establishments operated within the corporate limits of the Town of Richlands shall adhere to the following:

1. With the exception of public activities and private events, a mobile food establishment shall not be operated on any public right-of-way;
2. A mobile food establishment shall not, at any time:
 - i. Block main entry drive ways or affect pedestrian or vehicular circulation overall,
 - ii. Block access to loading areas,
 - iii. Block emergency access or fire lanes,
 - iv. Block access to any public right-of-way,
 - v. Block access to any handicapped parking space, or
 - vi. Obstruct the view of any intersection of public rights-of-way;
3. A mobile food establishment, at all times, shall be positioned at least twenty-five (25) feet away from all fire hydrants and fire department connections;
4. All signs associated with a mobile food establishment shall either by

- i. Permanently affixed to such mobile food establishment, or
 - ii. Placed within five (5) feet of such mobile food establishment.
- 5. Trash receptacles shall be provided by the owner or individual operating a mobile food establishment, and all trash, refuse, or recyclables generated thereby shall be properly disposed of in a lawful manner;
- 6. The owner or individual operating a mobile food establishment shall ensure the thirty (30) foot radius surrounding such mobile food establishment is kept clean and free of all litter and debris;
- 7. No liquid waste shall be discharged from the premises of a mobile food establishment.
- 8. All mobile food establishments shall operate only during the hours of 6:00 a.m. to 9:00 p.m., unless otherwise allowed by written approval of the Town Manager of the Town of Richlands.
- 9. The maximum number of trucks at any one location shall be four (4) unless otherwise allowed by written approval of the Town Manager of the Town of Richlands.
- 10. Any mobile food establishment that operates business within the corporate limits of the Town of Richlands for more than thirty (30) calendar days of the year will be subject to the Business License Tax found in the Code of the Town of Richlands Section 110.01 et seq.

§ 110.85 MOBILE FOOD ESTABLISHMENTS, PUBLIC ACTIVITIES, AND PRIVATE EVENTS.

- (A) A mobile food establishment may be operated at any public activity within the corporate limits of the Town of Richlands so long as the owner of such mobile food establishment has received written permission from the coordinator of such public activity. The owner or individual operating such mobile food establishment shall ensure strict adherence to any requirements provided by the coordinator of such public activity.
- (B) A mobile food establishment may be operated at any private event within the corporate limits of the Town of Richlands so long as the owner of such mobile food establishment has received written permission from the coordinator of such private event. The owner or individual operating such mobile food establishment shall ensure strict adherence to any requirements provided by the coordinator of such private event.
- (C) A mobile food establishment permit shall not be required in the event a mobile food establishment is only operated at private events and/or public activities within the corporate limits of the Town of Richlands.

§ 110.86 MOBILE FOOD ESTABLISHMENTS AND PERMIT REVOCATION.

- (A) A permit issued under this ordinance may be revoked by the Town Manager of the Town of Richlands in the event the owner of a mobile food establishment fails to ensure strict

adherence to the applicable requirements of this ordinance. Notice of such revocation shall be made in writing by the Town Manager of the Town of Richlands by (i) certified mail to the last known address of the owner of the mobile food establishment or (ii) personal service upon the individual operating such mobile food establishment.

- (B) The Town Manager of the Town of the Town of Richlands may grant the owner of individual operating a mobile food establishment a period of three (3) days to comply with any violation under this ordinance prior to revoking a mobile food establishment permit.
- (C) The owner of a mobile food establishment may note an appeal of such revocation to the Town Council within ten (10) days of the date such notice is served or received, whichever is later. Said appeal must be in writing, shall set forth all grounds for the appeal, and be filed with the Town Clerk. A public hearing shall be held before the Town Council within 30 days. all advertising and costs for said hearing shall be the responsibility of the appellant.
- (D) Failure to note an appeal with the Town Clerk of the Town of Richlands within the stated time frame shall constitute a waiver to such right of appeal.

§ 110.87 MOBILE FOOD ESTABLISHMENT PERMIT.

- (A) In the event a mobile food establishment is operated within the corporate limits of the Town of Richlands in violation of this ordinance, then the owner or individual operating such mobile food establishment shall be subject to a civil penalty of \$50.00 for a first offense and \$200.00 for a subsequent offense occurring within a period of two (2) years from the date of a prior offense. These penalties are in addition to any other action the Town Manager may take, including revocation of the mobile food establishment permit.
- (B) Each day a violation of this division continues shall constitute a separate and distinct offense.
- (C) The Town Manager of the Town of Richlands may grant the owner or individual operating a mobile food establishment a period of three (3) days to comply with any violation under this ordinance prior to assessing a civil penalty.

First Presentment: _____

Second Presentment: _____

On ____ day of _____, 2026, A motion was made by _____, and seconded by _____, for adoption of such ordinance as presented.

VOTE:	Bales	_____
	Jackson	_____
	Mollo	_____
	J. White	_____
	S. White	_____
	Wood	_____

Rodney D. Cury, Mayor

Amanda Beheler, Clerk

Effective Date *(30 days from passage, unless passed as emergency)*:



**NOVEMBER 2025
MONTHLY TRAFFIC SUMMARY**

Driving While Intoxicated	1	Loud Exhaust	1
Driving Without a License	1	Driving Revoked	2
Improper Registration	1	Failure to Obey Highways Signs	1
Use of Cell Phone While Driving	1	Speeding	2
WARNING- Fail to Obey Highway Sign	2	WARNING- Speeding	1

TOTAL NUMBER TRAFFIC SUMMONS ISSUED: 10

ANIMAL CONTROL / ORDINANCE VIOLATIONS SUMMARY

Dog at Large/ Transported to Shelter	1		
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TOTAL NUMBER ANIMAL CONTROL / ORDINANCE VIOLATIONS ACTIONS: 1

COUNCIL REPORT

December 3, 2025

TOTAL CALLS FOR SERVICE THROUGH NOVEMBER 30, 2025	7,097
TOTAL CALLS THROUGH NOVEMBER 30, 2024	7,467

DECREASE OF	370
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TOTAL CALLS FOR THE MONTH OF NOVEMBER 2025	570
TOTAL CALLS FOR THE MONTH OF NOVEMBER 2024	637

DECREASE OF	67
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Town of Richlands EMS
1800 Third St. / 200 Washington Sq.
Richlands Va. 24641

Rescue Division Station #2
Station #2 Ph. # 276-329-8065
Fax# 276-963-3569

From The Desk Of:

EMS Director - Chief Matt Whited

Monthly Council Report For Council: Rescue Division

Month: Nov. 2025 EMS Calls Total: 218

Year To Date EMS Calls Total: 2,493

<i>Group</i>	<i>COUNT</i>	<i>PCT</i>
Cancelled	4	
Cancelled Enroute	1	
Cancelled on Scene	2	
Dead at Scene -Resuscitation Not Attempted (With Transport)	4	
No Patient Found, No patient contact	12	
No Treatment Required	2	
Patient Dead at Scene -No Resuscitation Attempted (With Transport)	2	
Patient Refused Care	42	
Asst. Public, Standby, Standby no service, Asst. Agency	3	
Treated, Transported by EMS	146	
TOTAL	218	

Rescue Division Updates / News / Info: We too delivery of our new ambulance on Nov. 25, 2025 we are currently stocking it and hope to have it in service by Dec. 5, 2025.



Richlands Fire Rescue

Monthly Report

November 2025

29- Total Calls

10-Town

19-County

9-MVC

4-Brush Fires

3-Smoke Alarms/CO Alarms

3-Reports of Smoke

1-Structure Fires

1-Vehicle Fires

2-Trees Down in Roadway

1-Road Hazards

0-Electrical Poles/ Power Lines

0-EMS Bake Ups

1-Explosion

1-Mutual Aid

3-Propane

Smoke Alarms Installed (1)

Co Alarms Installed (1)

Smoke Alarms given out (0)

CO Alarms Given Out (0)