

STAUNTON
VIRGINIA
COMMUNITY DEVELOPMENT
Planning & Zoning Division

MEMORANDUM

To: Planning Commission Members

From: Tim Hartless, Planning Manager

Date: June 12, 2026

RE: Thursday, June 18, 2026 Planning Commission Meeting

The Staunton Planning Commission will hold a meeting on **Thursday, June 18, 2026**. The meeting will begin at **5:30 P.M.** and will be held in Rita S. Wilson Council Chambers located on the first floor of City Hall, 116 W Beverley Street.

If you cannot attend this meeting, please contact the Community Development Department, Planning and Zoning Division at (540) 332-3862, by **noon** on **Wednesday, June 17, 2026**.

The field trip for this meeting will be held on **Tuesday, June 16, 2026 at 4:00 P.M.** Commission members and staff will meet at the Parks and Recreation Offices at Montgomery Hall Park at the lower parking lot on the right, adjacent to the lower softball field.

The audio feed is available online at <https://www.ci.staunton.va.us/departments/planning-zoning-division> or on the public access television station (Comcast channel 7). Those members of the public wishing to participate will be able to do so in person or via Zoom using the link provided on the City's website. The appropriate page of the website can be accessed using the link above.

AGENDA

		Action Taken
1.	Call to order	_____
2	Approval of minutes of the May 21, 2026 Meeting	_____
3.	New Business A. Public Hearing and Consideration of a Request by William McAllister to Rezone 1110 Churchville Avenue, Parcel Identification Number 4865, from B-1, Local Business District, to R-3, Medium Density Residential District.	_____

	B. Consideration of an Amendment to Section 18.140.040(4)(d)(ii) Downtown Business Area Defined, of Chapter 18.140 Signs, Billboards, and Other Advertising Structures, of Title 18, Zoning, of the Staunton City Code. C. Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to Add Chapter 18.111, Accessory Dwelling Units. <i>All items recommended to City Council will be heard on 7/23/2026</i>	
4.	Old Business	
5.	Other Business	
6.	Updates on Actions of Council	
7.	Matters from the Public	
8.	Adjournment <i>Next Meeting will be held July 16, 2026</i>	

MINUTES
STAUNTON PLANNING COMMISSION
May 21, 2026
5:30 p.m.
City Council Chambers

PRESENT: **Jessica Robinson, Chair**
 Judith Wiegand, Vice Chair
 Daniel Hansen
 Kendrick Kier
 Steve Tomaso

ALSO PRESENT: **Rodney Rhodes, Director of Community Development**
 Tim Hartless, Planning Manager
 Adam Campbell, Council Liaison
 Linda Nesselrodt, Clerk of Planning Commission
 Susan Wilson, Transportation Planner

Ms. Robinson called the May 21, 2026 meeting of the Staunton Planning Commission to order.

APPROVAL OF MINUTES

There was one amendment to the minutes from Mr. Tomaso that was passed along to the staff.

Motion: Ms. Wiegand made a motion to approve the minutes of the April 16, 2026 Planning Commission meeting, as amended.

The motion was seconded by Mr. Hansen and carried as follows:

Ms. Wiegand	aye	Mr. Hansen	aye
Ms. Robinson	aye	Mr. Kier	aye
Mr. Tomaso	aye		

NEW BUSINESS

3-A) Public Hearing and Consideration of a Request by Almarode, LLC, to Vacate, Discontinue, and Abandon a Portion of Undeveloped Anthony Street Lying Between 107 National Avenue and 111 National Avenue.

Ms. Robinson stated she has conflicts with all items in New Business (3-A, 3-B, 3-C, 3-D) this evening, so she passed the gavel to Ms. Wiegand to conduct this portion of the meeting.

Ms. Robinson left the dais.

These minutes are intended to summarize the meetings of the Staunton Planning Commission. Full recordings of each meeting can be found on the [City's YouTube page](#).

Mr. Hartless presented the staff report for this item.

Background: Almarode, LLC requested vacation of a 0.155-acre portion of undeveloped Anthony Street lying between 107 National Avenue and 111 National Avenue. The street was originally platted in Augusta County and annexed by the City in 1986. The street is unimproved (no pavement). A portion of the undeveloped street will remain open to provide access to the rear of 103 and 105 National Avenue. Only properties owned by the applicant are affected.

Recommendation: Staff identified no issues and recommended approval.

Applicant Statement: Jason Almarode, owner of Almarode LLC, 717 Mount Torrey Road, Lyndhurst, Virginia, offered no objections and invited questions.

There was no questions from the Commission.

Public Hearing: Ms. Wiegand opened the public hearing.

Speakers via Zoom: Sharon D. Crawford, regarding the Elaine D. Crawford LLC Property — Asked for clarification on the location of the vacation relative to her property. Staff displayed a map and explained the area under consideration. Mr. Hartless clarified we have the portion of this undeveloped street. There's no street there. It looks like a gravel road, or an alley, or driveway, but it's only the portion that's outlined in red that has the label there. That's the only piece of the undeveloped street that is currently under consideration, where it's been requested to be vacated.

Saint Crawford — Expressed concern that the vacation would create or extend a dead-end condition on Ashby Street and requested consideration of a turnaround. Ms. Wiegand and Mr. Hartless clarified that Ashby Street at this location is a street (on paper only) that has never been constructed, that the City has no interest in constructing it, and that any future development would bring streets up to current standards through the platting process.

Abraham Crawford, 33 National Avenue — Asked questions about the nature of the street (on paper) and the annexation history of the property. Staff explained that the applicant is seeking to incorporate the right-of-way into his lot, that no other properties are affected, and that the annexation in 1986 placed the platted street under City jurisdiction.

Speaker present:

Cynthia Crawford — Asked whether there were plans to build the street. Staff confirmed there are no such plans.

After no further speakers, the public hearing was closed.

Motion: Mr. Tomaso motioned to recommend approval of the requested street vacation on the basis that it would serve the interest of public necessity, convenience, general welfare, and good zoning practice.

The motion was seconded by Mr. Kier and carried as follows:

Ms. Wiegand	aye	Mr. Hansen	aye
Ms. Robinson	recused	Mr. Kier	aye
Mr. Tomaso	aye		

Ms. Wiegand stated this matter will be heard by City Council On June 25, 2026. Mr. Hartless asked for anyone who is confused or concerned to call the office and set up a meeting so that everyone understands exactly what this request is about before this goes to City Council.

3-B) Public Hearing and Consideration of a Request by the Young Men's Christian Association of Staunton Virginia to Rezone 802 N Coalter Street from B-3, Planned Business District, to P-1, Professional District Conditional.

Mr. Hartless presented the staff report for this item.

Background: The YMCA requested rezoning of 802 North Coalter Street, adjacent to the YMCA's main campus. The property contains a structure of approximately 1,736 square feet (constructed ca. 1920, originally single-family) on a lot of approximately 19,600 square feet, acquired by the YMCA in 2006. Current B-3 zoning requires a special use permit for any new or changed use. The applicant submitted proffers eliminating multi-family (R-3, R-4) and two-family residential uses, limiting residential use of the property to single-family dwellings only. Surrounding zoning includes R-2 (north, east), P-1 (east), and B-3 (south, west). The Comprehensive Plan designates this area as low-density residential; while the proposed zoning is not entirely consistent with that designation, it creates a transition zone between the existing B-3 and adjacent R-2.

Recommendation: Staff recommended approval.

Applicant Statement: Josh Cole, Executive Director, Staunton Augusta YMCA, 1016 Ridgemont Drive, Staunton, concurred with staff's presentation and offered no additional comments.

There was no questions from the Commission.

Public Hearing: Ms. Wiegand opened the public hearing.

There were no speakers in person or via Zoom; the public hearing was closed.

Motion: There was a motion made by Mr. Kier to recommend approval of the rezoning of 802 North Coalter Street from B-3 Planned Business District to P-1 Professional District Conditional, with the proffers offered by the applicant, on the basis that it would serve the interest of public necessity, convenience, general welfare, and good zoning practice.

The motion was seconded by Mr. Hansen and carried as follows:

Ms. Wiegand	aye	Mr. Hansen	aye
Ms. Robinson	recused	Mr. Kier	aye
Mr. Tomaso	aye		

Ms. Wiegand stated this matter will be heard by City Council On June 25, 2026.

3-C) Public Hearing and Consideration of a Request by the Young Men's Christian Association of Staunton Virginia to Amend Section 18.20.030, Uses Permitted on Review, of Chapter 18.20, R-1, Low Density Residential District, and Section 18.25.030, Uses Permitted on Review, of Chapter 18.25, R-2, Low Density Residential District, of Title 18, Zoning, of the Staunton City Code to Add "Private Day Nurseries and Kindergartens".

Mr. Hansen recused himself from Items 3-C and 3-D due to a conflict of interest.

Mr. Hansen left the dais.

Mr. Hartless presented the staff report for this item.

Background: The YMCA requested a zoning text amendment to add private day nurseries and kindergartens (child day cares for six or more children) to the list of uses permitted on review in the R1 and R2 zoning districts. Currently, daycares for six or more children are permitted only in certain districts through a special use permit process; in-home daycares for five or fewer children may operate in residential districts via home occupation permit. The special use permit process allows case-by-case evaluation of suitability.

Recommendation: Staff recommended approval.

Discussion: When asked what criteria would be used to evaluate individual SUP applications, staff responded that applications would be reviewed by the city engineer, public works, fire department, planning and zoning, and the building official, who would assess water and sewer availability, the street network, property size, and compatibility with surrounding uses.

When asked whether an approved but unused SUP would remain attached to the property indefinitely, staff confirmed that under the zoning code, a special use permit must be activated within five years or it becomes void. The next person wishing to use the property as a daycare would need to reapply.

These minutes are intended to summarize the meetings of the Staunton Planning Commission. Full recordings of each meeting can be found on the [City's YouTube page](#).

It was noted by Mr. Tomaso that based on a review of Google Maps, only one daycare is currently operating in an R-3 zone citywide; the amendment was unlikely to produce a large number of applications.

Applicant Statements:

Josh Cole, Executive Director, Staunton Augusta YMCA, 1016 Ridgemont Drive, stated the YMCA became aware of the community's significant child care deficit and hoped the amendment would encourage others beyond the YMCA to establish daycares citywide.

Jessica Robinson, 580 Hilltop Drive, Staunton (YMCA Board Executive Committee) — stated that Staunton has a documented community-wide deficit in licensed childcare. The YMCA has been involved in after-school care for years. By requiring only a special use permit, each site can be evaluated on a case-by-case basis, ensuring appropriateness without blanket approval.

Public Hearing: Ms. Wiegand opened the public hearing.

There were no speakers in person or via Zoom; the public hearing was closed.

Motion: There was a motion made by Mr. Tomaso to recommend approval of an amendment to §18.20.030 (Chapter 18.20, R-1 Low Density Residential District) and §18.25.030 (Chapter 18.25, R-2 Low Density Residential District) of Title 18 (Zoning) of the Staunton City Code to add private day nurseries and kindergartens as uses permitted on review, on the basis that it would serve the interest of public necessity, convenience, general welfare, and good zoning practice.

The motion was seconded by Mr. Kier and carried as follows:

Ms. Wiegand	aye	Mr. Hansen	recused
Ms. Robinson	recused	Mr. Kier	aye
Mr. Tomaso	aye		

Ms. Wiegand stated this matter will be heard by City Council On June 25, 2026.

3-D) Public Hearing and Consideration of a Request by the Young Men's Christian Association of Staunton Virginia for a Special Use Permit at 575 New Hope Road Under the Provisions of SCC 18.20.030 (Pending Zoning Text Amendment).

Mr. Hartless presented the staff report for this item.

Background: The property at 575 New Hope Road consists of approximately 35 acres zoned R-1 Low Density Residential, currently developed with a pavilion and athletic fields, with a considerable portion in the floodplain.

In November 2021, City Council approved a SUP for outdoor recreation and summer day camp. The applicant now seeks to add:

- Child daycare for up to 120 children (year-round operation)
- Teen center for up to 130 teenagers (school year operation)
- Pickleball complex (indoor)
- Additional athletic fields and basketball courts

Staff noted that the daycare use requires the zoning text amendment approved under Item 3C, which must receive City Council approval before the SUP can be considered by Council. A traffic impact analysis (TIA) was prepared and reviewed by the City's transportation planner and engineer, both of whom found it acceptable. The TIA was included in the previously submitted site plan (the applicant was initially unaware a SUP was required for the daycare component). The TIA accounted for two daily visits totaling 420 children; the teen center component involves bus transport only and has no vehicular traffic impact. The TIA also satisfied the two traffic-related conditions attached to the 2021 SUP approval; those conditions are therefore discharged. A site plan showing 204 parking spaces (84 required) is currently under staff review. The Comprehensive Plan designates the area as Conservation/Recreation/Open Space and Low Density Residential.

Recommendation: Staff recommended approval with conditions.

Proposed Conditions:

Condition 1: All structures or uses within the floodplain must comply with floodplain regulations set forth in SCC Title 18.170.

Condition 2: All required parking spaces shall be provided on site. All arrival and departure activities for children shall also occur on site.

Condition 3 — Exterior Lighting:

3a. Athletic fields shall not have stadium-style illumination.

3b. All exterior building-mounted lighting must consist of full cut-off style fixtures.

3c. All exterior fixtures shall be limited to 3,000K or less light color temperature.

3d. Light spillover at any property line may not exceed 0.5 foot-candles.

3e. Mounting height for all exterior fixtures shall not exceed 24 feet, measured from ground to the bottom plane of the light-emitting portion of the fixture.

3f. All exterior lighting must be turned off after 11:00 p.m. except as necessary for security, as determined by the Zoning Administrator and reflected in the approved site plan. The Zoning Administrator may grant exceptions for specific uses or special events upon written request submitted at least seven days prior to the event.

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Condition 4: All trash collection dumpsters must be fully screened by an enclosure with gates constructed of stone, masonry block, metal, wood, or composite materials, to the satisfaction of the Zoning Administrator and reflected on the approved site plan.

Condition 5 (Zoning Code Requirement — §18.105.0601): A fenced play area shall be maintained for the duration of the special use as a child daycare.

Condition 6 (Zoning Code Requirement — §18.105.0602): The daycare must meet all requirements of the Virginia Department of Health.

Discussion: It was confirmed the TIA was completed prior to the SUP application (it accompanied the site plan) and that it captured daycare traffic. It was confirmed the pickleball complex would be indoors, alleviating noise concerns for neighbors. After being asked about transportation for teens to the facility, Mr. Cole confirmed that city school buses transport students from the middle school to the Y's teen center. Being asked about the basis for the 120-child daycare capacity, Mr. Cole cited studies by CAPSAW, the Community Foundation, and Head Start, all indicating need well in excess of 120 children.

Commissioners discussed the 24/7 potential for the pickleball facility and the lighting condition (3f), noting that the parking lot must remain minimally lit for safety. Mr. Cole indicated the YMCA would work with staff through the site plan process to achieve acceptable security lighting levels. The applicant also noted willingness to seek Zoning Administrator approval for special events (e.g., post-prom, graduation events) requiring extended hours.

Applicant Statement: Josh Cole, 1016 Ridgemont Drive, Staunton, stated the YMCA has identified a significant community need for licensed childcare. The teen center has been operating successfully with school bus transportation. The YMCA accepts all proposed conditions.

Public Hearing: Ms. Wiegand opened the public hearing.

There were no speakers in person or via Zoom; the public hearing was closed.

Motion: There was a motion made by Mr. Kier to recommend that City Council approve the requested special use permit for 575 New Hope Road, with all six conditions as stated, on the basis that it would serve the interest of public necessity, convenience, general welfare, and good zoning practice.

The motion was seconded by Mr. Tomaso and carried as follows:

Ms. Wiegand	aye	Mr. Hansen	recused
Ms. Robinson	recused	Mr. Kier	aye
Mr. Tomaso	aye		

Ms. Wiegand stated this matter will be heard by City Council On June 25, 2026.

Ms. Robinson and Mr. Hansen returned to the dais.

OLD BUSINESS

There was no old business to discuss.

OTHER BUSINESS

There was no other business to discuss.

UPDATES ON ACTIONS OF COUNCIL

Mr. Hartless reported the following actions taken at the City Council meeting of May 14, 2026:

- Approved: Rezoning request by Fisher Auto Parts for 855 Statler Boulevard from Industrial to B-2 General Business.
- Approved: Special Use Permit for the McIntosh Village Planned Residential Development.

MATTERS FROM THE PUBLIC

There were no matters from the public.

ADJOURNMENT

Ms. Robinson stated the next Planning Commission meeting would be held on June 18, 2026.

Upon a motion properly made, seconded, and unanimous, the meeting adjourned at 6:36 p.m.

Linda M. Nesselrodt,
Clerk of Planning Commission

**PLANNING
COMMISSION**



AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 18, 2026	Staff Members: Tim Hartless, Planning Manager – Current Planning
Item #	3-A	
Ordinance #		
Department:	Community Development – Planning and Zoning	
Subject:	Public Hearing and Consideration of a Request by William McAllister to Rezone 1110 Churchville Avenue, Parcel Identification Number 4865, from B-1, Local Business District, to R-3, Medium Density Residential District.	

Background: William McAllister has requested to rezone 1110 Churchville Avenue from B-1, Local Business District, to R-3, Medium Density Residential District, in order to re-establish single-family use of the property. The property was platted in 1917 in Augusta County as part of the Staunton Park Addition. It was annexed into the City in 1948. There is one structure located on the property which appears to have been built as a single-family home. City real estate records do not indicate a construction date. At some point in the past, the structure was converted to a business use and most recently was the location of Warner Insurance.

The applicant purchased the property in May of 2026 with the intention of using it as a single-family dwelling. Residential use is not permitted on the ground floor in business zoning districts so, the rezoning is necessary for the applicant to re-establish the single-family use.

Analysis: Staff has considered the request and has identified no issues. If the rezoning is approved, a building permit will be required for change of building code

use group from B (business office) to R (residential). Surrounding zoning is R-3, Medium Density Residential to the west and south, B-1, Local Business, to the east, and R-2, Low Density Residential, across Churchville Avenue to the north.

In 2016, Planning Commission recommended and City Council approved the rezoning of 17 properties in the immediate area including the adjacent property to the west, 1114 Churchville Avenue. Then, in 2025, 1118 Churchville Avenue was rezoned from B-1 to R-3 as part of a larger mass rezoning. Both rezonings were part of the ongoing effort to identify existing nonconforming residences in areas zoned business or industrial and rezoning them to residential. The subject property was not included in those previous rezonings because at the time it used as a business office. Now that the business use has ceased, staff believes it is appropriate to rezone this property as well.

The *City of Staunton, Virginia, Comprehensive Plan, 2018-2040*, Future Land Use Map, designates this area as commercial. While the Future Land Use Map does not specifically support this rezoning, The Comprehensive Plan does support the rezoning of existing nonconforming single-family dwellings. Furthermore, the draft Comprehensive Plan, Future Land Use Map, designates this area as Mixed Use and the rezoning would be consistent with that designation.

Attachment:

Attachment 1—Vicinity Map

Attachment 2—Current Zoning Map

Attachment 3—Proposed Zoning Map

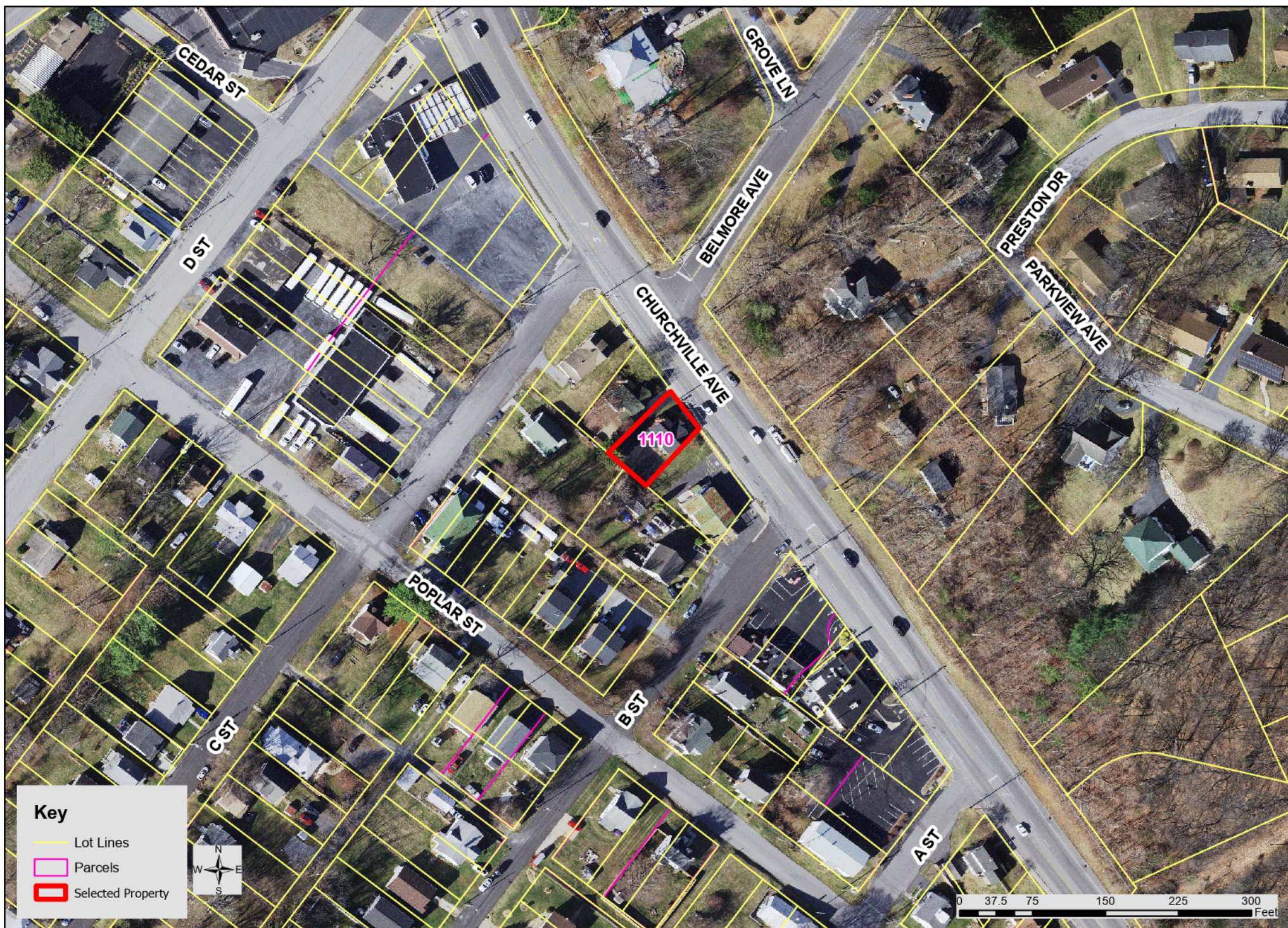
Attachment 4—2018 Future Land Use Map

Recommendation: Staff recommends that Planning Commission recommend approval of the requested rezoning.

Suggested Motion: “On the basis that it would serve the interests of public necessity, convenience, general welfare, and good zoning practice, I move that Planning Commission recommend approval of a rezoning of 1110 Churchville Avenue from B-1, Local Business District, to R-3, Medium Density Residential District.

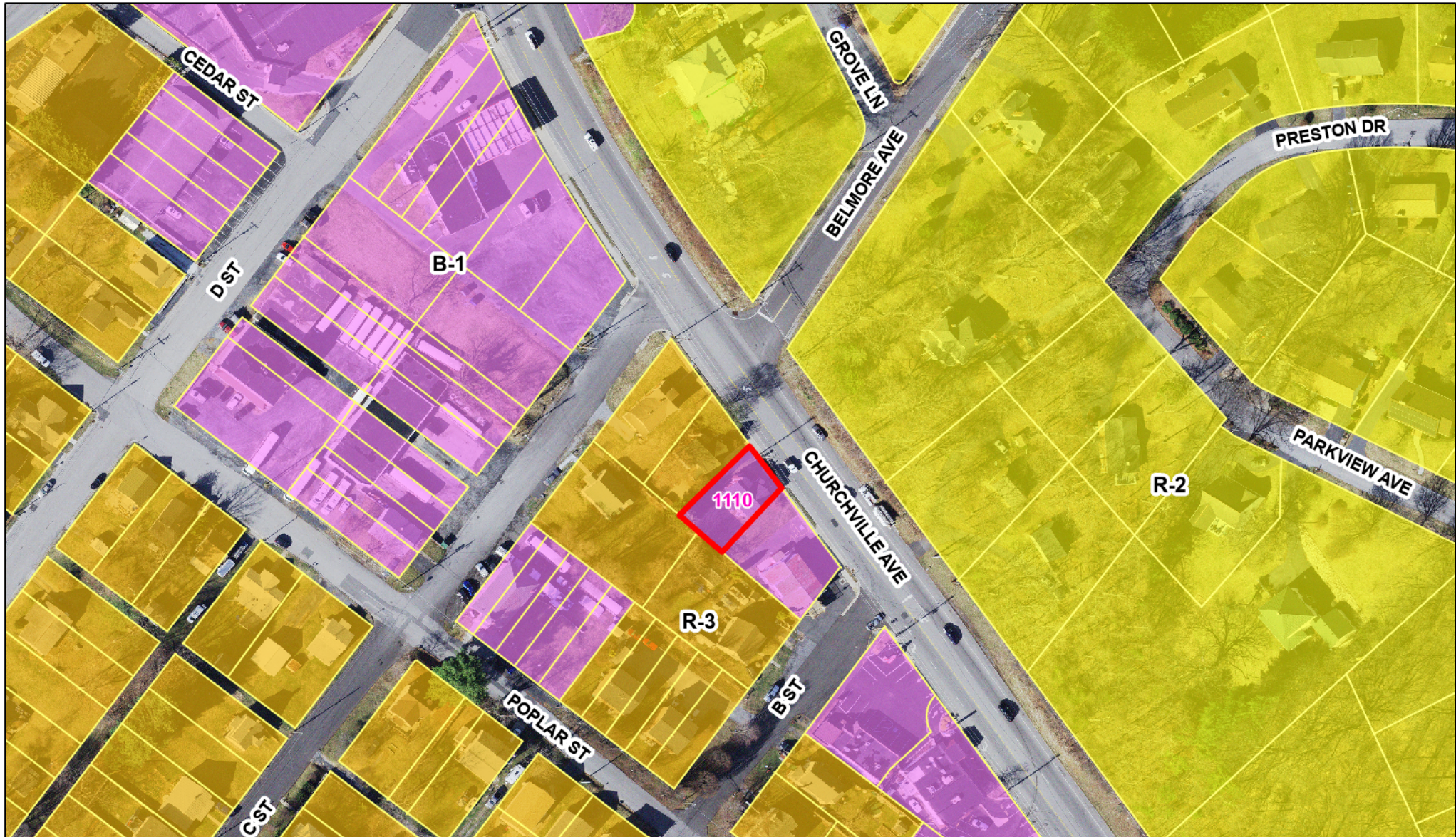
Vicinity Map: 1110 Churchville Ave

Attachment 1



Current Zoning: 1110 Churchville Ave

Attachment 2



Zoning

- B-1
- B-1(conditional)
- B-2
- B-2(conditional)

- B-3
- B-5
- B-5(conditional) outline
- HE-1
- I-1

- I-1(conditional)
- I-2
- I-2(conditional)
- I-3(conditional)
- P-1

- P-1(conditional)
- R-1
- R-2
- R-2(conditional)
- R-3

- R-3(conditional)
- R-4
- R-4(conditional) outline
- TND-I (conditional) outline
- Traditional Residential Development District

Additional Layers

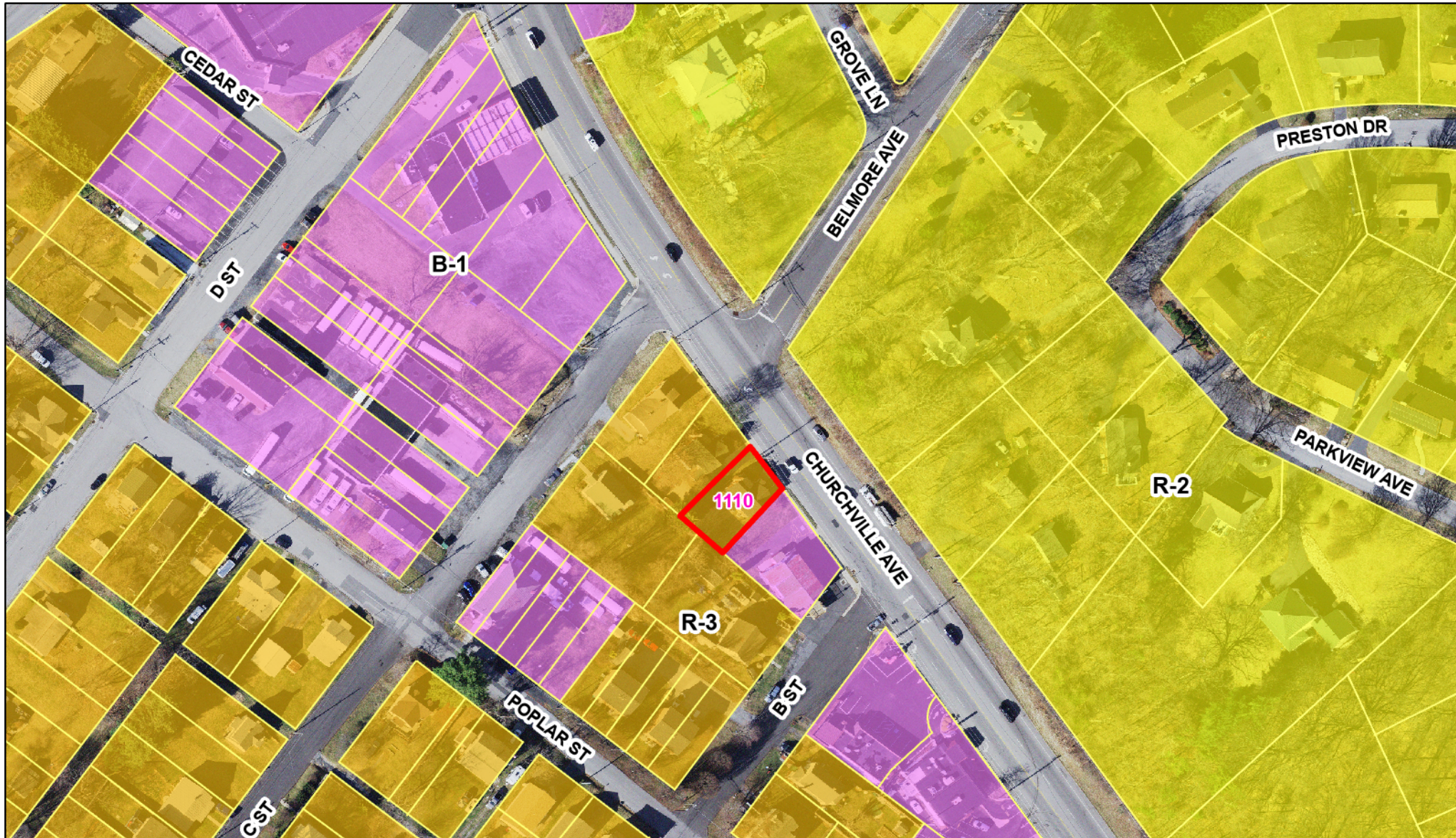
- Lot_Lines
- Selected Property



0 50 100 200 Feet

Proposed Rezoning: 1110 Churchville Ave

Attachment 3



Zoning

B-1
B-1(conditional)
B-2
B-2(conditional)

B-3
B-5
B-5(conditional) outline
HE-1
I-1

I-1(conditional)
I-2
I-2(conditional)
I-3(conditional)
P-1

P-1(conditional)
R-1
R-2
R-2(conditional)
R-3

R-3(conditional)
R-4
R-4(conditional) outline
TND-I (conditional) outline
Traditional Residential Development District

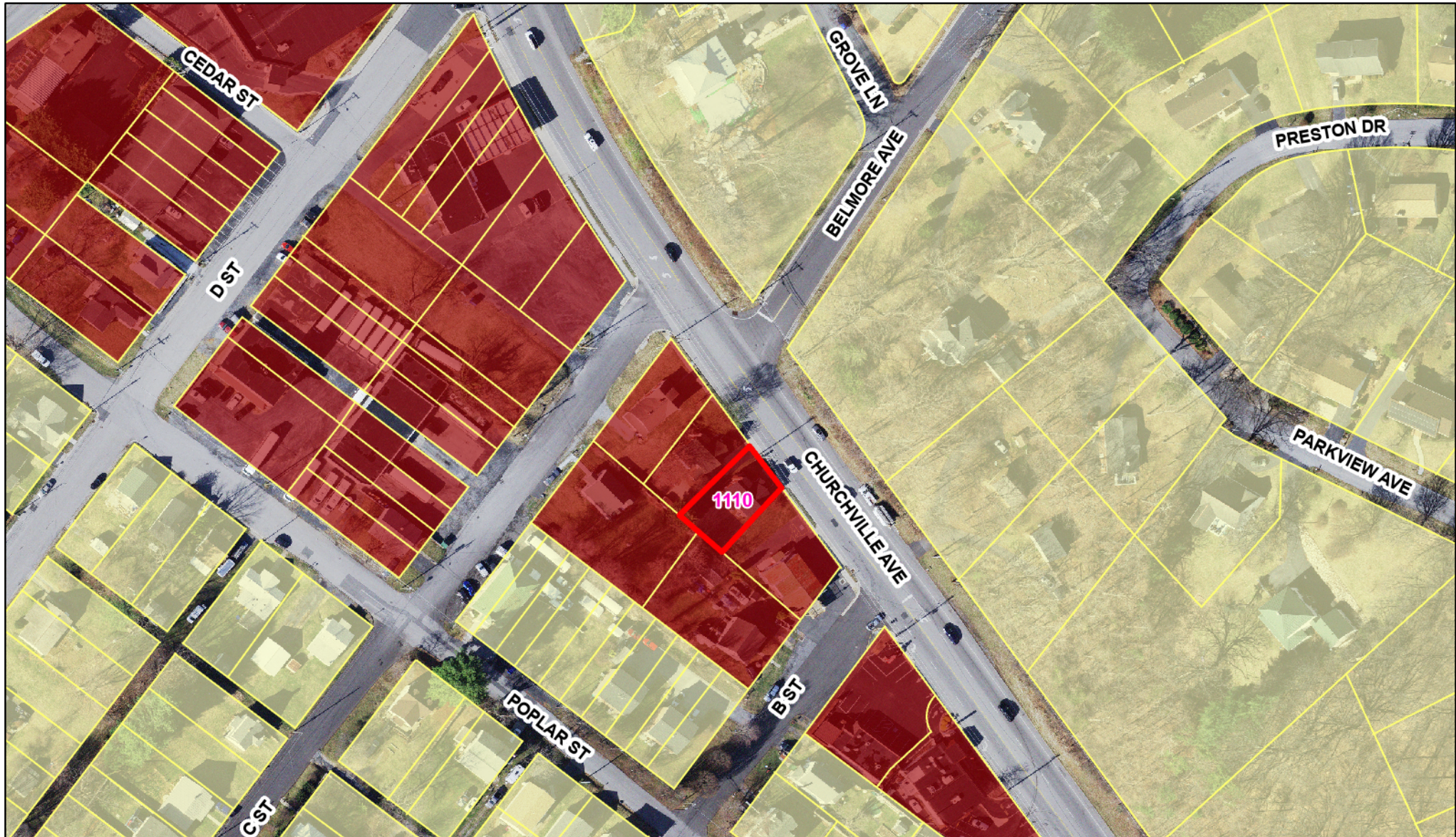
Additional Layers

Lot_Lines
Selected Property



0 50 100 200 Feet

Future Land Use: 1110 Churchville Ave **Attachment 4**



Future Land Use



- CONSERVATION/RECREATION/OPEN SPACE
- PLANNED FARM DEVELOPMENT
- PUBLIC/SEMI-PUBLIC

- LOW DENSITY RESIDENTIAL
- LOW DENSITY PLANNED RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- MEDIUM DENSITY PLANNED RESIDENTIAL
- HIGH DENSITY RESIDENTIAL

- TRADITIONAL NEIGHBORHOOD DEVELOPMENT
- LOW DENSITY PLANNED RESIDENTIAL
- NEIGHBORHOOD RESIDENTIAL
- PROFESSIONAL

- PLANNED BUSINESS
- BUSINESS
- PLANNED INDUSTRIAL
- LIGHT INDUSTRIAL
- HEAVY INDUSTRIAL

Additional Layers

- Lot_Lines
- Selected Property

0 50 100 200 Feet

**PLANNING
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AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 18, 2026	Staff Members: Tim Hartless, Planning Manager – Current Planning
Item #	3-B	
Ordinance #		
Department:	Community Development – Planning and Zoning	
Subject:	Consideration of an Amendment to Chapter 18.140 Signs, Billboards, and Other Advertising Structures, of Title 18, Zoning, of the Staunton City Code.	

Background: Chapter 18.140, Signs Billboards, and Other Advertising Structures, of Title 18, Zoning, of the Staunton City Code defines an area known as the Downtown Business Area (DBA) which has specific requirements for signs. This area includes limits on sign types, size, and placement which are specific to downtown. Currently, this area includes all of North Central Avenue and North Lewis Street. Oliver Dahl, owner of several properties in that area, is requesting a zoning text amendment to change the boundaries of the DBA and remove these areas.

Analysis: The DBA was intended to coincide with the commercial portions of the City's historic districts. However, the current boundaries of the area include North Central Avenue and North Lewis Street north of Frederick Street. This area is not part of the historic districts. However, the area is part of the Entrance Corridor Overlay District (ECO) and is subject the special sign regulations of the ECO. Frequently, the two sets

of regulations conflict. Removing this area from the DBA would simplify the sign regulations and permitting process which would benefit property owners, tenants, and city staff.

Additionally, staff has identified an area along West Beverly Street, west of Lewis Street, that is part of the Newtown Historic District but is not part of the DBA. This further complicates matters when reviewing sign permits for properties in this area.

Staff proposes eliminating the cumbersome description of boundaries of the DBA sign district and replacing it with a simplified approach that would apply the special sign regulations to all business, professional, and industrial properties in the historic districts.

Staff asks Commission members to review the draft amendment and be prepared to discuss at the June 18, meeting. If Planning Commission concurs with the approach staff proposes, we will schedule this for public hearing at a future meeting.

Attachments:

Attachment 1—Draft 18.140.040(4)(d)(ii)

Recommendation: N/A

Suggested Motion: N/A

1 SCC 18.140.040(4)(d)(ii)

2 Downtown Business Area Defined. The downtown business area is defined as embracing the
3 ~~properties abutting on Lewis Street beginning at its intersection with West Beverley Street and~~
4 ~~extending to the intersection of Lewis Street with Middlebrook Avenue, thence along~~
5 ~~Middlebrook Avenue to its intersection with South New Street Extended, thence along South~~
6 ~~New Street Extended to its intersection with Greenville Avenue, thence along Greenville Avenue~~
7 ~~to its intersection with North Coalter Street to its intersection with East Frederick Street, thence~~
8 ~~along East Frederick Street to its intersection with North New Street, thence along North New~~
9 ~~Street to Churchville Avenue, thence along Churchville Avenue to its intersection with Lewis~~
10 ~~Street, thence along Lewis Street to its intersection with Beverley Street, the point of beginning,~~
11 ~~as well as all properties within the area herein delineated. any property used for business,~~
12 ~~professional, or industrial purposes and located within one of the city's designated historic~~
13 ~~districts.~~



**PLANNING
COMMISSION**



AGENDA BRIEFING

Staunton, VA

Meeting Date:	June 18, 2026	Staff Members: Tim Hartless, Planning Manager – Current Planning Meggie Taylor, Long Range & Comprehensive Planner
Item #	3-C	
Ordinance #		
Department:	Community Development – Planning and Zoning	
Subject:	Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to Add Chapter 18.111, Accessory Dwelling Units.	

Background: In its 2026 session, the Virginia General Assembly adopted Senate Bill 531 which overrides local zoning authority and requires that localities allow Accessory Dwelling Units (ADUs) in any zoning district that allows single-family dwellings as a permitted use. The new statute will take effect on July 1, 2027. As a result, the zoning code must be amended to allow ADUs in all zoning districts that allow single-family dwellings. In Staunton this will include all residential districts plus TND-I, TRD-1, P-1, and HE-1.

Staff has drafted the following amendments:

1. New chapter 18.111, Accessory Dwelling Unit.
2. Amendment to section 18.30.030 (8) Additional Dwelling Units – ADU's are currently permitted in R-3, R-4, and P-1 districts through the special use permit process. The amendment eliminates the

SUP requirement for 1 additional unit because this will now be permitted by-right through Chapter 18.111.

3. Amendment to section 18.220 Fees – establishes a fee for an ADU Permit of \$250.
4. Amendment to section 18.10.040 “C” definitions – defines “cooking facility” this is necessary in order to clarify what qualifies as a dwelling unit.

Staff asks Commission members to review the draft amendment and be prepared to discuss at the June 18, meeting. If Planning Commission concurs with the approach staff proposes, we will schedule this for public hearing at a future meeting.

Attachments:

Attachment 1—Virginia Senate Bill 531 Creating §15.2 2292.3

Development and Use of Accessory Dwelling Units

Attachment 2—Draft SCC 18.111 Accessory Dwelling Unit

Attachment 3—Draft SCC 18.30 R-3 Medium Density Residential District

Attachment 4—Draft SCC 18.220 Fees

Attachment 5—Draft SCC 18.10.040 “C” definitions

Recommendation: N/A

Suggested Motion: N/A

VIRGINIA ACTS OF ASSEMBLY - 2026 SESSION

CHAPTER 895

An Act to amend the Code of Virginia by adding a section numbered 15.2-2292.3, relating to zoning; development and use of accessory dwelling units.

[S 531]

Approved April 13, 2026

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered 15.2-2292.3 as follows:

§ 15.2-2292.3. Development and use of accessory dwelling units.

A. As used in this section, "accessory dwelling unit" or "ADU" means an attached or detached dwelling unit on a residential dwelling lot that:

- 1. Provides complete independent living facilities for one or more individuals;*
- 2. Is located on the same lot as a proposed or existing primary residence; and*
- 3. Includes facilities for living, sleeping, eating, cooking, and sanitation.*

B. Zoning ordinances for single-family residential zoning districts shall be deemed to include accessory dwelling units as a permitted accessory use, and no locality shall require compliance with any other requirements except as provided in this section.

C. Any person proposing an ADU shall first obtain an ADU permit from the locality, for which the locality may charge a fee of no more than \$500. Such fee shall be in addition to any other applicable fees, including inspection, site, or building permit fees, that may be required in connection with the ADU. A locality shall issue the permit if the applicant demonstrates that the ADU complies with the requirements of this section and the local codes and ordinances referenced herein.

D. Localities may require the following:

- 1. A lease term for the rental of an ADU of 30 consecutive days or longer;*
- 2. Replacement of a primary dwelling's required parking if the construction of the ADU eliminates such parking;*
- 3. Dedicated parking for the ADU;*
- 4. Limits on floor area, lot coverage, and impervious area of an ADU of no less than (i) 350 square feet on lots less than 2,500 square feet and (ii) 500 square feet on lots 2,500 square feet or greater;*
- 5. Compliance with (i) building codes, including the requirements of the Uniform Statewide Building Code (§ 36-97 et seq.), for an accessory dwelling unit if the ADU is attached or for a dwelling unit if the ADU is detached; (ii) water, sewer, septic, emergency access, flood zone, and stormwater requirements; (iii) historic and architectural districts and corridor protection restrictions; and (iv) Air Installations Compatible Use Zone restrictions;*
- 6. Owner occupancy of the ADU or the primary dwelling, but not both, only at the time an application is submitted to construct or convert an accessory dwelling unit;*
- 7. That the ADU shall be no more than 500 feet from the primary dwelling;*
- 8. No ADUs on a residential lot that has more than one dwelling unit; and*
- 9. No ADUs sold separately or subdivided from the primary dwelling.*

E. Localities shall not require the following:

- 1. Rear or side setbacks for the ADU that are greater than the setback required for the primary dwelling or the setback required for accessory structures on the residential lot, whichever is less;*
- 2. Restrictions for ADUs that are more restrictive than those for single-family dwellings within the same zoning area with regard to height, rear or side setbacks, lot size or coverage, or building frontage;*
- 3. A restrictive covenant concerning an ADU on a lot or parcel zoned for residential use by a single-family dwelling;*
- 4. Improvements to public streets as a condition of allowing an ADU, except as necessary to reconstruct or repair a public street that is disturbed as a result of the construction of the ADU; or*
- 5. Consanguinity or affinity between the occupants of an ADU and the primary dwelling.*

F. Nothing in this section shall be construed to supersede or limit contracts or agreements between or among individuals or private entities related to the use of real property, including recorded declarations and covenants, the provisions of condominium instruments of a condominium created pursuant to the Virginia Condominium Act (§ 55.1-1900 et seq.), the declaration of a common interest community as defined in § 54.1-2345, the cooperative instruments of a cooperative created pursuant to the Virginia Real Estate Cooperative Act (§ 55.1-2100 et seq.), or any declaration of a property owners' association created pursuant to the Property Owners' Association Act (§ 55.1-1800 et seq.).

G. Nothing in this section shall apply to any existing permits for an ADU approved by the locality prior to July 1, 2027.

H. Nothing in this section shall be construed to restrict a locality's passage prior to July 1, 2027, of an ADU ordinance, or a subsequent amendment thereof, that substantially complies with the requirements of this section.

I. Nothing in this section shall apply to a locality that adopted an ADU ordinance prior to January 1, 2026.

2. That the provisions of this act shall become effective on July 1, 2027.

Chapter 18.111
ACCESSORY DWELLING UNITS

Sections:

18.111.010	Purpose.
18.111.020	Definitions.
18.111.030	General requirements.
18.111.040	Administration.
18.111.050	Existing use at time of enactment.
18.111.060	Fees.

18.111.010 Purpose.

This chapter defines an Accessory Dwelling Unit and other terms and prescribes the conditions under which such use is allowed. Accessory Dwelling Units shall be allowed in all zoning districts that allow for a single family dwelling use.

18.111.020 Definitions.

The following words and phrases, as used in this chapter, shall have the following meanings:

“Accessory Dwelling Unit” or “ADU” means an attached or detached dwelling unit on a residential dwelling lot that allows a single family dwelling use and:

- (1) Provides complete independent living facilities for one or more individuals.
- (2) Is located on the same lot as a proposed or existing primary residence.
- (3) Includes permanent facilities for living, sleeping, eating, cooking, and sanitation.

“Primary Use” as used in this chapter shall mean the same as principal use.

18.111.030 General requirements.

Accessory Dwelling Units shall be subject to the following standards

- (1) A lease term for the rental of an ADU shall be 30 consecutive days or longer. An ADU is not permitted to be used as a homestay.
- (2) Replacement of the primary dwelling’s required off-street parking shall be required if construction of the ADU eliminates such parking.
- (3) At least one off-street parking space shall be required for both attached and detached ADUs.
 - a. If the existing primary dwelling is served by a paved driveway, then the required off-street parking for the ADU shall be paved.
 - b. If the existing primary dwelling is served by a gravel driveway, then the required off-street parking for the ADU may be gravel or paved.
 - c. If no off-street parking exists for the primary dwelling, then the required off-street parking for the ADU shall be paved.
 - d. Required off-street parking for the ADU must comply with all other provisions of Staunton City Code 18.125, except that all exceptions listed therein shall not apply to ADUs.
- (4) An ADU’s floor area, lot coverage, and impervious area shall be less than the primary dwelling’s floor area, lot coverage, and impervious area.
- (5) ADUs shall comply with all accessory building area regulations as determined by the zoning district in which the ADU is located.

- (6) ADUs shall not exceed a height greater than what is allowed for the primary dwelling as determined by the zoning district in which the ADU is located.
- (7) ADUs shall comply with all applicable building codes, including the requirements of the Uniform Statewide Building Code for an accessory dwelling unit if the ADU is attached.
- (8) ADUs shall comply with all applicable building codes, including the requirements of the Uniform Statewide Building Code for a dwelling unit if the ADU is detached.
- (9) At the time an application is submitted to construct or convert an accessory dwelling unit, owner occupancy of the ADU or primary dwelling, but not both, shall be required. Fulfillment of this requirement shall be by presentation of evidence to the satisfaction of the zoning administrator.
- (10) No ADU shall be permitted until a Certificate of Occupancy has been issued for the primary dwelling unit and residency has been established by presentation of evidence to the satisfaction of the zoning administrator.
- (11) No ADU shall be permitted on a lot that has more than one primary dwelling unit.
- (12) No ADU shall be sold separately or subdivided from the primary dwelling, unless the newly created lot meets all requirements of Title 17 subdivision code, and Title 18 zoning code of the Staunton City Code.
- (13) ADUs must comply with all other applicable provisions of the Staunton City Code.

18.111.040 Administration.

The following pertains to the permit process for construction of Accessory Dwelling Units.

- (1) It shall be unlawful for any persons to construct an ADU on property unless the person has been issued a permit for such ADU by the zoning administrator.
- (2) The permit applicant must be the owner of the property.

18.111.050 Existing use at time of enactment.

Nothing in this ordinance shall apply to any existing permits for an ADU approved by the City prior to adoption of Staunton City Code Chapter 18.111.

18.111.060 Fees.

A one-time fee for application for a permit to construct an Accessory Dwelling Unit shall be as provided under SCC [18.220.020](#) (accessory dwelling unit permit fee).

Chapter 18.30
R-3 MEDIUM DENSITY RESIDENTIAL DISTRICT

Sections:

- 18.30.010 General description.
- 18.30.020 Permitted principal and accessory uses and structures.
- 18.30.030 Uses permitted on review.
- 18.30.040 Area regulations.
- 18.30.050 Usable open space.
- 18.30.060 Height regulations.
- 18.30.070 Off-street parking.
- 18.30.080 Occupancy limitations.

18.30.020 Permitted principal and accessory uses and structures.

Property and buildings in an R-3 medium density residential district shall be used only for the following purposes:

- (1) Any use permitted in an R-1 and R-2 low density residential district.
- (2) Two-family dwelling.
- (3) Multiple-family dwelling.
- (4) Rooming or boarding house.
- (5) Group house.
- (6) Accessory buildings and uses customarily incidental to the above uses when located on the same lot.
- (7) Housing for the elderly.
- (8) Home occupations as regulated in Chapter 18.150 SCC.
- (9) Co-location of telecommunication antenna and related equipment as regulated in SCC 18.185.020(4). (Zoning ordinance Art. 4, § 3).

18.30.030 Uses permitted on review.

The following uses may be permitted on review by the city council in accordance with provisions contained in Chapter 18.210 SCC:

- (1) Any use permitted on review in an R-1 and R-2 low density residential district.
- (2) Fraternities, sororities, and denominational student headquarters.
- (3) Medical care facility.
- (4) Medical facility, except veterinary hospital or clinic.
- (5) Private day nurseries and kindergartens, as regulated in SCC 18.105.060.
- (6) A planned residential development as regulated in SCC 18.105.020.
- (7) Single-family attached dwellings and single-family semi-detached dwellings as regulated in SCC 18.105.030.
- (8) Additional Dwelling Unit(s).
 - (a) For an already existing single-family dwelling that, as of August 27, 2015, contained and continues to contain the same ~~5,5013,000~~ square feet or more of net floor area and does not otherwise meet the minimum

area requirements established in the intensity-of-use provisions for each district under this title, one or more additional dwelling units within such dwelling may be permitted as follows:

EXISTING DWELLING NET FLOOR AREA	ADDITIONAL DWELLING UNIT(S)
3,000 square feet or less	None
3,001 square feet to 5,500 square feet	1 additional unit
5,501 square feet to 8,000 square feet	2 additional units
8,001 square feet to 10,500 square feet	3 additional units

~~(b) Parking for two-family dwellings shall be regulated the same as for single-family dwelling.~~

(c) Parking for any use in excess of a two-family dwelling shall comply with all provisions of Chapter 18.125 SCC.

(d) For the purposes of this section, “net floor area” means the total of all floor areas of a building, excluding stairwells and elevator shafts, equipment rooms, interior vehicular parking or loading, and all floors below the first or ground floor, except when used or intended and permitted to be used for human habitation or service to the public. (Ord. 2015-12. Zoning ordinance Art. 4, § 3).

DRAFT 6.11.2026

**Chapter 18.220
FEES**

Sections:

18.220.010 Procedure.

18.220.020 Fees established.

18.220.020 Fees established.

(1) The fees for the following applications or permits are as follows:

Special use permit or rezoning application fee	\$250.00
Site plan submittal or resubmittal	\$200.00
Zoning official determination letter	\$75.00
Variance application or appeal to BZA	\$200.00
Zoning permit fee	\$50.00
<u>Accessory dwelling unit fee</u>	<u>\$250.00</u>

(2) Projects by and on property owned and operated by the city of Staunton, Virginia, or the school board of the city of Staunton, Virginia, shall be exempt from such zoning-related fees. (Ord. 2019-05; Ord. 2010-07; Ord. 2005-12. Zoning ordinance Art. 7, § 6).

1 Title 18. Zoning

2 Division I. GENERAL PROVISIONS

3 Chapter 18.10. DEFINITIONS

4 § 18.10.040. "C" definitions.

5 "Church sign"

6 means any bulletin board type of sign erected or displayed on the real property of a church, chapel,
7 temple, synagogue or other place of worship for the display of messages.

8 "Contractor or subcontractor sign"

9 means any sign containing the name and type of work performed by a contractor or subcontractor
10 and erected or displayed on the property upon which building operations are being conducted.

11 "Convenience sign"

12 means any sign indicating the location of or direction to a place or object of public convenience,
13 such as a restroom, telephone, bus stop or public parking area.

14 "Cooking facilities" for the purpose of defining cooking facilities in a dwelling unit, it must
15 provide at least one of the following permanently affixed cooktop appliances: oven, range, or other
16 built in cooktop appliance with two (2) or more burners. The power supply to the appliance must
17 be by an electrical connection with a minimum of a 220-240 volt or a natural gas line. A microwave
18 or small counter top appliance is not considered a cooking facility.

19 "Corner lot"

20 means a lot situated at the intersection of two or more streets, having an angle of intersection of
21 not more than 135 degrees.

22 "Council"

23 means the city council of Staunton, Virginia.

24 "Court"

25 means an open, unoccupied space other than a yard on the same lot with a principal structure.

26 "Curb grade"

27 means the elevation of the established curb in front of the building measured at the center of such
28 front. Where no curb grade has been established, the administrator shall establish such curb grade
29 or its equivalent for the purpose of this title.

30 "Curb sign"

31 means any sign composed of one or more numerals painted on a curb located within a public right-
32 of-way that designates the premises upon which it is located.