

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
November 14, 2024
5:00 p.m.**

- | | | |
|------------------|-----------|--|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Briefing of New Police Technology Being Deployed in the City |
| 5:20 p.m. | 3. | Update of Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout Project |
| 5:50 p.m. | 4. | Discussion of Real Estate Assessment Appeal Process |
| 6:05 p.m. | 5. | Discussion of Potential Amendments to the Staunton City Code to Ensure Income Requirements are Satisfied from Organizations Seeking Development Fee Waivers to Provide Affordable Housing |
| 6:20 p.m. | 6. | Discussion of Request by Moonyene Jackson on a Proposed Virginia State Highway Marker Honoring the Historic Site of the Queen Miller Home |
| 6:35 p.m. | | Break Until Regular Meeting at 7:00 p.m. |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
November 14, 2024
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Woods

Proclamation—Small Business Saturday

Mayor's Report

Recognition of Staunton Citizen University Graduates

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of October 24, 2024

A.2. FY 2025 First Quarter Financial Report

All items will be voted on in one (1) motion. If so requested by any member of Council, an item placed on the consent agenda shall be removed and taken up as a separate matter at the end of the Regular Meeting.

B. Public Hearing and Consideration of Ordinance Requiring Certain Structures within the City to Have a Key Lock Box for Fire & Rescue and Police Departments*

C. Public Hearing and Consideration of a Request by Longacre Property Management to Rezoning 503 Dupont Avenue from R-2, Low Density Residential, and 300 Churchville Avenue from B-3, Planned Business and R-3, Medium Density Residential, to B-5, Mixed Use Business Conditional*

- D. **Public Hearing and Consideration of a Request by Charles S. Klein to Rezone 2408 Cedar Street from B-1, Local Business District, to R-3, Medium Density Residential District***
- E. **Public Hearing and Consideration of an Amendment to Chapter 18.140, Signs, Billboards, and other Advertising Structures, of Title 18, Zoning, of the Staunton City Code to Allow Freestanding Signs for Multi-Family Dwellings, Group Dwellings, and Residential Subdivisions***
- F. **Public Hearing and Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to Amend the Definitions of “Roof Line” and add a definition for “Ridge Line”***
- G. **Consideration of Transfer of Already Appropriated Funds in the Capital Improvement Fund and Discuss the Reappropriation of ARPA Funds on Budget Amendment #2**

Matters from the City Manager

Matters from the Public*

Adjournment

***Public Participation** For instructions on how to participate in a Public Hearing and Matters from the Public portions of the City Council meeting visit www.staunton.va.us/council.

Per **Council Procedure Memorandum No. 5, Grant Applications**, grants that do not require City funds or property to be contributed as a matching share do not require City Council approval. However, Council’s procedure requires that the City Manager report all such grants to Council no later than the second meeting of City Council following their approval and submittal by the City Manager. Recently approved and submitted grants include:

1. **Public Works:** *Virginia Department of Environmental Quality Litter Prevention and Recycling Program Grant, \$11,418.* This grant will go towards the cost of paying the city’s contractor to transfer materials dropped off at the recycling center to their respective locations where that material is then processed.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	City Council
Item #	1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Work Session and Regular Meeting Agendas	

Background: Consistent with Procedural Memorandum No. 3, attached are draft meeting agendas for City Council's consideration and for approval as Council prefers.

Suggested Motion: I move to approve the Work Session agenda and the Regular Meeting agenda [as presented] [with the following changes: as to the Work Session, the addition/deletion of _____; as to the Regular Meeting, the addition/deletion of _____].

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	November 14, 2024	Chief Jim Williams Police Department
Item #	2	
Department:	Police Department	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Briefing of New Police Technology Being Deployed in the City	

Background: The Police Department recently installed fixed license plate readers across various locations in the city through a cooperative contract with Flock Safety. These readers offer numerous public safety benefits, such as assisting in locating missing persons (including Amber and senior alerts), identifying stolen vehicles and license plates, tracking wanted individuals, and generating investigative leads for reported crimes.

Police Chief Jim Williams will provide a briefing to the City Council on this technology, highlighting its utility, benefits to public safety, and limitations. He will also be available to address any questions.

Attachments: Not Applicable.

City Manager's Recommendation: Not Applicable.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Lyle Hartt City Engineer Leslie Beauregard City Manager
Item #	3	
Department:	Public Works City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence; Engagement Strategic Areas: Infrastructure; Built Environment; Economic Development; Response, Efficient Government	
Subject:	Update of Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout Project	

Background: In 2016, the City applied for and was later awarded Virginia Department of Transportation (VDOT) Smartscale funding in the amount of \$2,245,805 for improvements along Richmond Avenue in the vicinity of the intersection with Greenville Avenue, to include a road diet and roundabout. During the regular meeting, VDOT staff will be presenting regarding the design, cost, and overall status of this project.

Attachments: (Updated 11/14/24) Virginia Department of Transportation Presentation

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

Attachment 1



Original SMART SCALE Sketch



Cost Estimates

Current Funding (UPC 111051):

Based on the SMART SCALE application

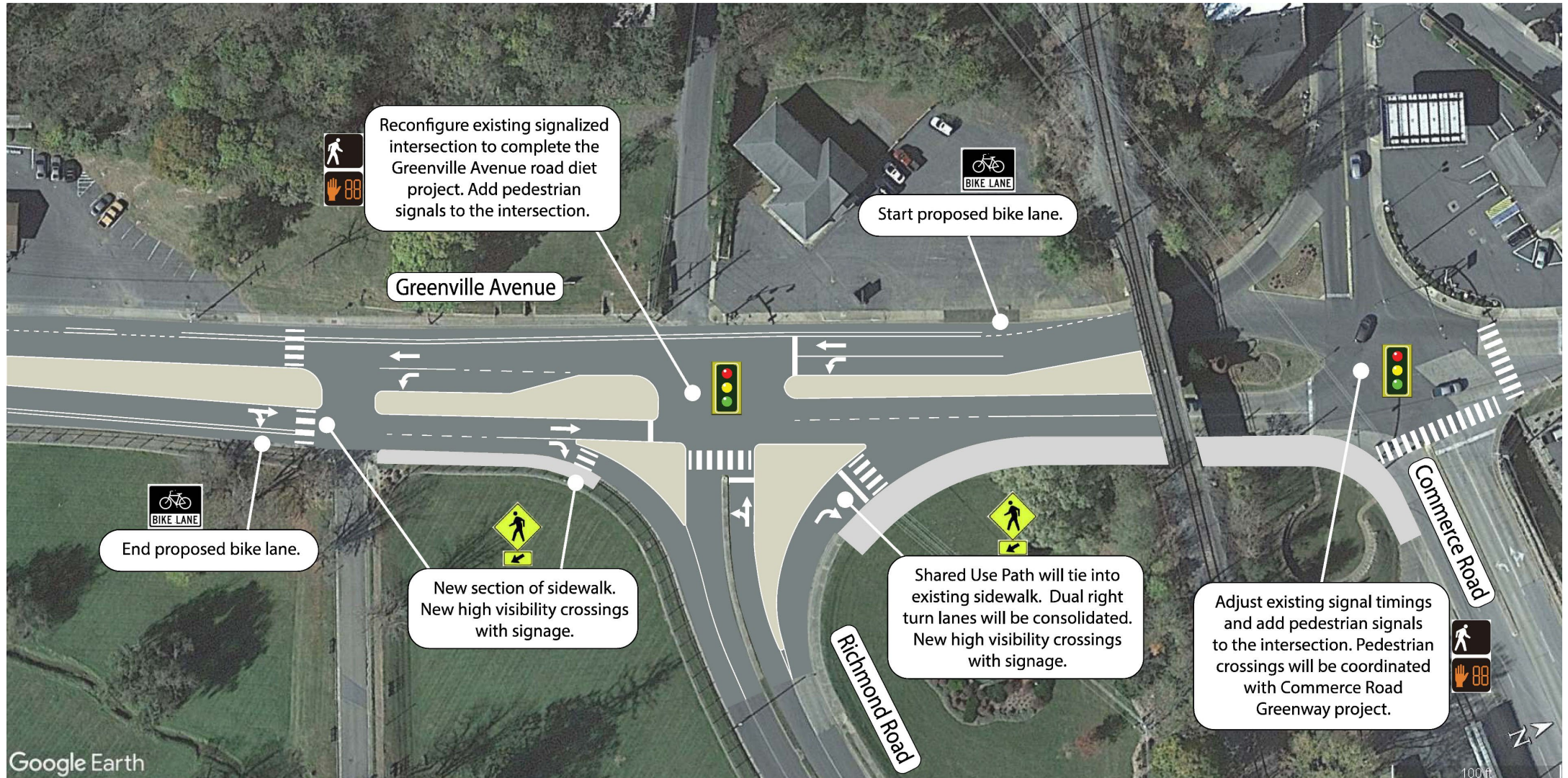
TOTAL: \$2,245,805

Estimate for Original Scope:

Hybrid Roundabout & roadway reconfiguration using raised medians

TOTAL Estimate with Inflation: \$15,790,924

Alternative #1: Intersection Improvement



Cost Estimates

Alternative #1: Intersection Improvement estimate:

Redesign of the intersection using raised medians new lane configurations

TOTAL Estimate with Inflation: \$2,919,699

Alternative #2: Single Lane Roundabout estimate:

Single lane roundabout at intersection

TOTAL Estimate with Inflation: \$7,505,582

Single Lane Roundabout Testing

- Assume linear growth rate of 0.5% over 24 years
(12% added traffic)

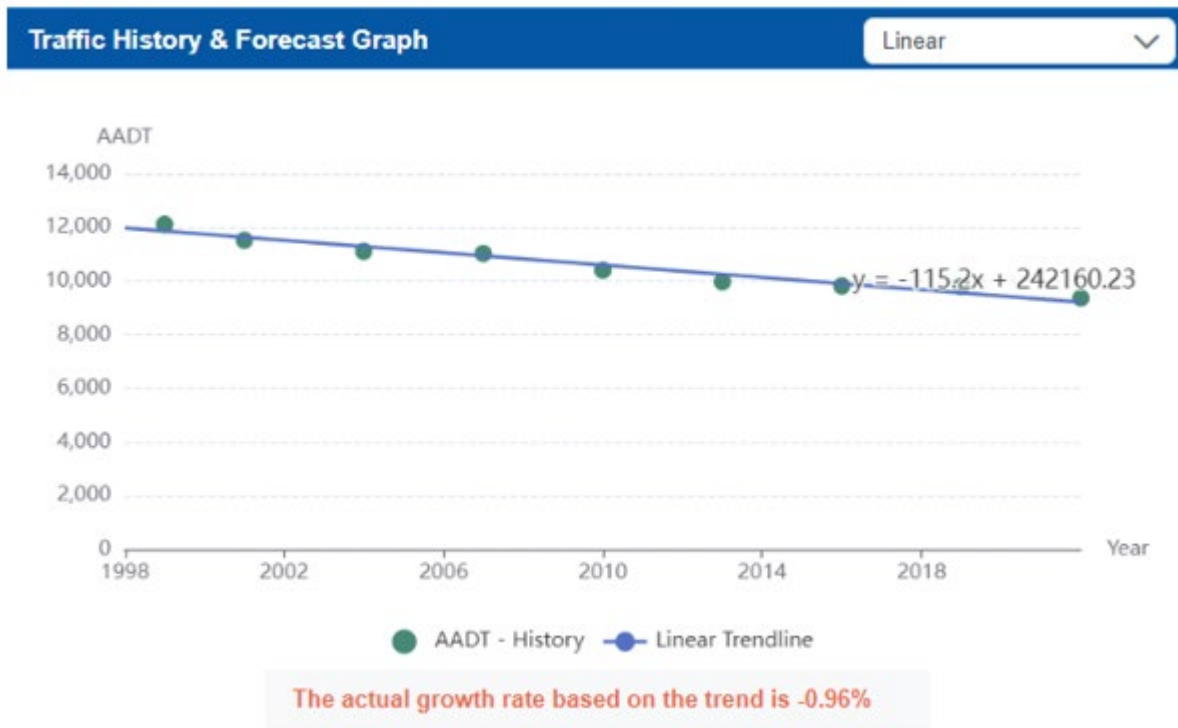


Figure 1. US 250 Historical Growth Trend (VDOT Count Program)

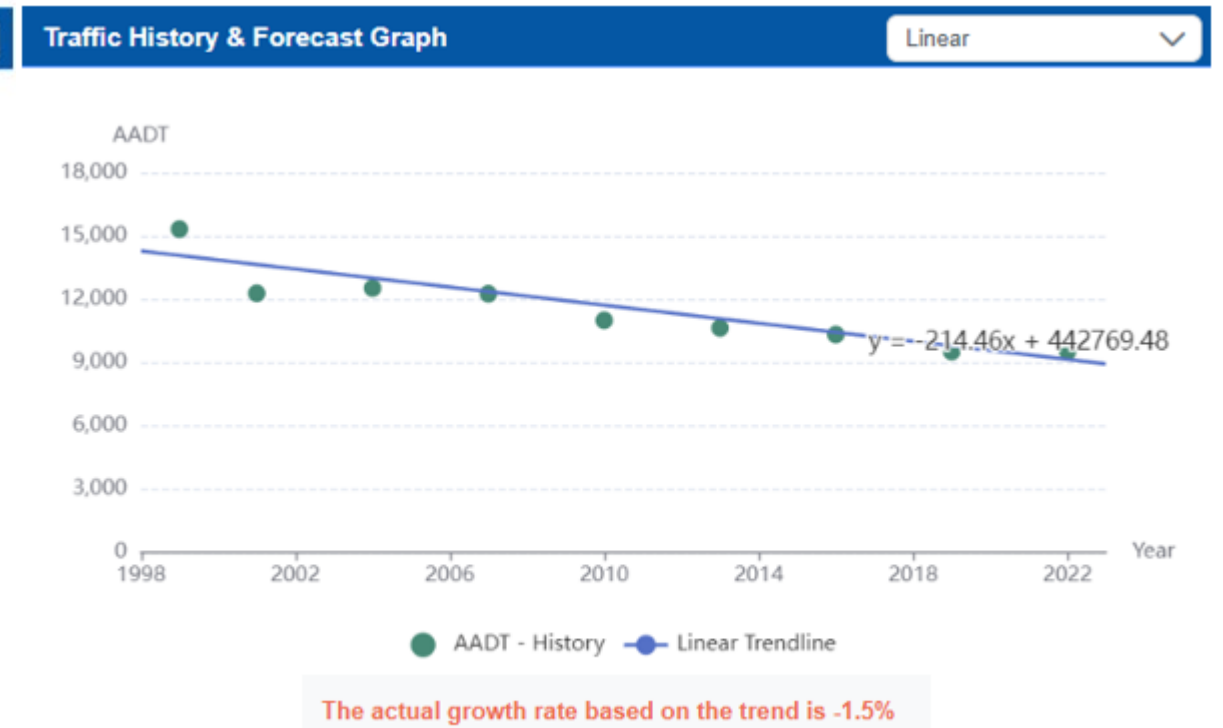


Figure 2. US 11 Historical Growth Trend (VDOT Count Program)

Single Lane Roundabout – 2040 PM Peak Hour

DELAY (CONTROL)

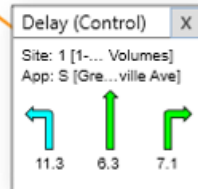
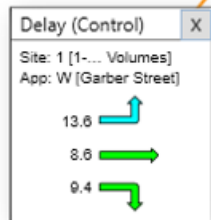
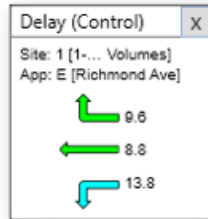
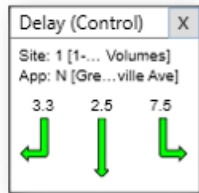
Average control delay per vehicle, or average pedestrian delay (seconds)

Site: 1 [1-Lane Roundabout-Alt - 2016 Volumes (Site Folder: General)]

New Site
Site Category: (None)
Roundabout
Design Life Analysis (Final Year): Results for 24 years

Use the button below to open or close all popup boxes. Click value labels to open selected ones.
Click and drag popup boxes to move to preferred positions.

Close All Popups

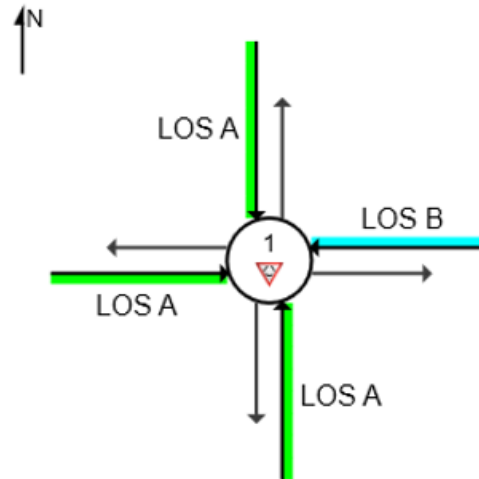


LEVEL OF SERVICE

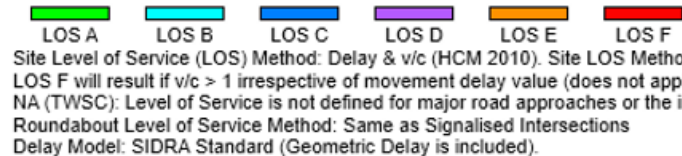
Approach Level of Service

Site: 1 [1-Lane Roundabout-Alt - 2016 Volumes (Site Folder: General)]

New Site
Site Category: (None)
Roundabout
Design Life Analysis (Final Year): Results for 24 years



Colour code based on Level of Service

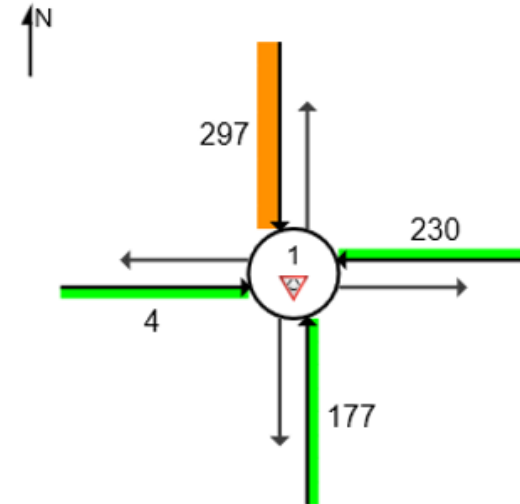


QUEUE DISTANCE (PERCENTILE)

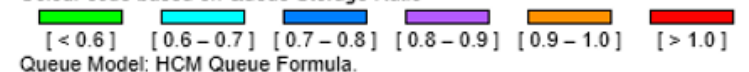
Largest 95% Back of Queue Distance for any lane on the approach (feet)

Site: 1 [1-Lane Roundabout-Alt - 2016 Volumes (Site Folder: General)]

New Site
Site Category: (None)
Roundabout
Design Life Analysis (Final Year): Results for 24 years

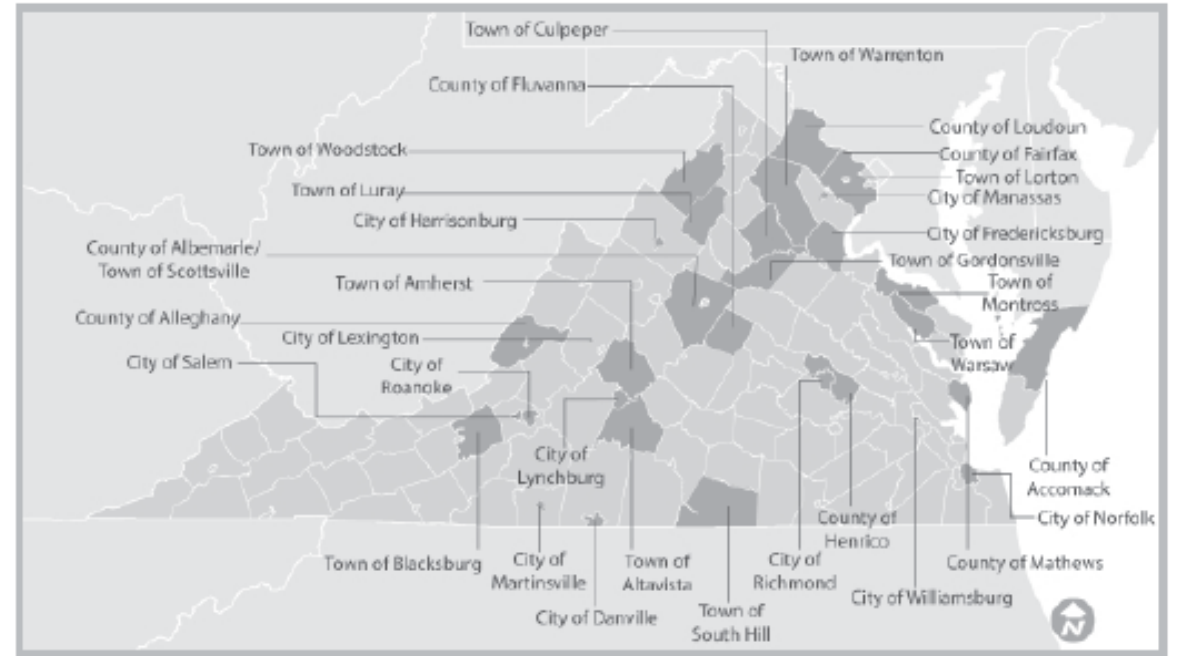
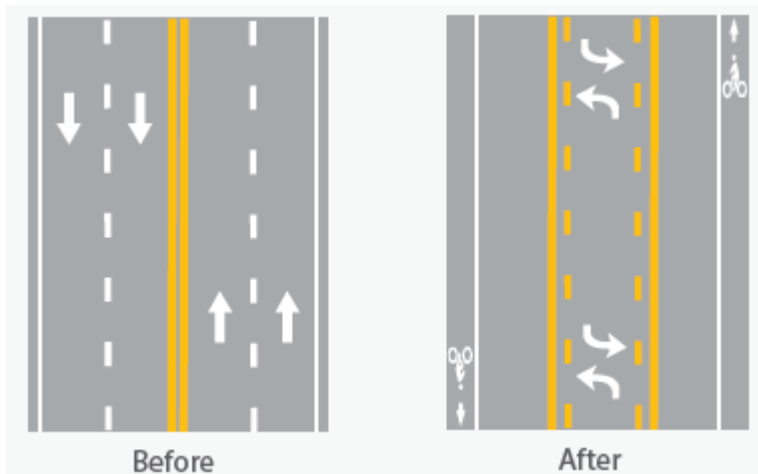


Colour code based on Queue Storage Ratio



Road Diet / Roadway Reconfiguration

VDOT'S ROADWAY RECONFIGURATIONS ACROSS THE STATE



**19-47% expected crash reduction
(FHWA)**

**Road diet benefits are
independent of roundabout**

Summary

Alternative #1 Intersection Improvement:

Redesign of the intersection using raised medians new lane configurations

TOTAL Estimate with Inflation: \$2,919,699

This option would require additional funding from VDOT

Alternative #2 Single Lane Roundabout

Single lane roundabout at intersection

TOTAL Estimate with Inflation: \$7,505,582

This option would require additional funding from VDOT and the City of Staunton

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	City Council Doug Flinn City Assessor
Item #	4	
Department:	City Council City Assessor	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence Strategic Area: Responsive, Efficient Government; Built Environment	
Subject:	Discussion of Changes to Real Estate Assessment Appeal Process	

Background: City Council has requested that City Assessor Doug Flinn discuss and provide recommended changes to the real estate assessment appeal process, including a standardized form that can be utilized by property owners who are interested in appealing their real estate re-assessment. The new department level appeal form and appeal log tracking system have been developed and are ready to be implemented.

Attachment: (Updated 11/14/24): City Assessor Presentation

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Refinements to the Real Estate Appeal process



City Council meeting November 14, 2024

The Real Estate Assessment office fully supports a uniform and standardized office level appeal form.

- A new office level appeal form has been developed and is ready to be implemented

 ASSESSMENT APPEAL APPLICATION # _____	
(1) A separate application form is required for each parcel. (2) <u>Applicant</u> must be the legal owner or duly authorized agent with an attached City of Staunton letter of authorization. (3) Supporting documentation must be submitted with this application. (4) Income/expense data for leased or investment property must be provided with this application.	
APPLICATION MUST BE FILED ON OR BEFORE February 29, 2025	
Parcel ID:	For further assistance contact: 540-332-3827 or assessmentappeal@ci.staunton.va.us
Property Type: ☐ Single Family ☐ Duplex ☐ Condominium ☐ Multi-family (Apt.) ☐ Vacant Lot ☐ Commercial/Industrial	
Property Address: _____ Unit: _____	
Building Name (if any): _____	Property Zip Code: _____
Owner(s) of Record: _____	
Assessment Notice Values:	Land: \$ _____ Building(s): \$ _____ Total: \$ _____
Reason for Appeal: <u>Please note:</u> Under state law, neither financial impact nor the rate of value change is, by itself, sufficient grounds for appeal. As required, the City's assessment is an estimate of fair market value as of January 1, 2025. We welcome appeals based on issues such as factual discrepancies or demonstrable issues of uniformity or fair market value.	
☐ FAIR MARKET VALUE: This property is assessed more or less than its Fair Market Value, as indicated by a review of comparable properties. (Complete Section A on the reverse side of this form.)	
☐ LACK OF UNIFORMITY: This property assessment is out of line generally with similar properties. (See reverse side of this form.)	
☐ ERRORS IN PROPERTY DESCRIPTION: The assessment of this property is based on inaccurate information such as lot size, square footage, condition of property, flood plain, topography, zoning, etc. Accurate property characteristics are listed on the reverse side of this form.	
Based on this information, I believe the proper assessment of this property as of January 1, 2025, should be:	
Land: \$ _____	Building(s): \$ _____ Total: \$ _____
Owner/Agent Information (must be completed by property owner or authorized agent)	
Note: If <u>applicant</u> is not the owner of record, application must include an original Letter of Authorization from the owner, signed prior to date of application and notarized. Two most recent annual income/expense surveys along with current rent roll must be submitted with appeals on income producing properties.	
I hereby certify that the descriptions and statement contained in the application are correct, accurate, and true, to the best of my knowledge and belief. Given under my hand on this date _____, 2025.	
Printed name of Owner/Agent: _____	
Phone (Daytime): _____	Signature of Owner/Agent: _____
Phone (Other): _____	Mailing Address (if different from property address): _____
E-mail Address: _____	CHECK ONE: ☐ I am the Owner ☐ I am an Owner Agent

Continued on back page

SECTION A (Assessment Higher than Market Value): The subject assessment is determined by analysis of real estate sales with physical and location characteristics similar to subject property. Please list up to three specific sales occurring in the past year supporting your contention:				
Address	Description (size, square footage, baths, etc.)	Sale Date	Sale Price	
			\$	
			\$	
			\$	
SECTION B (Assessment Inequitable with Similar Properties): The subject assessment should be at the same level of market value as comparable properties. Please list up to three specific properties supporting your contention:				
Address	2025 Total Assessment	Description (size, square footage, baths, etc.)		
	\$			
	\$			
	\$			
A review of your 2025 real property assessment will result in one of three actions by the assessor: (1) assessment lowered, (2) assessment increased or (3) assessment not changed. Please provide further supporting documentation that you may have, such as a recently completed fee appraisal or photographs. Appeal of the resulting assessor's decision may be made to the Board of Equalization (BOE). Appealing to the Assessor is not a prerequisite to filing to the BOE.				
SECTION C (Errors in Property Description) and/or COMMENTS:				
FOR OFFICE USE ONLY				
Date Received	Appraiser Initials	Action Taken	Date Notice Sent	Appeal
Independent Appraisal Attached?		☐ YES ☐ NO	Appealed to BOE?	☐ YES ☐ NO
APPRaiser NOTES				

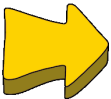
The Real Estate Assessment office supports transparency, documentation, ease of access to government services in appealing and a “paper trail”. We are eager and appreciative when opportunities to improve our process become apparent.

- A new appeal period contact log has been developed and is ready to be implemented. The office consist of the Assessor, the Senior Appraiser and the Appraisal Technician. We will all have shared access and this contact log and tracks the appeal from initial contact through resolution.

	A	B	C	D	E	F	G	H	I	J
1	Appeal Period Contact #	Date of Contact	PID #	Property Address	Name of Owner or Authorized Rep	Phone number and/or email	Call/Email/In office Contact resolved Yes/No	Appraiser Remarks	Appeal form sent	Appeal form received back
2	1 (example)	2/25/2025	4744	116 W Beverley	Taxpayers of Staunton	(540) 867-5309	no	"value increased" worried taxes will go up too much, provided comparable sales	Yes	Yes
3	2									
4	3									



	K	L	M	N	O	P	Q	R
1	Field Visit	Change/No Change to Appeal	Notified of Appeal Decision Y/N	Satisfied with Appeal Decision Y/N	BOE form sent	BOE form received back	Date of BOE	BOE decision
2	2/28/2025 - DCF	No Change	Y	Y	N/A	N/A	N/A	N/A
3								
4								



This shall allow for an efficient, cohesive and solid way of managing and tracking.

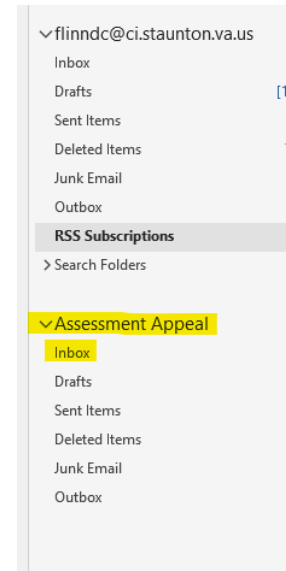
Adding the new dedicated email address to assessment notification and website

Prior notices of assessment that came out only identified a phone number to call for an appeal inquiry

Old = “If you have any questions about this new assessment or wish to appeal the determination of value, please contact the Assessor’s Office at (540) 332-3827, Mon-Fri 8 a.m. to 5 p.m. ...”

New = For 2025 and going forward it will include an email point of contact. “If you have any questions about this new assessment or wish to appeal the determination of value, please contact the Assessor’s Office at (540) 332-3827, Mon-Fri 8 a.m. to 5 p.m., come into the office during aforementioned hours OR email us at assessmentappeal@ci.staunton.va.us. Appeal forms may be picked up in person, will be regular U.S.P.S. mailed or emailed to the property owner or duly authorized representative. Appeals to the Assessor must be received or postmarked by”

The dedicated assessment appeal email is equally accessible by the assessor, sr. appraiser and appraisal tech. Additionally, this and all staff emails will be available online.



However, the Real Estate Assessment office does NOT support putting the appeal form online.



- Approximately 90% of appeal period calls, walk-ins, emails are resolved through this initial contact. It is actually the most efficient and customer service oriented method way to process appeals. It is a tried and true system that works. To date, we have only approximately 0.0001% of taxpayers voice a complaint that the appeal form is not online.
- I am aware there are jurisdictions who do put their appeal applications online. It is a topic of discussion I have had with several assessors and appraisers regarding the pro's and cons.
- The vast majority of contacts express their concern of the increase in assessed value. Many believe the increase in assessment will directly correlate to an increase in real estate taxes. Per Virginia law, assessments are to be set at 100% of fair market value which we are mandated to do. The tax rate is the portion of the formula on which we have no control. Of course, that is the purview of the elected members of the City Council.
- The initial contact by phone/walk in/email is a key opportunity to review the attributes of the property to ensure they are all current. This is also where the review and discussion of local sales of like and similar properties in Staunton are discussed.
- Taxpayer may request not to speak with an appraiser and just be mailed or emailed the appeal form. Whichever is most convenient for the taxpayer, no perceived confrontation or chat required. The new form may be completed by the taxpayer at any time of day or night.
- More people would be put off to appealing if they have to fill out a form to do so.
- Only the property owner or their authorized representative may appeal their property. Not having the form online ensures control of that. If the form was put online, paid tax reps, often from out of state would mass appeal properties. Unauthorized persons could readily appeal the assessments, for example lessees could appeal the values of their landlords. Only the property owner or authorized rep may do so.

The Real Estate Assessments follows concrete rules and laws set forth by the Virginia State Code and guidelines from the International Association of Assessing Officers (IAAO).

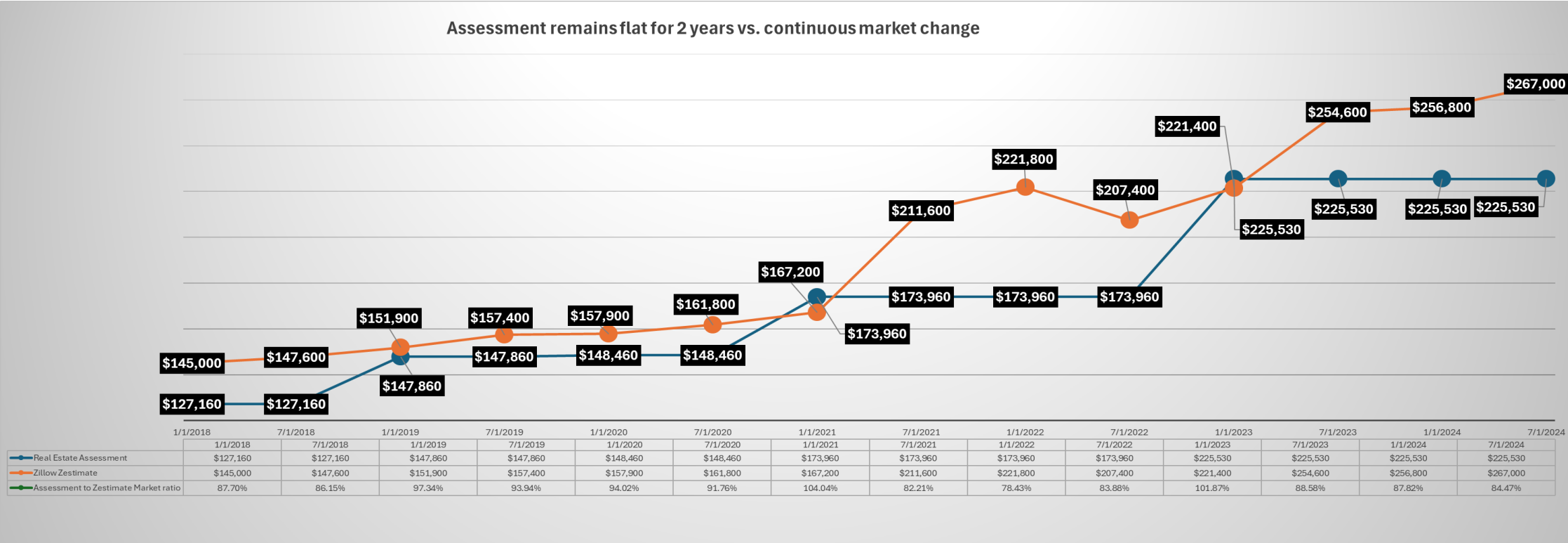
- As always, appeals must have a foundation on which to file. Not just because the assessment went up “too much”, or a Zestimate says a house is worth “x”. Per Virginia law the appeal must be based on one of three reasons. 1. the property is assessed more or less than fair market value 2. lack of uniformity 3. errors in property description.
- Per Virginia law, § 58.1-3379 the presumption that the valuation determined by assessor is correct. We encourage the taxpayer to provide good supporting documentation with their case in order for them to be potentially successful in their appeal.
- Appealing to the assessor is not a prerequisite to appealing to the Board of Equalization (BOE). There is a separate form to appeal to the BOE. If the taxpayer is not satisfied with the assessor level appeal or BOE they may appeal to circuit court.

Virginia Law sets assessment target at 100% of fair market value. The acceptable range level of assessment per IAAO guidelines and Virginia Department of Taxation is between 90% to 110%. The Department of Real Estate Assessments adheres and complies with both organizations.

The City of Staunton reassesses every two years. Values are set based on recent market activity. The set assessment remains fixed and stagnant at a constant amount while the market (usually) continues to grow in value.

While we do not use Zillow and their “Zestimates”, we do recognize their popularity and quick accessibility by homeowners to roughly gauge their value of their homes. Zillow uses their own proprietary formula and regional sales to arrive at their valuation. City of Staunton looks at only local sales of what is going on this market for residential valuation.

The example below looks at one particular property in Staunton how its actual Real Estate Assessment value was vs. Zillow through a period of time from 1/2018 to 7/2024. The 2019 assessment was 2.6% below the zestimate, 2021 assessment was 4% above and the 2023 assessment was 1.8% above the zestimate. Based on zestimates, nearly most all of the time in the last six years the market value of the home remained in excess of the real estate assessed value.



Outline/ Overview of the Appeal Process

1. Property Owner receives assessment notice.
2. If property owner believes assessment not reflective of fair market value, or inequitable or there are property errors then they either call, email, regular mail or come into the office.
3. This is the traditional initial point of contact.
4. If they do not want to discuss their assessment or property they may just request an appeal form to be sent to them.
5. Depending on appeal period volume, the appraiser will respond to the inquiry either immediately or within three business days.
6. Appraiser will evaluate all evidence presented, they will discuss sales and property comparables. Appraiser will offer to make an interior and/or exterior inspection of the property.
7. Property owner may accept or reject the field inspection.
8. Based on findings, field inspection and evidence there will be a finding of either a. reduction of assessment b. no change in assessment c. increase in assessment
9. The taxpayer will be notified by the Real Estate Assessment office of the decision.
10. Property owner may accept the decision or not.
11. Property owner may appeal to the Board of Equalization by requesting a BOE appeal form from the assessor.
12. The Board of Equalization (BOE) is an independent committee of 3 citizens of the City appointed by the Circuit Court.
13. The property owner may choose to appear before the BOE or have their case heard in their absence.
14. The BOE is empowered to make an inspection of the property or issue summons.
15. The BOE will make their determination to change, no change, lower or raise the assessment.
16. The BOE will notify the taxpayer of their decision.
17. The property owner may appeal their assessment to the Circuit Court.

Copy of the Board of Equalization appeal form



Application # _____

THIS FORM MUST BE RETURNED TO THE ASSESSOR'S OFFICE BY: _____

Mailing Address: P.O. Box 58 Staunton, VA 24402

APPLICATION FOR APPEAL OF REAL ESTATE ASSESSMENT

TO THE

BOARD OF EQUALIZATION

OF THE CITY OF STAUNTON, VIRGINIA

The City of Staunton's Board of Equalization (BOE) is a committee comprised of 3 citizens of the City appointed by the Circuit Court.

The purpose of the BOE is to provide taxpayers an opportunity for a formal hearing by a court appointed committee to determine if the property in question is assessed greater or less than its fair market value, if the assessment is not uniform in its application, or the assessment is otherwise not equalized.

There is a presumption that the valuation determined by the assessor is correct (Code of Virginia 58.1-3379B) therefore the taxpayer or their agent should provide supporting documentation (complete appraisals, comparable sales properties or assessments, photographs, plans, surveys, Income & Expense for income producing properties) to the BOE to further their case. The BOE will retain these documents as a part of the permanent record. By signing below, you are accepting that financial information relating to the valuation of your property may be discussed during the open meeting of the BOE.

Basis of Appeal: (Check either or both)

☐ (1) Property not assessed equally with other similar properties

☐ (2) Property assessed at more than its fair market value.

Appearance before Board of:

You may address the Board in person regarding your assessment. Please indicate your choice below:

☐ NO, I do not wish to appear before the Board.

☐ Yes, I wish to address the Board. I will be notified concerning the date and time of the meeting.

Property and owner information

Property PIN (required)

Property owner/agent Name

If an agent is representing the owner of the property a City of Staunton LOA must be completed by the agent and owner before appealing.

Property address (required)

(Required statement) I believe the proper assessment of this property on January 1, 2022 should be:

Land: \$ _____ Building: \$ _____ Total: \$ _____

Property owner/agent mailing address:

Email:

Phone:

Power of the Board to Make inspections and issue Summons (Code of Virginia 58.1-3379)

The Board is empowered to go upon and inspect any real estate subject to equalization by it. The Board has the authority to summons taxpayers or their agents, or any person: (1) to furnish information relating to the real estate, (2) to answer under oath all questions touching on ownership and value of real estate, and (3) to bring before it their books of account or other papers and records.

Board Decision:

When this appeal is filed, the total assessment is reopened and may be increased, decreased, or affirmed. The owner or owner's agent will be notified by mail regarding the Board's decision. **A separate application must be completed for each parcel appealed.**

Application #: _____ Date Issued: _____ Date Returned: _____

Property Address: _____

Property Owner/Agent: _____

Mailing Address: _____

Telephone (Daytime): (____)-_____

Owner/Applicant Information

I hereby certify that the facts contained herein and attached hereto are true, accurate, and correct, to the best of my knowledge and belief.

Questions, or Comments?

Douglas C. Flinn
City Assessor
116 West Beverley St.
Staunton, VA 24401
Office: (540) 332-3827
Email: flinndc@ci.staunton.va.us
Web: www.staunton.va.us
Facebook: [City of Staunton](https://www.facebook.com/CityofStaunton)



CITY COUNCIL



Staunton, VA

AGENDA BRIEFING

Meeting Date:	November 14, 2024	Councilmember Arrowood John C. Blair, II City Attorney
Item #	5	
Department:	City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Discussion of Potential Amendments to the Staunton City Code to Ensure Income Requirements are Satisfied from Organizations Seeking Development Fee Waivers to Provide Affordable Housing	

Background: The Staunton City Code currently provides for waivers of various development fees for organizations that provide home ownership opportunities to residents classified as low-and-moderate income individuals by the Department of Housing and Urban Development's Section 8 Income Standards.

Councilmember Arrowood would like to codify a requirement that the organizations requesting the fee waivers provide whatever documentation the City Manager or designee believes is necessary to make the income level determination.

Attachment: Proposed Amendments to Staunton City Code Sections 13.15.060, 13.40.030, and 15.10.120

City Manager's Recommendation: Not applicable.

Suggested Motion: Not Applicable.

City Manager: Leslie M. Beauregard

Ordinance No. 2024 - __

AN ORDINANCE AMENDING, RESTATING, AND REORDAINING
SECTION 13.15.060, CONNECTION CHARGES – CONNECTION FEES, OF
CHAPTER 13.15, IN GENERAL, OF DIVISION II. WATER SUPPLY; SECTION
13.40.030, CONNECTION AND FACILITY FEES, OF CHAPTER 13.40,
CONNECTIONS TO CITY SEWER SYSTEMS, OF DIVISION III. SEWERS AND
SEWAGE DISPOSAL, OF TITLE 13, ENVIRONMENT; AND SECTION
15.10.120, PERMIT FEES,
OF CHAPTER 15.10, BUILDING CODE,
OF TITLE 15, BUILDINGS AND BUILDING REGULATIONS,
OF THE STAUNTON CITY CODE TO PROVIDE ADDITIONAL PROVISIONS
FOR EXEMPTING CERTAIN 501(C)(3) ORGANIZATIONS FROM WATER
FACILITY AND CONNECTION FEES, SEWER FACILITY AND
CONNECTION FEES, AND BUILDING PERMIT FEES

Recitals

A. It has been ascertained that Sections 13.15.060, 13.40.030, and 15.10.120 of the Staunton City Code merit updating to include additional provisions regarding exemption from utility and permit fees imposed by the City of Staunton for building and construction projects of certain 501(c)(3) organizations;

B. Pursuant to Virginia Code Section 36-105, local building departments are responsible for the enforcement of the provisions of the Virginia Uniform Statewide Building Code and the issuance of permits;

C. Pursuant to Section 15.2-2119 of the Code of Virginia, and Staunton City Charter, Section 11, Third, City Council has the authority to enact and change provisions of the Staunton City Code regarding water and sewer facility and connection fees;

D. At its December 13, 2018 regular meeting, City Council adopted ordinances exempting or waiving building-related permit fees and utility connection and facility fees for property being developed by certain organizations which have a 501(c)(3) exemption recognized by the Internal Revenue Service;

E. City staff has determined that it would serve the best interests of the City and its citizens to provide additional provisions regarding fee exemptions for certain 501(c)(3) organizations;

F. This matter has been properly heard and considered; and

G. These recitals are deemed an integral part of this ordinance.

46 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of
47 Staunton, Virginia, that Sections 13.15.060 and 13.40.030 of Title 13, Environment; and
48 Section 15.10.120, Permit Fees, of Title 15, Building Code, be and are hereby amended as
49 follows:

50
51 **13.15.060 Water Connection charges – Connection fees.**

52
53 ...

54
55 (1) Connection Fees

56
57 ...

58
59 (d) Single-family residential projects in the City of Staunton that meet all of the following
60 criteria may also be considered for exemption from water connection fees; however,
61 organizations must submit a request for exemption from water connection fees which will
62 then be considered by Staunton City Council on a case-by-case basis using these criteria:

63
64 (i) the project is on property in the City of Staunton, is owned by the organization,
65 and the organization has a 501(c)(3) exemption recognized by the Internal Revenue
66 Service;

67
68 (ii) the project provides home ownership to residents within the City of Staunton,
69 classified as low-and-moderate income individuals, as defined by current HUD Section 8
70 Income standards; ~~and~~

71
72 (iii) the organization administering the program requires the homeowner(s) to
73 contribute a minimum of 200 hours in the construction of the subject single-family
74 residence or being constructed by the organization for others; ~~and~~.

75
76 (iv) The organization provides documentation satisfactory to the City Manager or
77 designee that the prospective owner of the property has an income between thirty and
78 eighty percent of the area median income for Staunton, Virginia.

79
80
81 ...

82
83 (2) Water Off-Site Facilities Fee.

84
85 ...

86
87 (h) Single-family residential projects which meet all of the following criteria may also be
88 considered for exemption from water facility fees; however, organizations must submit a
89 request for exemption from water facility fees which will then be considered by Staunton
90 City Council on a case-by-case basis using these criteria:

(i) the project is on property in the City of Staunton, is owned by the organization, and the organization has a 501(c)(3) exemption recognized by the Internal Revenue Service;

(ii) the project provides home ownership to residents within the City of Staunton, classified as low-and-moderate income individuals, as defined by current HUD Section 8 Income standards; ~~and~~

(iii) the organization administering the program requires the homeowner(s) to contribute a minimum of 200 hours in the construction of the subject single-family residence or being constructed by the organization for others; ~~and-~~

(iv) The organization provides documentation satisfactory to the City Manager or designee that the prospective owner of the property has an income between thirty and eighty percent of the area median income for Staunton, Virginia.

13.40.030 Sewer connection and facilities fees.

(1) Connection Fees.

...

(d) Single-family residential projects which meet all of the following criteria may also be considered for exemption from sewer connection fees; however, organizations must submit a request for exemption from sewer connection fees which will then be considered by Staunton city council on a case-by-case basis using these criteria:

(i) The project is on property in the city of Staunton, is owned by the organization, and the organization has a 501(c)(3) exemption recognized by the Internal Revenue Service;

(ii) The project provides home ownership to residents within the city of Staunton, classified as low- and moderate-income individuals, as defined by current HUD Section 8 income standards; ~~and~~

(iii) The organization administering the program requires the homeowner(s) to contribute a minimum of 200 hours in the construction of the subject single-family residence or being constructed by the organization for others; ~~and~~ and

(iv) The organization provides documentation satisfactory to the City Manager or designee that the prospective owner of the property has an income between thirty and eighty percent of the area median income for Staunton, Virginia.

(2) Sewer Off-Site Facilities Fee.

...

(h) Single-family residential projects which meet all of the following criteria may also be considered for exemption from sewer facility fees; however, organizations must submit a request for exemption from sewer facility fees which will then be considered by Staunton city council on a case-by-case basis using these criteria:

(i) The project is on property in the city of Staunton, is owned by the organization, and the organization has a 501(c)(3) exemption recognized by the Internal Revenue Service;

(ii) The project provides home ownership to residents within the city of Staunton, classified as low- and moderate-income individuals, as defined by current HUD Section 8 income standards; ~~and~~

(iii) The organization administering the program requires the homeowner(s) to contribute a minimum of 200 hours in the construction of the subject single-family residence or being constructed by the organization for others; ~~and-~~

(iv) The organization provides documentation satisfactory to the City Manager or designee that the prospective owner of the property has an income between thirty and eighty percent of the area median income for Staunton, Virginia.

...

15.10.120 Permit fees.

...

(3) Single-family residential projects which meet all of the following criteria may also be considered for exemption from building permit fees; however, organizations must submit a request for exemption from building permit fees which will then be considered by Staunton city council on a case-by-case basis using these criteria:

(a) The project is on property in the city of Staunton, is owned by the organization, and the organization has a 501(c)(3) exemption recognized by the Internal Revenue Service;

(b) The project provides home ownership to residents within the city of Staunton, classified as low- and moderate-income individuals, as defined by current HUD Section 8 income standards; ~~and~~

(c) The organization administering the program requires the homeowner(s) to contribute a minimum of 200 hours in the construction of the subject single-family residence or being constructed by the organization for others; ~~and-~~

(d) The organization provides documentation satisfactory to the City Manager or designee that the prospective owner of the property has an income between thirty and eighty percent of the area median income for Staunton, Virginia.

184 ...
185 In all other respects, the provisions of Title 13, Environment, and of Title 15,
186 Buildings and Building Regulations, of the Staunton City Code remain the same and are
187 hereby restated, confirmed and reordained.

188
189
190 Introduced:
191 Adopted:
192 Effective Date:

193
194
195
196 _____
197 Stephen W. Claffey, Mayor

198
199 ATTEST: _____
200 Kiley A. Kesecker,
201 Clerk of Council
202

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	November 14, 2024	Adam Campbell Councilmember
Item #	6	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Responsive, Efficient Government	
Subject:	Discussion of Request by Moonyene Jackson on a Proposed Virginia State Highway Marker Honoring the Historic Site of the Queen Miller Home	

Background: At the request of Councilmember Campbell, this item has been added to Council's November 14, 2024 work session agenda for discussion.

The Virginia Historical Highway Marker Program documents facts, persons, events, and places prominently identified with the history of the nation, state, or region. The Department of Historic Resources' purpose in erecting markers is to educate the public about Virginia's history.

Ms. Jackson proposes submitting an application to place a historical marker, in the city right of way, near the site of the Queen Miller home on West Beverley St. This marker would honor the historical significance of the Queen Miller Home. The estimated cost to fabricate the marker is \$3,500 which includes the manufacturing of the marker and the post. The City of Staunton would install the marker.

Attachments: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



CITY OF STAUNTON, VIRGINIA

Proclamation

Small Business Saturday

November 30, 2024

WHEREAS, the City of Staunton, Virginia, celebrates our local small businesses and the contribution they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 24.7 million small businesses in the U.S. that represent 99.7 % of all firms with paid employees in the country, and are responsible for more than 60 % of net new jobs created since 1995, and

WHEREAS, small businesses employ 49.5% of all employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the United States stays in the local community, and every dollar spent creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday in 2023; and

WHEREAS, the citizens of Staunton support our local businesses and recognize that such businesses create jobs, boost our local economy, and preserve our community; and

WHEREAS, the City of Staunton supports local businesses by, among other initiatives and activities, establishing and maintaining a downtown service district and partnering with the Staunton Downtown Development Association.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that November 30, 2024, is hereby designated as

Small Business Saturday

in the City of Staunton, and City Council urges the residents of our community to support small businesses on Small Business Saturday and shop small throughout the year.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the city to be affixed, adopted this 14th day of November, 2024.

STEPHEN W. CLAFFEY, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	City Council
Item #:	A	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Consent Agenda	

Background: As provided in [Council Procedure Memorandum No. 14](#), it is the policy of City Council to have the City Manager place routine, noncontroversial items on a Consent Agenda. Briefings for each item included on the Consent Agenda have been prepared in the manner and format of regular business items on the agenda, with each item described in sufficient detail to provide the public with an appropriate understanding of such item. All matters listed on the Consent Agenda will be enacted by one motion and as a single item. There will be no separate discussion of an item. If discussion is desired, the item may be removed from the Consent Agenda at the request of a member of City Council and considered separately at the end of the regular meeting agenda.

The Mayor will inquire whether any member of City Council desires to remove any item from the Consent Agenda and to place such item on the regular meeting agenda for separate consideration.

Suggested Motion (if no items removed): I move to approve the Consent Agenda, as presented.

Suggestion Motion (if one or more items removed): I move to approve the Consent Agenda with the exception of item(s) _____, and that item(s)_____ be moved to the end of the regular agenda for discussion and a separate vote.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	City Council
Item #	A.1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Approval of Minutes	

Background: Draft meeting minutes are attached for City Council's consideration and for approval as Council prefers.

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of October 24, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of October 24, 2024 [as presented] [with the following changes: _____].

City Manager: Leslie Beauregard



City Council
WORK SESSION
October 24, 2024
5:00 p.m.

Council Members present: Mayor Claffey, Vice Mayor Darby and Councilors Arrowood, Campbell, Edwards, Robertson, and Woods.

Mayor Claffey called the meeting to order: Mayor Claffey called this meeting of Staunton City Council to order.

1. Consideration of Work Session and Regular Meeting Agendas

Consistent with Procedural Memorandum No. 3, the agendas were presented for Council consideration.

Mr. Arrowood moved to approve the work session and regular meeting agendas as presented.

The motion was seconded by Ms. Edwards and carried as follows:

Ms. Edwards	aye	Mr. Arrowood	aye
Mr. Robertson	absent	Vice Mayor Darby	aye
Ms. Woods	aye	Mayor Claffey	aye
Mr. Campbell	aye		

Mr. Robertson arrived at 5:02 p.m.

2. Presentation of Opioid Abatement Efforts Community Needs Assessment—Knowledge Advisory Group and Carter Foundation

Assistant City Manager Amanda Kaufman stated that the Commonwealth of Virginia, through the Office of the Attorney General, initiated a number of legal claims against various manufacturers and distributors of opioid pharmaceuticals. Staunton City Council has approved participation in several settlements, the most recent being with Kroger in July 2024. City Council also agreed to participate in the Virginia Opioid Abatement Authority's Gold Standard Initiative in 2023. Since that time, the cities of Staunton and Waynesboro and Augusta County have been working together on a regional approach to managing the use of opioid settlement funds.

The Knowledge Advisory Group (KAG) and the Carter Foundation (CF) were procured to conduct a needs assessment to plan for opioid abatement efforts in Staunton City, Augusta County, and Waynesboro City (collectively known as "SAW"). This project was guided by an advisory

committee with one local government representative from each of the localities that comprise the SAW region. The assessment was funded by a planning grant from the Opioid Abatement Authority. Trina Willard from KAG presented a summary of the report and recommendations.

Mr. Robertson asked if they are seeing an increase of Fentanyl in the community and if they are trying to track it down.

Captain Chad Kauffman of the Staunton Police Department stated that there is some Fentanyl in the community, but the top concern for drug enforcement is still Methamphetamine.

Mr. Claffey asked what the scope of the OAA funding is. Ms. Willard stated that she does not believe it has peaked yet, but there are still many undetermined cases that could lead to additional funding. While some programs may be beyond the scope of OAA funding, the program is expected to continue as long as funding is available.

Mr. Campbell stated that improving awareness and transportation are much lower cost items that may have a greater short term, immediate impact if a plan is already in place for when the funding becomes available, to put things in motion immediately.

Councilmembers had no further questions.

3. Staunton Public Library Annual Report 2023-2024

Director of Library Services Sarah Skrobis presented an annual report and general update on the Staunton Public Library's activities for the past fiscal year.

4. Introduction and Discussion of Commercial Property Assessed Clean Energy (C-PACE) Financing Program

Director of Economic Development Amanda DiMeo stated that Commercial Property Assessed Clean Energy (C-PACE) is an alternative source of financing available for commercial properties i.e., all properties excluding 1- to 4-unit residential dwellings. Property owners can use C-PACE financing to cover 100% of the costs of projects for energy efficiency, water conservation, renewable energy generation, and resiliency upgrades. C-PACE financing includes all equipment, materials, and labor costs, as well as indirect services and fees. No public dollars or taxpayer funds are used in C-PACE financing. Property owners repay the financing through a special assessment that is added to their property tax bill. If the property owner sells the property, the balance of the assessment remains with the property and seamlessly transfers to the new owner. C-PACE financing makes it easy for property owners to make improvements by eliminating upfront capital costs, providing competitive long-term financing for long-term capital improvements, and allowing property owners to transfer repayment obligations to a new owner upon sale. A representative of the Virginia C-PACE Authority, Holly Edinger, virtually presented information on the program to Council.

Ms. Edwards asked how or why the locality is involved in the program. Ms. Edinger stated that the loan is recorded against the property tax ID number and follows the property if sold, with the lender responsible for annual billing. It is paid as a special assessment, and so it looks and acts like a tax. It is collected on the same schedule as taxes, and if it goes delinquent, then it would follow the same procedures and have the same rights of priority as a tax.

Ms. Woods clarified that the loan lays alongside the property tax. Ms. Edinger confirmed, stating that participants are still going to pay their property tax in addition to the C-PACE loan.

Vice Mayor Darby asked what other localities are involved. Ms. Edinger stated that Chesapeake, Chesterfield, Harrisonburg, Henrico, and Charlottesville recently adopted programs.

Mayor Claffey asked if anyone has approached the city about the program. Ms. DiMeo stated that the owner of the old Robert E. Lee High School properties approached the city to ask about the program.

City Attorney John Blair noted that there has to be a public hearing held for this type of ordinance before adoption.

5. Closed Meeting for (1) the Discussion of the Disposition of Publicly Held Real Property in Staunton Crossing Pursuant to Virginia Code Section 2.2-3711 (A)(3); and (2) the Discussion of the Performance of the City Manager Pursuant to Virginia Code Section 2.2-3711 (A)(1)

Ms. Woods moved to enter a closed meeting for the discussion of the disposition of publicly held real property located in Staunton Crossing, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body pursuant to Virginia Code Section 2.2-3711(A)(3); and for the performance of the City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

The motion was seconded by Ms. Edwards and carried as follows:

Mr. Robertson	aye	Ms. Woods	aye
Ms. Edwards	aye	Vice Mayor Darby	aye
Mr. Arrowood	aye	Mayor Claffey	aye
Mr. Campbell	aye		

Vice Mayor Darby moved that Council reconvene in an open meeting and certify to the best of each member's knowledge that only lawfully exempted public business matters were discussed and that only public business matters as identified in the closed meeting motion were heard, discussed, or considered in the meeting.

The motion was seconded by Ms. Woods and carried as follows:

Mr. Arrowood	aye	Ms. Edwards	aye
Ms. Woods	aye	Vice Mayor Darby	aye
Mr. Robertson	aye	Mayor Claffey	aye
Mr. Campbell	aye		

The work session adjourned at 7:02 p.m.

Kiley A. Kesecker
Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, October 24, 2024****7:00 p.m.****Rita S. Wilson Council Chambers**

PRESENT: Mayor Stephen W. Claffey
Vice Mayor Amy G. Darby
Brad D. Arrowood
Adam F. Campbell
Michele D. Edwards
Mark A. Robertson
Alice L. Woods

ALSO PRESENT: Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
John Blair, City Attorney
Kiley Kesecker, Clerk of Council

Mayor Claffey called the meeting to order: Mayor Claffey called this meeting of Staunton City Council to order.

The Pledge of Allegiance was recited in unison.

The invocation/moment of silence was given by Ms. Edwards.

MAYOR'S REPORT

Mayor Claffey stated that early voting is in full swing, and 20% of all registered voters in the city have already cast their ballot. He added that he and several Councilmembers attended the inauguration of the new President of Mary Baldwin University Jeff Stein.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Arrowood stated that he spoke at a Cub Scouts meeting in Augusta County and answered questions from the scouts.

Mr. Campbell stated that he had assisted with the Whimsically Witchy Halloween event to raise funds for Staunton City Schools arts and music programs. He also noted that the Office on Youth will be hosting a screening of *Screenagers Under the Influence* at the Wayne Theater.

Ms. Edwards stated that she, along with Councilors Campbell and Woods, Ms. Beauregard, and Mr. Kesecker attended the 2024 Virginia Municipal League Conference. She also attended a meeting of the Central Shenandoah Planning District Commission.

Mr. Robertson provided some information on the flu and reminded everyone to get their flu vaccine as well as the new 2025 COVID-19 vaccine.

REGULAR MEETING

A. Consent Agenda

Mayor Claffey made the following statement:

“Per Procedure Memorandum No. 14, it is the policy of City Council to have routine, non-controversial items placed on a Consent Agenda. All items on the Consent Agenda will be voted on in one motion. If separate discussion of an item is requested by any member of Council, that item shall be removed and considered separately at the end of the regular meeting agenda.”

A.1 Approval of Meeting Minutes

Work Session and Regular Meeting of October 10, 2024

A.2 Consideration of City of Staunton’s 2025 Legislative Program

A.3 Consideration of Proclamation—Small Business Saturday

Mayor Claffey asked if any Councilmembers desired to remove any item from the Consent Agenda to be placed on the regular meeting agenda for separate consideration.

Mr. Robertson moved to approve the Consent Agenda as presented.

The motion was seconded by Ms. Edwards and carried as follows:

Ms. Woods	aye	Ms. Edwards	aye
Mr. Arrowood	aye	Vice Mayor Darby	aye
Mr. Campbell	aye	Mayor Claffey	aye
Mr. Robertson	aye		

RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON APPROVING THE 2025 LEGISLATIVE PROGRAM

WHEREAS, the Staunton City Council has determined that it is necessary and proper to present a Legislative Program to its representatives in the Virginia General Assembly;

NOW, THEREFORE, BE IT RESOLVED that the Staunton City Council adopts the 2025 Legislative Program attached to this Resolution as Exhibit A.

BE IT FURTHER RESOLVED that the 2025 Legislative Program shall be presented to the City of Staunton's representatives in the 2025 Session of the Virginia General Assembly.

Adopted this 24th day of October, 2024.

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

EXHIBIT A

STAUNTON CITY COUNCIL 2025 LEGISLATIVE PROGRAM

1. The Staunton City Council endorses the 2025 Virginia Municipal League Legislative Program.

2. The Staunton City Council respectfully requests that the 2025 Session of the Virginia General Assembly adopts a Resolution requesting that the Department of Juvenile Justice provide a list of best practice models to localities consistent with Virginia Code Section 66-28.

3. The Staunton City Council respectfully requests that the 2025 Session of the Virginia General Assembly enacts legislation that authorizes localities to conduct binding referenda to support an up to one percent increase in the sales and use tax to be used only for capital projects for the construction or renovation of school facilities.

In the alternative, the Staunton City Council respectfully requests the 2025 Session of the Virginia General Assembly enacts legislation authorizing the City of Staunton to conduct a non-binding referendum at the November 2025 General Election to determine if the City's voters support an up to one percent increase in the sales and use tax to be used only for capital projects for the construction or renovation of school facilities.

B. Updates on Economic Development and Staunton Crossing

Director of Economic Development Amanda DiMeo provided a brief update on Economic Development activities, advances, and marketing efforts related to Staunton Crossing.

Jay Langston, Executive Director of the Shenandoah Valley Partnership was also present to answer questions.

Mr. Campbell asked if the water line infrastructure water tower will move Staunton Crossing into the upper VEDP site selection tiers. Dr. Langston replied in the affirmative.

Ms. Edwards asked if there are any factors keeping buyers away. Dr. Langston stated for prospective companies, it is a competitive process of elimination with many factors, ranging from

infrastructure capability and resources to location and workforce. Ms. DiMeo added that there are any number of reasons, some of which are simply subjective choices by the decisionmakers.

Councilmembers had no further questions.

C. Public Hearing and Consideration of a Request by Patrick and Karen DiFlorio Under the Provisions of Staunton City Code (SCC) 18.55.060(3) for a Special Use Permit at 1219 Stoneburner Street to Create Two Residential Units on the Ground Floor of the Building

Planning Manager Tim Hartless stated that Patrick and Karen DiFlorio have requested a Special Use Permit to add two residential units on the ground floor of an existing building located at 1219 Stoneburner Street. According to the city's real estate records, the building was constructed in 1965 as an office building, possibly for Reed's grocery stores. The zoning is B-1 Local Business District, and the DiFlorios purchased the property in 2008. The existing building is approximately 4,092 square feet and sits on a lot that is approximately 8,000 square feet. The applicant proposes to use the ground floor for two residential units and continue using the basement as offices for their business, Diversified Environmental Services.

Staff has conducted a review of the application and has not identified any issues with the proposal. If the special use is approved, a building permit will be required for a change in the building code use group. The surrounding zoning is all R-2, Low Density Residential. Typically, staff would recommend a rezoning instead of a Special Use Permit; however, this building was obviously intended to be a commercial building, and it seems more appropriate to retain the B-1 zoning and instead use the Special Use Permit process. The proposed renovations to the first floor will create two two-bedroom units. Each unit will be approximately 986 square feet. The basement will continue to serve as a business office and storage. The useable office area is approximately 196 square feet.

The use must comply with SCC 18.125, Minimum Off-Street Parking Requirements. A total of four parking spaces are required. The existing paved area is approximately 55 feet by 22 feet and should allow for up to six parking spaces. The area will need to be re-striped to provide at least four spaces.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as low density residential. The proposed use is not single-family residential, it is two-family residential. However, the first floor of the building is approximately 2,046 square feet and the two units proposed would each be over 900 square feet. This appears to be a more appropriate use of the space, rather than one residence that is over 2,000 square feet.

Mr. Hartless closed by stating that at its October 17, 2024 meeting, the Planning Commission conducted a public hearing during which no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request with the following conditions:

1. A building permit will be required for a change of the building code use group.

2. At least four (4) parking spaces must be provided on the sealed surface portion of the lot. Each parking space must be at least 9 feet wide and 18 feet long.

3. No more than two (2) residential units are permitted.

Applicant Patrick DiFlorio was also present to answer questions from council.

Councilmembers had no questions for staff or the applicant.

Mayor Claffey stated the following:

“In a moment, I will open the Public Hearing. It is a time that Council sets aside to hear from citizens and others about a specific topic.

We ask that you please give your name, your address, and then keep your remarks at five minutes or less. When you reach the five-minute time limit, I will let you know that your time limit has expired.

For our Zoom participants, please raise your hand now if you wish to speak on this particular matter. If you raise your hand during this Public Hearing, you will also be able to raise your hand during this Council meeting for other Public Hearings and Matters from the Public. Please keep your comments to five minutes. Once everyone who wishes to speak has had an opportunity, I will then close the Public Hearing.

I will now open the Public Hearing, so if you wish to speak, please approach the podium. We will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The public hearing was opened.

With there being no one wishing to speak, the public hearing was closed.

Mr. Arrowood moved that Council approve the request, with conditions, as recommended by the Planning Commission.

The motion was seconded Mr. Robertson and carried as follows:

Mr. Arrowood	aye	Ms. Edwards	aye
Ms. Woods	aye	Vice Mayor Darby	aye
Mr. Campbell	aye	Mayor Claffey	aye
Mr. Robertson	aye		

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR PROPERTY LOCATED AT
1219 STONEBURNER STREET (PARCEL IDENTIFICATION NUMBER: 8319)**

Recitals

A. Patrick and Karen DiFlorio (Owner), owner of certain land identified as parcel identification number (PIN) 8319, currently addressed as 1219 Stoneburner Street, in the City of Staunton, Virginia (the Property), having acquired the land through a deed dated June 3, 2008 and recorded in the Clerk's Office of the Circuit Court of the City of Staunton as Instrument Number 080001903, are requesting a Special Use Permit to allow two residential dwelling units on the property (the Project);

B. The Owner seeks a Special Use Permit under Staunton City Code (SCC) Section 18.55.060(3) to allow two residential dwelling units on the ground floor of the main building;

C. The Property is located within a B-1, Local Business District, which, according to SCC Sections 18.55.060(3) allows for Living and/or sleeping quarters in detached accessory buildings and on the ground and basement floors of main buildings;

D. The Staunton Planning Commission conducted a public hearing concerning the Project, after notice and advertisement as required by law on October 17, 2024 and recommended approval of the Special Use Permit;

E. Upon consideration of comments received at the public hearing, as well as the factors set forth within Section 18.55.060(3) and Chapter 18.210 of the SCC, Staunton City Council finds and determines that granting the proposed Special Use Permit would serve the interests of public necessity, convenience, general welfare, and good zoning practice; and

F. These recitals are an integral part of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that a Special Use Permit is hereby granted to allow the Project to be established on the Property, subject to the following conditions:

1. A building permit will be required for a change of the building code use group.
2. At least four (4) parking spaces must be provided on the sealed surface portion of the lot. Each parking space must be at least 9 feet wide and 18 feet long.
3. No more than two (2) residential units are permitted.

Introduced: October 24, 2024

Adopted: October 24, 2024

Effective: October 24, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Public Hearing and Consideration of a Request by Ruth Finch Hall and Steven S. Hall to Rezone 612 Randolph Street from B-1, Local Business District, to R-2, Low Density Residential District

Mr. Hartless stated that Ruth Finch Hall and Steven S. Hall are requesting to rezone 612 Randolph Street from B-1 Local Business District to R-2, Low Density Residential District. The property is located on the west side of Randolph Street in the block between Spottswood Road and Buchanan Street. Currently, the property is a vacant lot. If the rezoning is approved, the applicants wish to construct a single-family dwelling on the property.

In 2017, the Planning Commission endorsed and City Council approved rezonings of three adjacent properties: 603 North Coalter Street, 608 Randolph Street, and 610 Randolph Street from B-1, Local Business to R-2, Low Density Residential. Staff has reviewed the request and has identified no issues with the rezoning. Zoning to the north and west is B-1, Local Business District and to the east and south is R-2, Low Density Residential District.

The “Generalized Land Use and Development Guide, Future Land Use Map” *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designates this area as Low Density Residential with a suggested density of one to five units per acre. The proposed rezoning is consistent with this designation.

Mr. Hartless concluded by stating that At its October 17, 2024 meeting, the Planning Commission conducted a public hearing during which no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Councilmembers had no questions.

Mayor Claffey stated the following:

I will now open the Public Hearing, so if you wish to speak, please approach the podium. We will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The public hearing was opened.

With there being no one wishing to speak, the public hearing was closed.

Mr. Robertson moved that Council approve the request as recommended by the Planning Commission.

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

Mr. Campbell	aye	Ms. Woods	aye
Ms. Edwards	aye	Vice Mayor Darby	aye
Mr. Robertson	aye	Mayor Claffey	aye
Mr. Arrowood	aye		

Ordinance No. 2024-24

**AN ORDINANCE REZONING
FROM B-1, LOCAL BUSINESS DISTRICT,
TO R-2, LOW DENSITY RESIDENTIAL DISTRICT,
ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND
LOCATED AT 612 RANDOLPH STREET
(PARCEL IDENTIFICATION NUMBER 101263),
IN THE CITY OF STAUNTON, VIRGINIA**

Recitals

A. It appears by deed dated November 5, 2014, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as Instrument Number 140002376, that Mark Scott Hall, acquired a one-half interest from Ruth Finch Hall and Steven S Hall in the property that is known by present numbering as 612 Randolph Street ("the property") with further description provided in the deed, a copy of which is annexed and incorporated herein by reference (**Exhibit A**);

B. Ruth Finch Hall and Steven S. Hall, have applied to the City of Staunton for a zoning classification change for the property, under the provisions of the Staunton City Code, from B-1, Local Business District, to R-2, Low Density Residential District;

C. The proposed rezoning is consistent with the provisions of Staunton City Code 18.215.060(1) and is necessary so that the owner may sell the property and the purchaser may obtain financing;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter and recommended approval;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 612 Randolph Street (Parcel Identification Number 101263), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-1, Local Business District, to R-2, Low Density Residential District, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced: October 24, 2024

Adopted: October 24, 2024

Effective: October 24, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

E. Public Hearing and Consideration of a Request by John and Dawn Woodrum to Rezone 309 W Beverley Street from B-1, Local Business District, to R-4, High Density Residential District

Mr. Hartless stated that John and Dawn Woodrum are requesting a rezoning of 309 West Beverley Street from B-2, Local Business District, to R-4, High Density Residential District. The property contains a 1,942 square foot detached single-family home on a 2,210 square foot (0.05-acre) lot. The property is located on the north side of West Beverley Street on the corner of West Beverley Street and North Washington Street. City records do not indicate the age of the structure, but the house appears on the Sanborn Insurance Maps in 1891. The structure appears to have been built as a single-family dwelling and has been zoned B-1, Local Business District since the city's comprehensive rezoning of the late 1960s. This area was identified by the Planning Commission for a comprehensive rezoning during the 2010 update to the Comprehensive Plan. Staff plans to look at the remainder of this area for a city initiated mass rezoning in 2025.

The applicant has reached out to staff to discuss a future project to enclose an existing rear porch. Under the current B-1 zoning, this would be considered an expansion of a nonconforming use and could not be permitted. It is possible that the applicant could obtain a Special Use Permit to do this; however, since the city is already planning a mass rezoning of this area, a rezoning seems to be a better option. City staff conducted a review of the proposed rezoning, during which it did not identify any issues. Surrounding zoning is R-4, High Density Residential to the north and B-1, Local Business District to the south, east, and west.

The "Generalized Land Use and Development Guide, Future Land Use Map" *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designates this area as Neighborhood Residential with no specific density recommended. This type of land use highlights those neighborhoods in which existing conditions dictate the need for careful consideration of the type and densities of future residential development. These are older neighborhoods which can be characterized by large housing units on small lots. The proposed rezoning is consistent with this designation.

Mr. Hartless concluded by stating that at its October 17, 2024 meeting, the Planning Commission conducted a public hearing during which no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Mr. Arrowood asked if the R-4 designation is simply to make a continuous block with the surrounding lots. Mr. Hartless stated that the lot is very small, so the only thing it could be used for is single family, and the R-4 designation is simply because that is what the surrounding residential zoning is.

Mayor Claffey stated the following:

I will now open the Public Hearing, so if you wish to speak, please approach the podium. We will alternate between individuals physically present and those that have their hands raised via the Zoom platform.”

The public hearing was opened.

With there being no one wishing to speak, the public hearing was closed.

Ms. Woods moved that Council adopt the ordinance and approve the request as recommended by the Planning Commission.

The motion was seconded by Vice Mayor Darby and carried as follows:

Ms. Woods	aye	Mr. Campbell	aye
Mr. Robertson	aye	Vice Mayor Darby	aye
Ms. Edwards	aye	Mayor Claffey	aye
Mr. Arrowood	aye		

Ordinance No. 2024-25

AN ORDINANCE REZONING FROM B-1, LOCAL BUSINESS DISTRICT, TO R-4, HIGH DENSITY RESIDENTIAL DISTRICT, ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND LOCATED AT 309 W BEVERLEY STREET (PARCEL IDENTIFICATION NUMBER 623), IN THE CITY OF STAUNTON, VIRGINIA

Recitals

A. It appears by deed dated February 22, 2021, recorded in the Clerk’s Office of the Circuit Court of the City of Staunton, Virginia, as Instrument Number 210000584, that John W Woodrum and Dawn M. Woodrum, acquired from John F. Ginnity Jr., the property that is known by present numbering as 309 W Beverley Street (“the property”) with further description provided in the deed, a copy of which is annexed and incorporated herein by reference (**Exhibit A**);

B. John W. Woodrum and Dawn M. Woodrum, have applied to the City of Staunton for a zoning classification change for the property, under the provisions of the Staunton City Code, from B-1, Local Business District, to R-4, High Density Residential District;

C. The proposed rezoning is consistent with the provisions of Staunton City Code 18.215.060(1) and is necessary to make the zoning conform with the historic and long standing use of the property;

D. The Planning Commission of the City of Staunton, after study and review, has

properly heard the matter and recommended approval;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 309 W Beverley Street (Parcel Identification Number 623), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-1, Local Business District, to R-4, High Density Residential District, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced: October 24, 2024

Adopted: October 24, 2024

Effective: October 24, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- Early voting
- Recite Me accessibility feature on city website
- Community Connect portal through Staunton Fire & Rescue
- Veterans Day closures and modified refuse collection schedules

MATTERS FROM THE PUBLIC

Mayor Claffey read the following statement:

“This part of City Council’s agenda is entitled matters from the public. It is a time that Council sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton City Council’s ‘Matters from the Public’ rules is available in paper form at the Clerk’s desk and online at the City of Staunton webpage. You are asked to familiarize yourself with those rules before commenting. Please come to the podium or begin your call, identify yourself, and complete your remarks within five minutes.”

Jeff Overholtzer, 309 Rainbow Drive, spoke in support of the C-PACE opportunity for the city and the Staunton Library.

Moonyene Jackson, MD resident, discussed issues with the city regarding her request to have a historical marker placed to identify the former site of her grandparents’ home in Staunton.

516

517 There was no one else present wishing to speak.

518

519 **ADJOURNMENT**

520

521 There being no further business to come before Council, the meeting adjourned at 7:58 p.m.

522

523

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525

Kiley A. Kesecker
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Jessie Moyers Chief Finance Officer
Item #	A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	FY 2025 First Quarter Financial Report	

Background: Attached for review, as prepared by Jessie Moyers, Chief Finance Officer, is the financial report for the first three months of fiscal year 2025. The quarterly financial report and the sales, meals, and lodging tax reports history reports are attached.

Attachments:

Attachment 1—Sales, Meals, and Lodging Tax Reports
Attachment 2—Financial Report

City Manager's Recommendation: Not applicable

Suggested Motion: Not applicable

City Manager: Leslie Beauregard

LOCAL SALES TAX HISTORY - 1% Tax Rate

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% Change
July	359,853	399,841	408,778	457,551	523,345	505,526	500,448	-1.0%
August	353,758	390,365	383,139	418,081	475,016	503,910	506,256	0.5%
September	364,511	408,013	416,225	459,262	500,792	490,234		-100.0%
October	368,779	406,308	417,973	431,562	487,941	487,742		-100.0%
November	367,724	386,214	367,040	430,213	478,059	511,628		-100.0%
December	416,329	459,871	489,867	568,394	576,043	562,768		-100.0%
January	301,088	378,159	381,915	389,797	422,884	434,039		-100.0%
February	333,110	354,448	360,082	382,280	457,991	472,145		-100.0%
March	393,767	424,727	462,591	512,099	530,346	518,109		-100.0%
April	382,963	384,624	497,565	485,816	488,377	503,061		-100.0%
May	409,439	408,068	451,087	472,797	501,712	518,827		-100.0%
June	383,654	454,692	381,951	476,868	520,099	515,566		-100.0%
Totals	4,434,974	4,855,331	5,018,212	5,484,719	5,962,604	6,023,556	1,006,704	
Budget	4,015,000	4,300,000	3,393,750	4,662,500	5,275,000	5,624,522	5,974,522	
Budget Variance	419,974	555,331	1,624,462	822,219	687,604	399,034	(4,967,818)	
% OF BUDGET	110.5%	112.9%	147.9%	117.6%	113.0%	107.1%	16.8%	
% CHANGE- YEAR	7.5%	9.5%	3.4%	9.3%	8.7%	1.0%	-83.3%	

SALES TAX HISTORY

\$6,500,000
\$6,000,000
\$5,500,000
\$5,000,000
\$4,500,000
\$4,000,000
\$3,500,000
\$3,000,000
\$2,500,000

FY2010
FY2011
FY2012
FY2013
FY2014
FY2015
FY2016
FY2017
FY2018
FY2019
FY2020
FY2021
FY2022
FY2023
FY2024

FY2009	\$	3,554,096	
FY2010	\$	3,495,905	-1.6%
FY2011	\$	3,381,018	-3.3%
FY2012	\$	3,588,737	6.1%
FY2013	\$	3,729,201	3.9%
FY2014	\$	3,760,505	0.8%
FY2015	\$	3,988,839	6.1%
FY2016	\$	4,079,919	2.3%
FY2017	\$	4,039,658	-1.0%
FY2018	\$	4,123,862	2.1%
FY2019	\$	4,434,974	7.5%
FY2020	\$	4,855,331	9.5%
FY2021	\$	5,018,212	3.4%
FY2022	\$	5,484,719	9.3%
FY2023	\$	5,962,604	8.7%
FY2024	\$	6,023,556	1.0%

SALES TAX MONTHLY HISTORY

\$600,000
\$550,000
\$500,000
\$450,000
\$400,000
\$350,000
\$300,000
\$250,000

1 2 3 4 5 6 7 8 9 10 11 12

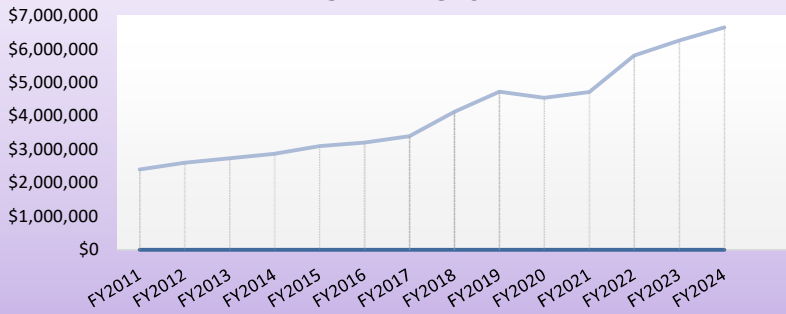
FY2019 FY2020 FY2021 FY2022 FY2023 FY2024 FY2025

City of Staunton

MEALS TAX HISTORY- 7% Tax Rate

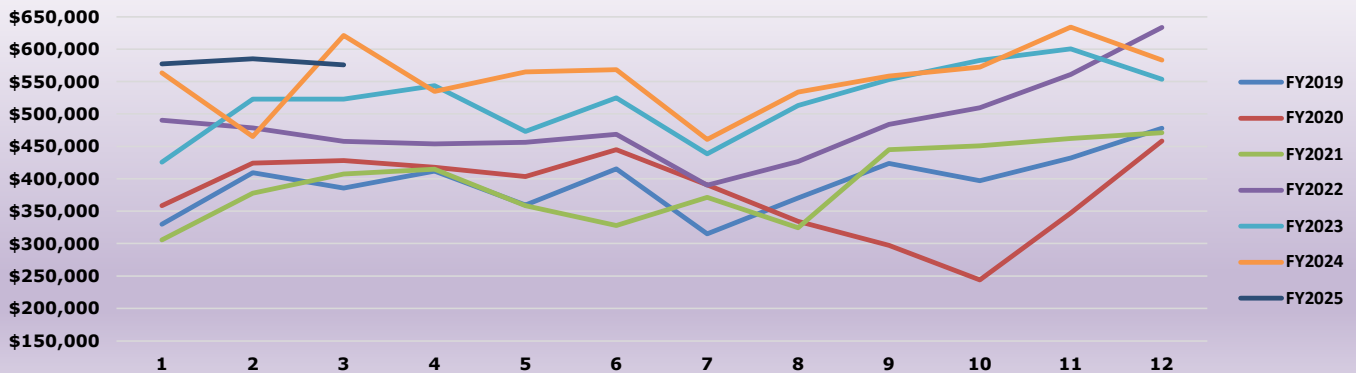
Tax Rate	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% Change
July	329,573	358,212	305,920	490,076	426,045	563,368	577,436	2.5%
August	409,425	424,090	377,519	478,421	522,710	465,046	585,486	25.9%
September	385,385	427,995	407,128	457,575	522,740	621,042	575,954	-7.3%
October	411,876	417,690	414,546	453,768	543,587	534,524		-100.0%
November	359,316	403,285	358,586	456,293	473,158	564,659		-100.0%
December	415,030	444,990	327,793	468,456	524,706	568,130		-100.0%
January	315,163	390,333	371,174	390,422	438,260	460,988		-100.0%
February	370,265	334,123	324,288	426,769	512,829	533,665		-100.0%
March	423,831	297,411	445,061	483,854	552,774	558,236		-100.0%
April	397,110	244,201	450,532	509,567	582,702	572,388		-100.0%
May	432,043	347,244	462,115	561,110	600,814	634,055		-100.0%
June	478,306	458,278	471,063	633,671	553,460	583,321		-100.0%
Actuals	4,727,323	4,547,853	4,715,726	5,809,981	6,253,785	6,659,422	1,738,876	
Budget	4,112,500	4,600,000	3,562,500	4,300,000	5,358,050	5,985,000	6,660,000	
Budget Variance	614,823	(52,147)	1,153,226	1,509,981	895,735	674,422	(4,921,124)	
% of BUDGET	115.0%	98.9%	132.4%	135.1%	116.7%	111.3%	26.1%	
% CHANGE-YEAR	14.8%	-3.8%	3.7%	23.2%	7.6%	6.5%	-73.9%	

MEALS TAX HISTORY



FY2009	\$	2,304,448	
FY2010	\$	2,344,698	1.7%
FY2011	\$	2,406,577	2.6%
FY2012	\$	2,599,776	8.0%
FY2013	\$	2,732,598	5.1%
FY2014	\$	2,868,910	5.0%
FY2015	\$	3,099,130	8.0%
FY2016	\$	3,203,638	3.4%
FY2017	\$	3,391,337	5.9%
FY2018	\$	4,118,267	21.4%
FY2019	\$	4,727,323	14.8%
FY2020	\$	4,547,853	-3.8%
FY2021	\$	4,715,726	3.7%
FY2022	\$	5,809,981	23.2%
FY2023	\$	6,253,785	7.6%
FY2024	\$	6,659,422	6.5%

Meals Tax Monthly History



MEALS TAX HISTORY- RATE INCREASES

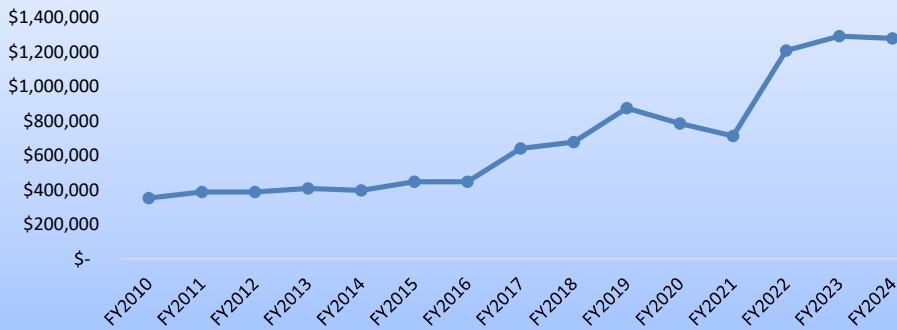
JULY 1, 1986	
JULY 1, 1994	
SEPTEMBER 1, 1998	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	CIP/ SCHOOL PROJECTS
JULY 1, 2017	SCHOOL PROJECT - STAUNTON HIGH RENOVATION

City of Staunton

LODGING TAX HISTORY- 6.7% Tax Rate

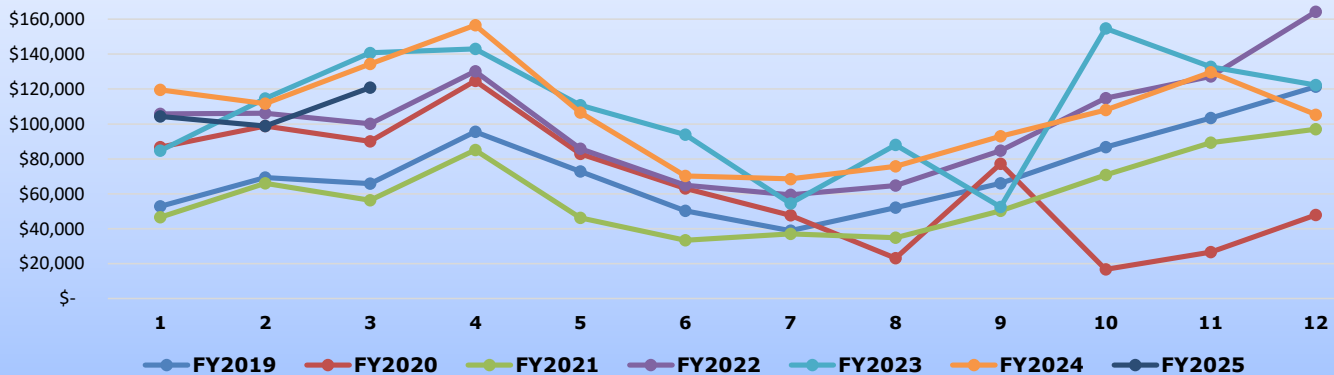
TAX RATE	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	6.70%	
	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	% CHANGE
July	\$ 52,798	\$ 86,792	\$ 46,648	\$ 105,750	\$ 84,716	\$ 119,557	\$ 104,322	-12.7%
August	\$ 69,287	\$ 98,765	\$ 66,056	\$ 106,184	\$ 114,547	\$ 111,597	\$ 98,804	-11.5%
September	\$ 65,785	\$ 89,978	\$ 56,235	\$ 100,094	\$ 140,720	\$ 134,448	\$ 120,862	-10.1%
October	\$ 95,600	\$ 124,738	\$ 85,131	\$ 130,186	\$ 142,991	\$ 156,633		-100.0%
November	\$ 72,869	\$ 82,915	\$ 46,252	\$ 85,840	\$ 110,688	\$ 106,610		-100.0%
December	\$ 50,208	\$ 63,057	\$ 33,471	\$ 65,008	\$ 93,847	\$ 70,232		-100.0%
January	\$ 38,856	\$ 47,730	\$ 37,127	\$ 59,405	\$ 54,478	\$ 68,508		-100.0%
February	\$ 52,085	\$ 23,204	\$ 34,928	\$ 64,791	\$ 88,071	\$ 75,737		-100.0%
March	\$ 65,973	\$ 77,152	\$ 50,273	\$ 84,717	\$ 52,430	\$ 92,945		-100.0%
April	\$ 86,719	\$ 16,730	\$ 70,866	\$ 114,860	\$ 154,822	\$ 107,974		-100.0%
May	\$ 103,399	\$ 26,667	\$ 89,381	\$ 127,191	\$ 132,827	\$ 129,687		-100.0%
June	\$ 121,369	\$ 47,878	\$ 97,078	\$ 164,234	\$ 122,320	\$ 105,350		-100.0%
Actuals	\$ 874,948	\$ 785,605	\$ 713,445	\$ 1,208,260	\$ 1,292,457	\$ 1,279,278	\$ 323,988	
Budget Totals	\$ 890,000	\$ 890,000	\$ 836,000	\$ 760,000	\$ 968,000	\$ 1,350,000	\$ 1,350,000	
Budget Variance	\$ (15,052)	\$ (104,395)	\$ (122,555)	\$ 448,260	\$ 324,457	\$ (70,722)	\$ (1,026,012)	
% of BUDGET	98%	88%	85%	159%	134%	95%	24%	
% CHANGE-YEAR	29.1%	-10.2%	-9.2%	69.4%	7.0%	-1.0%	-74.7%	

LODGING TAX HISTORY



	TOTAL REVENUE	% CHANGE
FY2010	\$ 354,239	
FY2011	\$ 388,022	9.5%
FY2012	\$ 388,721	0.2%
FY2013	\$ 408,906	5.2%
FY2014	\$ 397,786	-2.7%
FY2015	\$ 447,792	12.6%
FY2016	\$ 448,175	0.1%
FY2017	\$ 640,843	43.0%
FY2018	\$ 677,917	5.8%
FY2019	\$ 874,948	29.1%
FY2020	\$ 785,605	-10.2%
FY2021	\$ 713,444	-9.2%
FY2022	\$ 1,208,260	69.4%
FY2023	\$ 1,292,457	7.0%
FY2024	\$ 1,279,278	-1.0%

LODGING TAX MONTHLY HISTORY



FY2025 FINANCIAL REPORT - UNAUDITED

September, 2024 Unaudited

Attachment 2

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES						
Real Estate Taxes 2024 (25%) & 2025 (75%)	\$ 25,500,561	\$ 25,500,561	\$ 3,721,029	\$ 21,779,533	15%	25% of 2024 Taxes due Dec 5, 2024
Real Estate - Public Service	1,140,000	1,140,000	-	1,140,000	0%	100% of 2025 Taxes due Dec 5, 2024
Real Estate - Interest	135,000	135,000	35,335	99,665	26%	
Real Estate- Penalty	135,000	135,000	53,951	81,049	40%	
Real Estate Tax -Downtown Serv District	162,213	162,213	13,346	148,867	8%	25% due Dec 5, 2024; 75% due June 20, 2025
Personal Property Taxes	6,607,000	6,607,000	93,412	6,513,588	1%	100% of 2025 PP Tax due December 5, 2024
Personal Property Taxes -Prior Written Off	-	-	123	(123)	#DIV/0!	
Personal Property Taxes- Public Service	3,000	3,000	-	3,000	0%	
Personal Property -Interest	130,000	130,000	27,509	102,491	21%	
Personal Property - Penalty	170,000	170,000	12,562	157,438	7%	
Machinery & Tools Tax	425,000	425,000	-	425,000	0%	100% Tax Due December 5, 2024
TOTAL PROPERTY TAXES	\$ 34,407,774	\$ 34,407,774	\$ 3,957,267	\$ 30,450,507	12%	
OTHER LOCAL TAXES						
Business & Occupational Licenses	\$ 2,650,000	\$ 2,650,000	\$ 90,199	\$ 2,559,801	3%	BPOL License due March 1, 2025
Water Utility Tax	300,000	300,000	43,501	256,499	15%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	298,000	298,000	60,081	237,919	20%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	590,000	590,000	52,831	537,169	9%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	5,974,522	5,974,522	500,653	5,473,869	8%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	700,000	700,000	-	700,000	0%	Paid in June
Recordation	350,000	350,000	65,359	284,641	19%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	335,000	335,000	94,150	240,850	28%	Paid at sale date, no delay in collection
Lodging Tax	1,350,000	1,350,000	203,126	1,146,874	15%	Paid Monthly w/ 1 month delay in collection
Meals Tax	6,660,000	6,660,000	1,162,923	5,497,077	17%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	10,000	10,000	1,092	8,908	11%	
Short Term Rental Tax	32,000	32,000	-	32,000	0%	
Local Communications Tax	970,000	970,000	78,549	891,451	8%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 20,219,522	\$ 20,219,522	\$ 2,352,464	\$ 17,867,058	12%	
PERMITS						
Judicial Charges for Services	1,000	1,000	185	815	19%	
Public Safety Charges for Services	251,200	251,200	46,410	204,790	18%	
Planning and Development Charges for Services	17,000	17,000	3,800	13,200	22%	
TOTAL PERMITS	\$ 269,200	\$ 269,200	\$ 50,395	\$ 218,805	19%	

September, 2024 Unaudited

GENERAL FUND REVENUES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES						
Circuit Court Fines	\$ 130,000	\$ 130,000	\$ 18,990	\$ 111,010	15%	
Court Recorder Fees	52,000	52,000	15,375	36,625	30%	
Courthouse Maintenance Fee	9,500	9,500	1,659	7,841	17%	
Animal Control Fines	6,000	6,000	785	5,215	13%	
TOTAL FINES & FORFEITURES	\$ 197,500	\$ 197,500	\$ 36,808	\$ 160,692	19%	
REVENUE FROM USE OF PROPERTY						
Interest Revenue	\$ 550,000	\$ 550,000	\$ 306,737	\$ 243,263	56%	
Rental of Real Property	58,000	58,000	10,342	47,658	18%	
Rental of Real Property-Recreation	7,000	7,000	2,215	4,785	32%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 615,000	\$ 615,000	\$ 319,294	\$ 295,706	52%	
CHARGES FOR SERVICES						
Property Clean Up Fees	\$ 5,000	\$ 5,000	\$ 2,810	\$ 2,190	56%	
Payment in Lieu of Tax from Proprietary Funds	1,077,887	1,077,887	-	1,077,887	0%	Allocation transfers from Enterprise Funds
DMV Stop Fees	10,000	10,000	4,882	5,118	49%	
Administrative Fees	35,000	35,000	1,642	33,358	5%	
Judicial Operations Charges for Services	79,967	79,967	16,497	63,470	21%	
Public Safety Tax Exempt Service Charge	7,000	7,000	-	7,000	0%	
Sale of Publications & Maps	-	-	170	(170)	#DIV/0!	
Recreation Charges for Services	\$ 660,500	\$ 660,500	220,858	439,642	33%	
TOTAL CHARGES FOR SERVICES	\$ 1,875,354	\$ 1,875,354	\$ 246,858	\$ 1,628,496	13%	
MISCELLANEOUS						
Sale of Salvage & Surplus	\$ 35,000	\$ 35,000	\$ 20,353	\$ 14,647	58%	
Payment in Lieu of Taxes SRHA	14,000	14,000	-	14,000	0%	
Donations	-	-	5,386	(5,386)	#DIV/0!	
Miscellaneous	-	-	\$ 69,078	(69,078)	#DIV/0!	
TOTAL MISCELLANEOUS	\$ 49,000	\$ 49,000	\$ 94,817	\$ (45,817)	194%	
RECOVERED COSTS						
Wellness Program Reimbursement	\$ 12,000	\$ 12,000	\$ -	\$ 12,000	0%	
Recovered Costs - General Govt	83,191	83,191	-	83,191	0%	
Recovered Costs - Courts	25,000	25,000	202	24,798	1%	
Recovered Costs- Public Safety	665,000	665,000	16,224	648,776	2%	Buy-In from Harrisonburg/Rockingham for Regional Jail.
Recovered Costs- Police Security	30,000	30,000	-	30,000	0%	
Recovered Costs- Sheriff Security	20,000	20,000	-	20,000	0%	
Recovered Costs- Insurance Recovery	-	-	540	(540)	#DIV/0!	
Recovered Costs- Public Works	20,000	20,000	1,017	18,983	5%	
Recovered Costs- Education	359,000	359,000	-	359,000	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	68,453	68,453	11,384	57,069	17%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,282,644	\$ 1,282,644	\$ 29,367	\$ 1,253,277	2%	

September, 2024 Unaudited

	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	AVAILABLE BUDGET	% RECEIVED	
GENERAL FUND REVENUES						
COMMONWEALTH OF VIRGINIA REVENUE						
Public Facilities Tax	\$ 87,500	\$ 87,500	\$ -	\$ 87,500	0%	State sales tax revenue from Hotel 24 South
Rolling Stock Taxes	10,000	10,000	7,817	2,183	78%	
Motor Vehicle Rental Tax	130,000	130,000	36,984	93,016	28%	
HB599 Law Enforcement	1,045,000	1,045,000	285,939	759,061	27%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	1,652,200	82,610	1,569,590	5%	
Recordation - Grantor's Tax	110,000	110,000	22,233	87,767	20%	
Juror/Witness Fees	5,000	5,000	3,520	1,480	70%	
DCJS- Victim Witness Grant	26,000	26,000	-	26,000	0%	
DMV Four for Life Funds	23,500	23,500	24,179	(679)	103%	
DMV Animal License Plates	1,000	1,000	-	1,000	0%	
State Crime Forfeited Assets- Police	-	-	5,954	(5,954)	#DIV/0!	Revenue based on criminal drug activity
State Crime Forfeited Assets- Courts	-	-	512	(512)	#DIV/0!	
Fire Programs Fund	88,000	88,000	131,967	(43,967)	150%	
PSAP Education Grant	-	-	(3,000)	3,000	#DIV/0!	
E911 Wireless Funds	105,000	105,000	30,925	74,075	29%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	4,380,000	4,380,000	1,415,592	2,964,408	32%	Quarterly Payments from State
Public Assistance	1,298,510	1,298,510	192,396	1,106,114	15%	
CSA Administrative Fees	13,405	13,405	-	13,405	0%	
Comprehensive Services Act (CSA)	2,135,400	2,135,400	-	2,135,400	0%	
VA Comm for the Arts	4,500	4,500	-	4,500	0%	
Library	220,318	220,318	60,604	159,714	28%	Quarterly Payments from State
Commissioner of Revenue	173,768	173,768	25,206	148,562	15%	
Treasurer	150,793	150,793	20,151	130,642	13%	
Electoral Board & Registrar	81,847	81,847	-	81,847	0%	
Commonwealth Attorney	754,891	801,844	123,052	678,792	15%	
Sheriff	484,202	484,202	79,126	405,076	16%	
Circuit Court Clerk	409,365	409,365	65,188	344,177	16%	
Circuit Court Technology Grant	17,634	17,634	-	17,634	0%	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 13,407,833	\$ 13,454,786	\$ 2,610,957	\$ 10,843,829	19%	
FEDERAL REVENUES						
Victim Witness Federal Grant	\$ 62,000	\$ 62,000	\$ -	\$ 62,000	0%	
U S Marshall Forfeited Asset	-	-	(5,191)	5,191	#DIV/0!	
Welfare Public Assistance	1,117,557	1,117,557	147,706	969,851	13%	
TOTAL FEDERAL REVENUE	\$ 1,179,557	\$ 1,179,557	\$ 142,516	\$ 1,037,041	12%	
PRIOR YEAR APPROPRIATIONS						
Appropriation for Prior Year Encumbrances	\$ -	\$ 782,543	\$ -	\$ 782,543	0%	Outstanding Encumbrances at June 30, 2024
TOTAL PRIOR YEAR APPROPRIATIONS	\$ -	\$ 782,543	\$ -	\$ 782,543	0%	
TOTAL GENERAL FUND REVENUES	\$ 73,503,384	\$ 74,332,880	\$ 9,840,744	\$ 64,492,136	13.2%	

FY 2025 FINANCIAL REPORT - UNAUDITED

September 30, 2024 RESULTS

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED
GENERAL GOVERNMENT ADMINISTRATION						
CITY COUNCIL	\$ 178,511	\$ 178,511	\$ 25,117	\$ -	\$ 153,394	14%
CLERK OF COUNCIL	123,756	123,756	23,476	-	100,280	19%
CITY MANAGER	647,661	647,661	138,401	-	509,260	21%
HUMAN RESOURCES	790,355	790,380	175,879	24,653	589,848	22%
CITY ATTORNEY	420,226	516,438	78,452	96,212	341,774	15%
COMMUNICATIONS MANAGER	192,319	192,319	35,856	-	156,463	19%
PROFESSIONAL CONSULTANTS	80,000	81,400	-	58,700	22,700	0%
CITY MEMBERSHIPS	31,550	31,550	27,529	-	4,021	87%
FINANCE	1,468,669	1,524,596	301,353	76,355	1,146,887	20%
ASSESSOR	402,547	402,547	100,088	25	302,434	25%
COMMISSIONER OF REVENUE	506,184	506,184	97,774	535	407,875	19%
TREASURER	443,863	443,863	92,343	239	351,282	21%
REGISTRAR	281,317	281,317	47,894	86	233,338	17%
INFORMATION TECHNOLOGY	1,602,845	1,746,348	410,148	34,171	1,302,029	23%
RISK MANAGEMENT	771,500	771,500	290,877	289,485	191,138	38%
TOTAL GENERAL GOV'T ADMINISTRATION	\$ 7,941,303	\$ 8,238,370	\$ 1,845,186	\$ 580,461	\$ 5,812,723	22%
JUDICIAL ADMINISTRATION						
CIRCUIT COURT	\$ 168,732	\$ 168,732	\$ 36,276	\$ -	\$ 132,456	21%
GENERAL DISTRICT COURT	18,512	18,512	244	-	18,268	1%
MAGISTRATES	2,225	2,225	-	-	2,225	0%
JUVENILE DOMESTIC RELATIONS COURT	76,292	76,292	450	-	75,842	1%
CLERK OF THE CIRCUIT COURT	743,218	743,266	156,093	1,301	585,873	21%
SHERIFF	1,256,720	1,256,720	257,442	5,525	993,753	20%
VICTIM/WITNESS GRANT	101,267	101,267	22,728	-	78,539	22%
COMMONWEALTH ATTORNEY	1,178,324	1,225,293	256,452	16	968,825	21%
TOTAL JUDICIAL ADMINISTRATION	\$ 3,545,290	\$ 3,592,308	\$ 729,685	\$ 6,842	\$ 2,855,781	20%
PUBLIC SAFETY						
POLICE	\$ 6,498,520	\$ 6,560,063	\$ 1,542,200	\$ 108,185	\$ 4,909,679	24%
E911 CENTER	1,160,536	1,160,536	241,041	33,943	885,552	21%
FIRE	4,187,445	4,187,445	885,460	37,964	3,264,021	21%
COMMUNITY PUBLIC SAFETY	110,500	110,500	5,157	57,916	47,426	5%
JUVENILE DETENTION HOME	337,038	337,038	84,260	-	252,778	25% Quarterly Payments
JAIL	3,418,169	3,418,169	854,542	-	2,563,627	25% Quarterly Payments
OFFICE ON YOUTH	186,700	186,700	128	-	186,572	0%
INSPECTIONS	452,688	452,688	110,062	96	342,530	24%
ANIMAL CONTROL	176,254	176,254	43,707	-	132,547	25%
MEDICAL EXAMINER	500	500	140	-	360	28%
TOTAL PUBLIC SAFETY	\$ 16,528,350	\$ 16,589,893	\$ 3,766,697	\$ 238,105	\$ 12,585,092	23%

September, 2024 Unaudited

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED
PUBLIC WORKS						
ENGINEERING	\$ 532,663	\$ 535,220	\$ 82,881	\$ 557	\$ 451,782	15%
PUBLIC WORKS ADMINISTRATION	324,538	324,538	78,583	5,288	240,667	24%
STREETS	3,318,805	3,555,615	356,992	735,300	2,463,322	10%
TRAFFIC ENGINEERING	297,217	299,102	27,594	8,534	262,975	9%
TRAFFIC SIGNALS	328,388	330,077	37,631	8,973	283,473	11%
BUILDING MAINTENANCE	1,547,781	1,565,875	367,583	33,211	1,165,080	23%
EQUIPMENT MAINTENANCE	556,518	559,574	121,972	716	436,887	22%
TOTAL PUBLIC WORKS	\$ 6,905,910	\$ 7,170,002	\$ 1,073,236	\$ 792,580	\$ 5,304,185	15%
HEALTH AND WELFARE						
PUBLIC HEALTH	\$ 323,359	\$ 323,359	\$ 58,809	\$ -	\$ 264,550	18%
VALLEY COMM SERVICES BOARD	271,842	271,842	67,961	-	203,882	25% Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,100,000	3,100,000	437,401	-	2,662,599	14%
DEPT OF SOCIAL SERVICES	3,372,142	3,372,142	649,426	-	2,722,716	19%
TAX RELIEF FOR THE ELDERLY	284,000	284,000	-	-	284,000	0% Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	118,701	118,701	43,843	-	74,858	37% Outside Agency Contributions
TOTAL HEALTH AND WELFARE	\$ 7,470,044	\$ 7,470,044	\$ 1,257,440	\$ -	\$ 6,212,604	17%
EDUCATION -OTHER						
EDUCATIONAL CONTRIBUTIONS-BRCC	\$ 9,000	\$ 9,000	\$ 4,000	\$ -	\$ 5,000	44% Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	\$ 9,000	\$ 9,000	\$ 4,000	\$ -	\$ 5,000	44%
PARKS, RECREATION, LIBRARY, CULTURAL						
PARKS AND RECREATION ADMIN	\$ 1,311,262	\$ 1,316,198	\$ 394,320	\$ 5,040	\$ 916,837	30%
HORTICULTURE	226,481	226,481	39,390	6,684	180,407	17%
GOLF COURSE	157,166	157,166	41,497	-	115,669	26%
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	20,000	-	-	100% Boys and Girls Club
PARK MAINTENANCE	1,313,326	1,386,255	275,335	126,000	984,920	20%
COMMUNITY CULTURAL CONTRIBUTIONS	15,500	15,500	6,500	-	9,000	42% Outside Agency Contributions
LIBRARY	1,481,791	1,481,791	332,172	12,431	1,137,188	22%
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	\$ 4,525,526	\$ 4,603,391	\$ 1,109,215	\$ 150,155	\$ 3,344,021	24%
PLANNING AND COMMUNITY DEVELOPMENT						
PLANNING	\$ 603,342	\$ 609,150	\$ 129,234	\$ 5,831	\$ 474,085	21%
COMMUNITY DEVELOPMENT ASSISTANCE	391,407	411,764	191,993	-	219,771	47% Outside Agency Contributions
ECONOMIC DEVELOPMENT	1,264,096	1,286,809	84,583	20,750	1,181,476	7%
TOURISM	665,454	698,488	174,547	154,719	369,222	25%
STAUNTON WELCOME CENTER	62,254	62,254	8,864	-	53,390	14%
TRANSPORTATION-CSPDC	64,312	64,312	54,996	-	9,316	86%
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	\$ 3,050,865	\$ 3,132,777	\$ 644,217	\$ 181,300	\$ 2,307,260	21%

GENERAL FUND EXPENDITURES	FY25 Original Budget	FY25 Revised Budget	ACTUAL YTD THRU September 2024	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED
TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL						
TRANSFER TO DEBT SERVICE FUND	\$ 5,676,903	\$ 5,676,903	-	-	\$ 5,676,903	0% Annual Debt Payments
TRANSFER TO CIP FUND	861,783	861,783	861,783	-	-	100%
TRANSFER TO EDUCATION FUND	17,256,610	17,256,610	-	-	17,256,610	0%
NON-DEPARTMENTAL EXPENDITURES	(268,200)	(268,200)	(267)	-	(267,933)	0%
TOTAL TRANSFERS AND NON-DEPARTMENTAL	\$ 23,527,096	\$ 23,527,096	\$ 861,516	\$ -	\$ 22,665,580	4%
TOTAL GENERAL FUND EXPENDITURES	\$ 73,503,384	\$ 74,332,880	\$ 11,291,190	\$ 1,949,443	\$ 61,092,247	15%

FY2025 GENERAL FUND BUDGET

ADOPTED BUDGET	\$ 73,503,384	JULY 1, 2024
ENCUMBRANCE CARRY FORWARDS	782,543	JULY 1, 2024
FY2025 BUDGET AMENDMENT NO. 1	46,953	AUGUST 8, 2024
FY2025 REVISED BUDGET	\$ 74,332,880	
FY2025 REVENUES	\$ 9,840,744	
FY2025 EXPENDITURES	\$ (11,291,190)	
FY2025 NET YTD	\$ (1,450,446)	

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Perry Weller Deputy Fire Chief, Fire and Rescue Brian Brown Captain, Police Department John C. Blair, II City Attorney
Item #	B	
Department:	Fire and Rescue Police Department	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of Ordinance Requiring Certain Structures within the City to Have a Key Lock Box for Fire & Rescue and Police Departments	

Background: The City of Staunton Fire and Rescue Department has been using key lock boxes since 1998. These key lock boxes are installed on the exterior of the structure and operate on a master key basis to expedite entry into a structure during an emergency. A key lock box system also eliminates forced entries into structures thereby avoiding costly and time-consuming efforts in gaining access to locked structures during an emergency as well as decreasing potential property damage to the owner.

Section 506.1 of the Virginia Statewide Fire Prevention Code authorizes Fire and Rescue to require key lock boxes, but the Police Department does not have any means to require a key box they deem necessary.

The City of Staunton Fire and Rescue Department and the City of Staunton Police Department have determined that requiring certain structures located within the City of Staunton, Virginia to have a key lock box installed on the exterior of the structure will further the health, safety, and welfare of the residents of the City of Staunton.

A public hearing is required for this ordinance change and has been properly advertised.

Attachments:

Attachment 1—Draft Ordinance

Attachment 2—Notice of Public Hearing

Attachment 3—Section 506.1 Statewide Fire Prevention Code

City Manager's Recommendation: Discuss proposal and conduct the public hearing. Recommend that City Council adopt this ordinance.

Suggested Motion: I move that City Council adopt the key lock box system ordinance, as presented.

City Manager: Leslie Beauregard

1 **AN ORDINANCE AMENDING TITLE 8**
2 **OF THE STAUNTON CITY CODE BY ENACTING**
3 **CHAPTER 8.40 AND BY ENACTING**
4 **SECTION 8.40.010 OF THE STAUNTON CITY CODE**
5 **TO REQUIRE STRUCTURES TO HAVE A KEY LOCK**
6 **BOX INSTALLED ON THE EXTERIOR OF A STRUCTURE**

7
8 **Recitals**
9

10 **A.** The City of Staunton Fire and Rescue Department and the City of Staunton Police
11 Department have determined that requiring certain structures located within the City of Staunton,
12 Virginia to have a key lock box installed on the exterior of the structure will further the health,
13 safety, and welfare of the residents of the City of Staunton;

14 **B.** The City of Staunton is authorized by, among other considerations, § 11 of the
15 City Charter, § 27-98 of the Code of Virginia, and § 506 of the Virginia Statewide Fire
16 Prevention Code, to require key lock boxes for certain structures;

17 **C.** A key lock box system will operate on a master key basis and will expedite entry
18 into a structure during an emergency;

19
20 **D.** A key lock box system will eliminate forced entries into structures thereby
21 avoiding costly and time-consuming efforts in gaining access to locked structures during an
22 emergency;

23
24 **E.** This matter has been property advertised, heard, and considered; and
25

26 **F.** These recitals are an integral part of this ordinance.
27

28 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
29 Virginia that Title 8, Health and Safety, of the Staunton City Code is **HEREBY AMENDED,**
30 **RESTATED, AND REORDAINED** as follows:
31

32
33 **Title 8**
34

35 **HEALTH AND SAFETY**

36 **Chapters:**

37 **8.05 Advertising**

38 **8.10 Alarm Systems**

39 **8.15 Fire Warning Systems**

40 **8.20 Regulation of Open Burning**

41 **8.25 Noise**

42 **8.30 Solid Waste**

43 **8.35 Discharge of Fireworks**

44 **8.40 Key Box System**
45

Chapter 8.40

Key Box System

Sections:

8.40.010 Key Box

8.40.010 Key Box System

(1) The following structures shall be equipped with a key box system listed in accordance with Underwriters Laboratories (UL) 1037 standard at or near the main entrance of such other location as required by the Staunton Fire Chief or Staunton Chief of Police:

(a) Commercial, industrial, or higher education or special education structures protected by an automatic alarm system or automatic fire suppression system, or such structures that are secured in a manner that restricts access during an emergency;

(b) Multi-family residential structures that have restricted access through locked doors and have a common corridor for access to the living units; and

(c) Governmental structures and nursing care facilities.

(2) All newly constructed structures subject to this section shall have a key box system listed in accordance with UL 1037 installed and operational prior to the issuance of an occupancy permit. All structures in existence on the effective date of this section and subject to this section shall have one year from the effective date of this section to have a key box system listed in accordance with UL 1037 installed and operational.

(3) The Staunton Fire Chief or Staunton Chief of Police shall designate the style of key box system to be implemented within the city and shall have the authority to require all structures to use the designated style.

(4) The owner or operator of a structure required to have a key box system listed in accordance with UL 1037 shall, at all times, keep a key, key fob, or key card in the key box system that will allow for access to the structure.

(5) The Staunton Fire Chief or Staunton Chief of Police shall be authorized to implement administrative rules and regulations for the use of the key box system.

(6) If a property is deemed to be out of compliance with this code section, the city will purchase and install a key box system listed in accordance with UL 1037 at the owners' expense. Failure to provide the appropriate key, key fob, or entry card may result in a violation of this section, which shall be punishable by a \$100.00

fine.

In all other respects, the provisions of Title 8, Health and Safety, of the Staunton City Code remain the same and are hereby restated, confirmed, and reordained.

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

NOTICE OF PUBLIC HEARING

On Thursday, the 14th day of November 2024, the Council of the City of Staunton, Virginia (the “City”), will hold a public hearing to receive comments and consider an ordinance requiring certain structures within the City to have a key lock box installed on the exterior of the structure to help expedite entry by Police and Fire and Rescue during emergency situations.

The public hearing, which may be continued or adjourned, will be conducted during the regular meeting of the Council beginning at 7:00 p.m. in the Rita S. Wilson Council Chambers of City Hall, 116 West Beverley Street, first floor, Staunton, Virginia 24401.

All persons wishing to be heard at the public hearings are invited to attend. The public may also participate in the public hearings by Zoom, or by phone. Specific instructions to participate by Zoom or by phone can be found at: <https://www.ci.staunton.va.us/government/city-council>.

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Copies of the proposed ordinance are available for inspection during normal working hours at the office of the Clerk of Council and at the office of the City Manager. The ordinance is also available online at <https://www.ci.staunton.va.us/agendas-minutes>.

Kiley Kesecker

Clerk of Council, City of Staunton, Virginia

*******Please run this advertisement November 6, 2024*******

Virginia Statewide Fire Prevention Code

Chapter 5 Fire Service Features

SECTION 506

KEY BOXES

506.1 Where required.

Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for lifesaving or fire-fighting purposes, the *fire code official* is authorized to require a key box to be installed in an *approved* location. The key box shall be of an *approved* type *listed* in accordance with UL 1037 and shall contain keys to gain necessary access as required by the *fire code official*.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Tim Hartless Planning Manager
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of a Request by Longacre Property Management to Rezoning 503 Dupont Avenue from R-2, Low Density Residential, and 300 Churchville Avenue from B-3, Planned Business and R-3, Medium Density Residential, to B-5, Mixed Use Business Conditional	

Background: Longacre Property Management has requested to rezone 503 Dupont Avenue from R-2, Low Density Residential, and 300 Churchville Avenue from B-3, Planned Business, and R-3, Medium Density Residential, to B-5, Mixed Use Business District Conditional. The stated purpose of the request is to use the properties for multi-family residential purposes and to reduce the parking requirements. The properties are located on Churchville Avenue between Albemarle Avenue and Thornrose and Dupont Avenues. 300 Churchville Avenue is the former Robert E. Lee High School and 503 Dupont Avenue is the former Staunton School Board Administration Offices.

300 Churchville Avenue:

Robert E Lee High School was constructed in 1924 and was used as a high school until 1984 when the school was moved to North Coalter Street. In 2008, Gypsy Hill Investments, LLC, purchased the property and renovated it into 70 senior apartments, and commercial spaces for

the Staunton Senior Center and ShenanArts. ShenanArts still operates in the building, but the Senior Center has moved out of its space. This parcel consists of three separate lots: A, B, and C. Lot A includes the main building and the portion of the rear parking lot that is actively used. Lot B and C are smaller lots which front on Guilford Avenue and are part of the lots platted with the Lake View Addition. Lots B and C are separated from Lot A by a 10-foot wide alley.

503 Dupont Avenue:

This is the former site of the Staunton School Board Administration Offices. City real estate records indicate that sometime around 2010, there was a fire which caused extensive damage to the building. Since the fire, the building has been vacant and uninhabitable.

Longacre Property Management recently purchased both properties and wishes to add additional residential units to the main building, in the space previously occupied by the Senior Center, and also renovate the School Board Administration building to create residential units. In the future, Longacre may wish to construct a third building on lots B and C closer to Guilford Avenue which would be used for multi-family purposes.

Proffers Offered by the Applicant

The applicant proposes for this to be a conditional zoning and has offered the following proffers:

300 Churchville Ave Football Field:

- A. No area greater than what is currently gravel will be paved or used as “designated” parking per city code.
- B. The only ingress/egress to the parking area will be one access point from Albemarle Avenue.
- C. No further development including the erection of temporary or permanent structures will be done on what is currently green space on the football field and surrounding areas.

300 Churchville Avenue, Hilltop Apartments Structure:

- A. The current structure and exterior features of the building will be maintained in its original design as much as feasibly possible, and any changes will need to be approved through the Entrance Corridor Process consistent with the Staunton City Code.

503 Dupont Avenue, Vacant, Administration Building:

- A. Restoring the exterior, as best as possible with current materials, to match the exterior appearance of 300 Churchville Avenue.
- B. Restoration of the existing building will be for Residential Apartments only.
- C. The density of the apartment unit buildout will be limited to a maximum of 8 units.

In the event a structural engineer deems restoration of the current 503 Dupont Avenue building to be a prohibitive due to current age or structural and physical distress, and it needs to be torn down and rebuilt, the following conditions shall apply:

- A. The new ground up building exterior, will match, as best as possible with current materials, the exterior appearance of 300 Churchville Ave.
- B. The new building will be limited to residential apartment development only.
- C. The new building will have a similar footprint to the current building.

D. The density of the new building will be limited to a maximum of 8 units.

Future Development on upper parking lots bordering Guilford Avenue:

- A. Residential apartment development only will be permitted.
- B. Maximum building height of any residential apartment development will be limited to 2 stories.
- C. Exterior finishes that match, as best as possible with current materials, the appearance of 300 Churchville Avenue.
- D. Landscape buffers and screening will be provided to the standards of Staunton City Code Section 18.175.
- E. Density shall not exceed a maximum of 12 units.

Analysis: A rezoning is the first step in a redevelopment process. A site plan will be required for paving of the existing structured turf parking area as well as any new building(s) that are constructed. If land is divided or combined, subdivision plats will be required. Building permits will be required for demolition of any buildings, construction of any new building, or any change in use of the existing buildings or portions of existing buildings. The applicant has noted that multi-family residential will be the predominate use of the property; however, the proposed B-5, Mixed Use Business District Conditional zoning also provides opportunities for small-scale commercial enterprises on the site.

An attached map (Attachment 3) illustrates the surrounding zoning. The surrounding zoning is R-2, Low Density Residential District, and R-3, Medium Density Residential District. Surrounding uses to the north, east, and south are predominantly single-family residential. To the west is some single-family residential and Gypsy Hill Park. 300 Churchville Avenue is part of the Churchville Avenue Entrance Corridor Overlay District and construction of any new buildings, demolition of any buildings, and changes to the exterior of any buildings must be reviewed and approved by City Staff.

Current B-3, Planned Business District Zoning:

In the B-3, Planned Business District, all uses require a Special Use Permit. Permitted uses include any use permitted in B-2, General Business District, and all uses permitted in R-4, High Density Residential District. The Special Use Permit allows for strict oversight and careful consideration of all uses within the district. There is limited B-3 zoning within the city. Another example of B-3 zoning is the shopping center on North Coalter Street where the Food Lion and Staunton Augusta YMCA are located.

Proposed B-5, Mixed Use Business District Zoning:

Uses permitted within the B-5, Mixed Use Business District, are the same as in the B-3 districts (any use permitted in B-2 and any use permitted in R-4). However, the B-5 district allows these uses by right rather than by Special Use Permit. The differences in parking requirements are described in the table below.

Parking Requirements		
	B-3	B-5
Non-Residential	As regulated in SCC 18.125.010 (10) Table of Parking Spaces Required.	As regulated in SCC 18.125.010 (10) Table of Parking Spaces Required.
Residential	Two spaces for each dwelling unit	One space for each one- and one-half dwelling units

Impacts of Rezoning to B-5 Conditional

300 Churchville Avenue – Lot A, Former Robert E. Lee High School:

The applicant has presented two proffers associated with the historic high school building. The proffers are intended to preserve the historic architecture of the building and ensure that any future changes are in keeping with the historic character. Additionally, the property is located within the Churchville Avenue Entrance Corridor Overlay District (ECO) which gives staff the ability to review and approve any exterior changes that may be proposed in the future. These ECO reviews are required regardless of any building permit requirements.

The Athletic Field on the front of 300 Churchville Avenue:

The applicant proposes to pave the existing parking area on the historic athletic field. When this parking area was constructed, in 2008, it was intended to have a structured turf surface. Over the years, the structured turf was damaged by snow removal equipment and the previous owners added gravel surface for easier maintenance. The B-5 district regulations prohibit parking in front of the building. If the rezoning is approved, this parking area would become an existing nonconforming use and the parking use may continue but cannot ever be enlarged. Only the portion that is currently gravel (the area approved in 2008 to be structured turf as shown in attachment 6) could be paved and used for parking. The remainder of the field could never be used as parking. The developer has proffered no development of any kind on the remaining portions of the field. As a result, the historic field will be preserved and will always remain undeveloped open space.

Guilford Ave Lots – Lots B and C of 300 Churchville Avenue:

Guilford Avenue is a residential street developed mainly with single-family residential uses. Guilford Avenue is somewhat buffered from the more intensive use of 300 Churchville Avenue by a parking lot and the 10-foot alley. The current R-3 zoning regulations limit density on these two lots to no more than eight units with a height no greater than three stories. If multi-family residential units were developed under the current zoning, screening would not be required.

Under the proposed B-5 conditional zoning, the applicant has proffered to limit building height to two stories. Additionally, the zoning code requires screening between zoning districts so a five-foot landscaped strip consisting of two rows of evergreen plantings would be required between this development and all surrounding residential zoning. Alternately, existing vegetation, where it exists, could be preserved and used as screening with the approval of the City Horticulturalist.

503 Dupont Avenue – Former School Board Administration Building:

The B-5 conditional zoning limits density of this property to no more than eight units and existing building materials will be used and/or matched as much as possible. In the event that the extent of the fire damage is so severe that the building would need to be demolished, a new building would be constructed similar in footprint and the architectural style would match the main building as much as possible. A demolition of the existing building would require a permit, so staff would have the final decision on if demolition was necessary. Also, construction of a new building would require a permit and staff would have the ability to review exterior elevations and ensure the architecture is appropriate. 503 Dupont Avenue is not in the Entrance Corridor Overlay District, so these proffers are the only assurances that the scale and design of the building is appropriate for the surrounding area.

Adequate Parking

Currently, 300 Churchville Avenue is used as senior apartments. The zoning code requires less parking for senior apartments than standard multi-family residential uses. However, if the properties were rezoned to B-5, the residential parking requirement becomes a standard one

space for each one- and one-half dwelling units regardless of if they are senior apartments or not. Below is a table which shows the differences in parking requirement under B-3 zoning and B-5 zoning.

Location	Use	Parking Required in B- 3	Parking Required in B- 5	Parking Provided
Existing senior apartments	66 senior units	33 spaces	44 spaces	43 spaces
ShenanArts	341 seats	114 spaces	114 spaces	78 spaces
503 Dupont Ave (future)	8 units	16 spaces	6 spaces	39 spaces
Future Units on Guilford Ave (future)	10 units	20 spaces	7 spaces	N/A
TOTAL		183 spaces	171 spaces	160 spaces
TOTAL with ECO Reduction of 10% for 300 Churchville Ave		151 spaces	149 spaces	

The Entrance Corridor Overlay District allows for a ten percent reduction in required parking. That reduction does not apply to any uses on 503 Dupont Avenue. With the reduction given for properties within the ECO, the number of parking spaces provided onsite exceeds the number that are required for the current uses and the proposed future uses. The number of required parking spaces does not include any available on-street parking along the three adjacent streets.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map (Attachment 4), designates this area as Planned Business. This designation is characterized as areas suitable for commercial development but need careful controls to ensure compatibility with adjacent land uses. This designation and the corresponding B-3, Planned Business Zoning, were most likely assigned to the property due to its historic use as a school; however, the most feasible use of the property today is likely multi-family residential use with the possibility of some business or other uses such as ShenanArts. This is the type of situation for which the recently created B-5, Mixed Use Business District was intended. Staff considers rezoning to B-5 Conditional, with the proffers that have been offered, to be in general conformance with intentions of the Comprehensive Plan for this property.

Planning Commission Recommendation:

At its September 19, 2024 meeting, the Planning Commission conducted a public hearing. During the public hearing two individuals voiced concerns related to stormwater management on the athletic field parking area and traffic impacts on the area. The Planning Commission tabled the item and asked the applicant to consider revising their proffers to address the concerns that were raised. Planning Commission considered the request again, with revised proffers, at its October 17, 2024 meeting. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Attachments:

Attachment 1—Application and Documents Supplied by the Applicant Including Proffers for Conditional Zoning

Attachment 2—Vicinity Map

Attachment 3—Current Zoning Map

Attachment 4—Future land Use Map

Attachment 5—Proposed Zoning Map

Attachment 6—Athletic Field Parking Area, as approved in 2008

Attachment 7—Layout Exhibit

Attachment 8—Draft Ordinance

Suggested Motion: I move that Council adopt the ordinance and approve the conditional rezoning as recommended by the Planning Commission.

City Manager: Leslie Beauregard



COMMUNITY DEVELOPMENT
Planning & Zoning Division

Attachment 1
Application for Rezoning

Applicant: Longacre Property Management Date: 06/11/2024
Address: 1340 Wright Road, Quakertown PA 18951
Telephone #s: Primary: 267-718-1435 Secondary: 610-972-7042
Email address: Ownerlongacre@gmail.com

If the applicant is NOT the owner of the property in question, explain. A copy of a pending contract or option agreement shall be attached hereto and made a part of this application.

Name of person to be notified in addition to the applicant and/or property owner:

Name: _____
Address: _____
Phone #: _____
Email address: _____

Location of property:
300 Churchville Avenue and 503 Dupont Avenue

Legal description of property:
Old Robert E. Lee High School and Administration building

Purpose of request: Develop multi-family apartments, reduce parking requirement

Map Provided: YES _____ NO X

Present zoning classification of property: B-3, R2

Requested zoning classification: B-5

List permits pending approval of this rezoning: _____

Fee Paid (\$250) YES _____ NO _____ *check or cash only

Applicant must provide 19 copies of complete application

Signature of applicant: Tim Longacre
(Owner / Agent)

The Hilltop
300 Churchville Ave
Staunton, VA 24401

June 9, 2024

Dear Linda Nesselrodt:

As managing partner of Hillside Terrace LLC, owner of 300 Churchville Ave and 503 Dupont Ave, I give permission for the following:

Longacre Property Management LLC to apply for re-zoning of 300 Churchville Ave and 503 Dupont Ave.

300 Churchville Ave, Tax Pacel #9134 from B3 to B5 conditional

503 Dupont Ave, Tax Parcel #9155 from R2 to B5 conditional.

 Authentisign


06/10/24

William Wright
Managing Partner and Owner
Hillside Terrace LLC

Proffers for Conditional Zoning Offered by the Applicant

Revised Proffers 10/09/2024 for 300 Churchville Ave and 503 Dupont Ave

Considerations: Site Plan approval for the paved parking lot and apartment development, as required per Staunton Public Works and Staunton Environmental Division, will include their standards for drainage, stormwater management, runoff, ingress/egress and traffic being met per the Street/Traffic Superintendent, David Stokes and Environmental Division Programs Administrator, Pete Kesecker.

300 Churchville Ave Football Field:

- A. No area greater than what is currently gravel will be paved or used as “designated” parking per city code.
- B. The only ingress/egress to the parking area will be one access point from Albemarle Avenue.
- C. No further development including the erection of temporary or permanent structures will be done on what is currently green space on the football field and surrounding areas.

300 Churchville Avenue, Hilltop Apartments Structure:

- A. The current structure and exterior features of the building will be maintained in its original design as much as feasibly possible and any changes will need to be approved through the Entrance Corridor Process consistent with the Staunton City Code.

503 Dupont Avenue, Vacant, Administration Building:

- A. Restoring the exterior, as best as possible with current materials, to match the exterior appearance of 300 Churchville Avenue.
- B. Restoration of the existing building will be for Residential Apartments only.
- C. The density of the apartment unit buildout will be limited to a maximum of 8 units.

In the event a structural engineer deems restoration of the current 503 Dupont Avenue building to be prohibitive due to current age or structural and physical distress, and it needs to be torn down and rebuilt, the following conditions shall apply:

- A. The new ground up building exterior, will match, as best as possible with current materials, the exterior appearance of 300 Churchville Ave.
- B. The new building will be limited to residential apartment development only.
- C. The new building will have a similar footprint to the current building.
- D. The density of the new building will be limited to a maximum of 8 units

Future Development on upper parking lots bordering Guilford Avenue

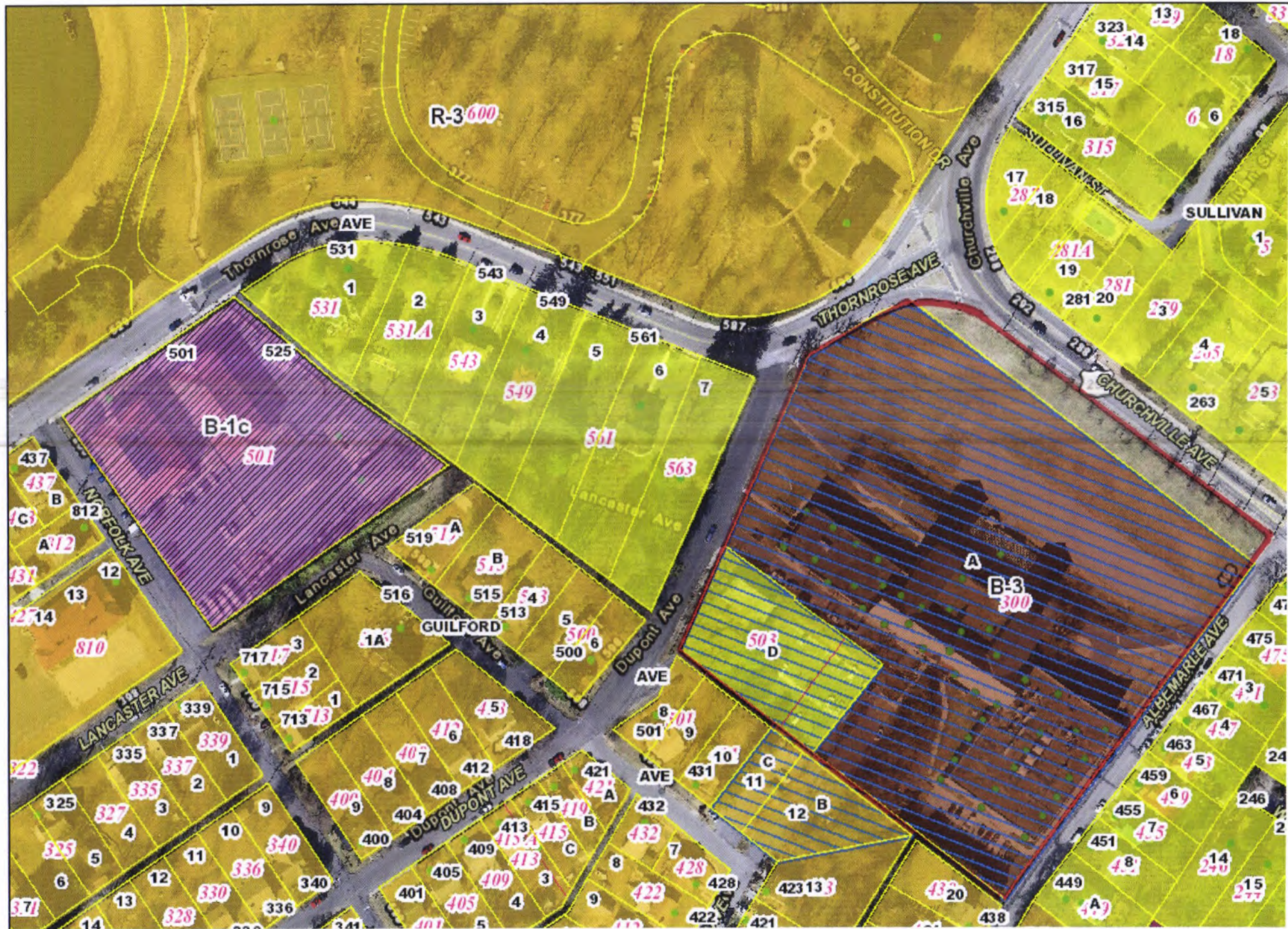
- A. Residential apartment development only will be permitted.

- B. Maximum building height of any residential apartment development will be limited to 2 stories.
- C. Exterior finishes that match, as best as possible with current materials, the appearance of 300 Churchville Avenue.
- D. Landscape buffers and screening will be provided to the standards of Staunton City Code Section 18.175.
- E. Density shall not exceed a maximum of 12 units.

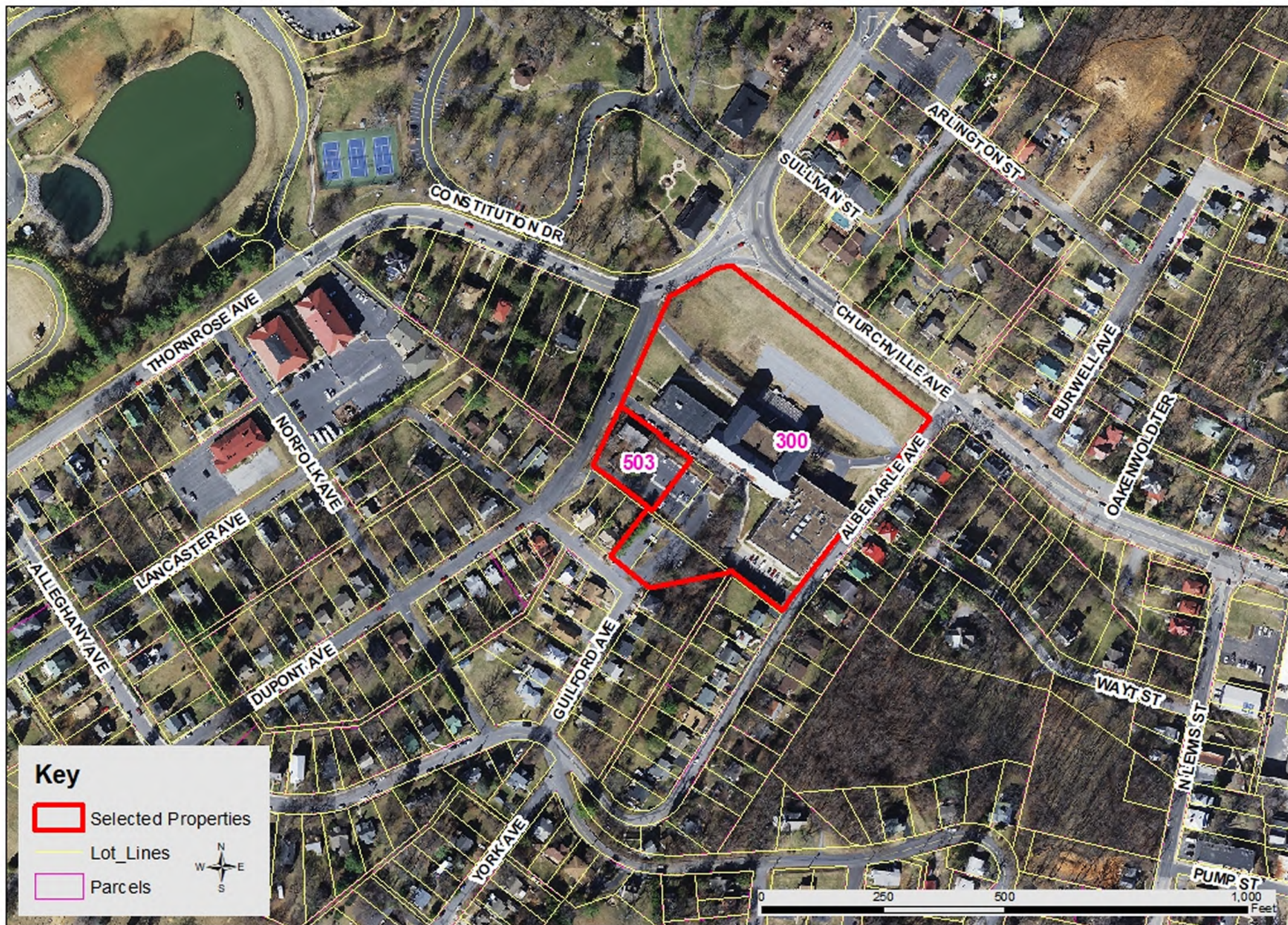
Signature of Applicant

Date

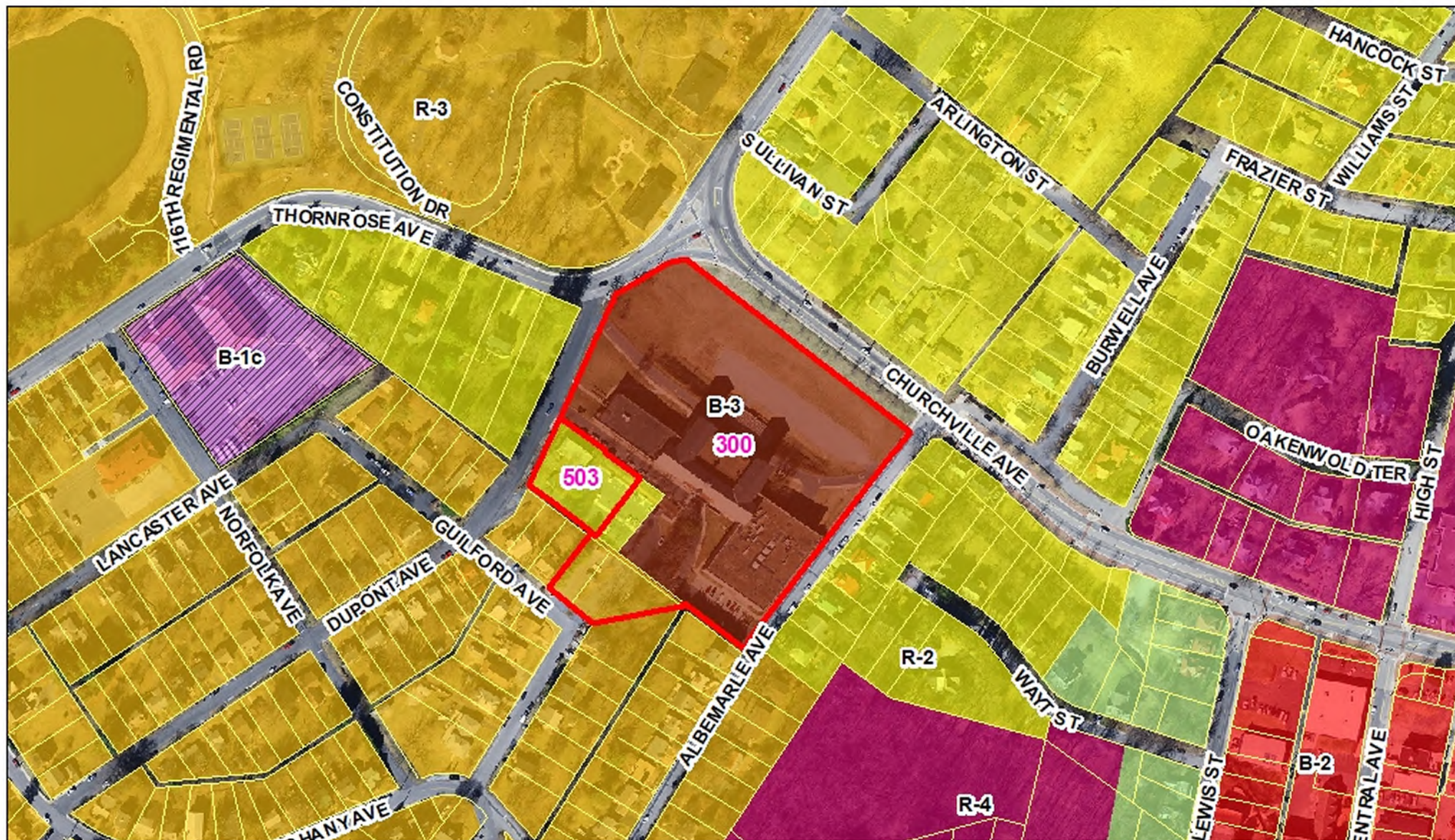
Additional Map Layers



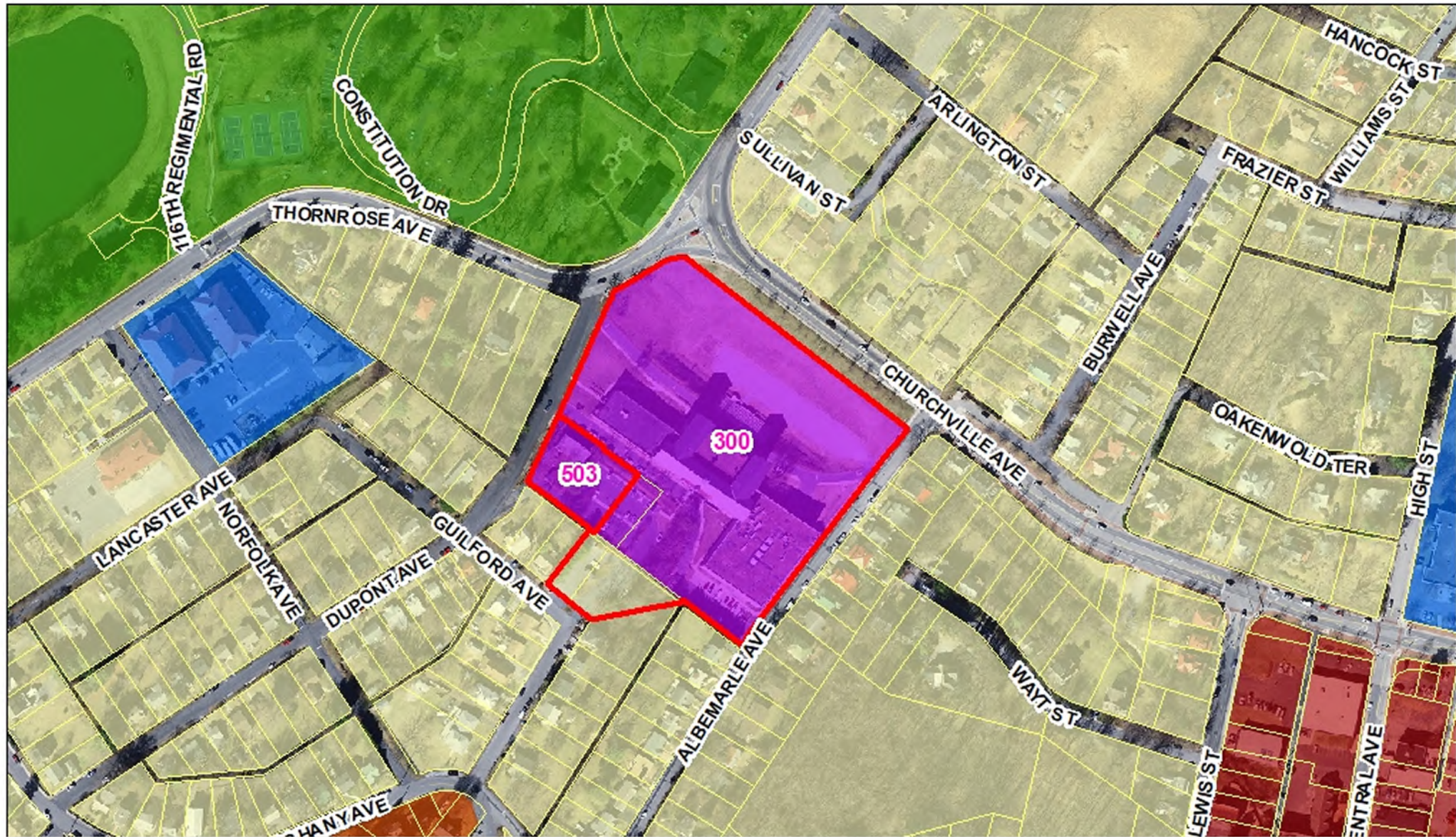
Vicinity Map: 300 Churchville Ave and 503 Dupont Ave



Current Zoning: 300 Churchville Ave and 503 Dupont Ave



Future Land Use: 300 Churchville Ave and 503 Dupont Ave



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

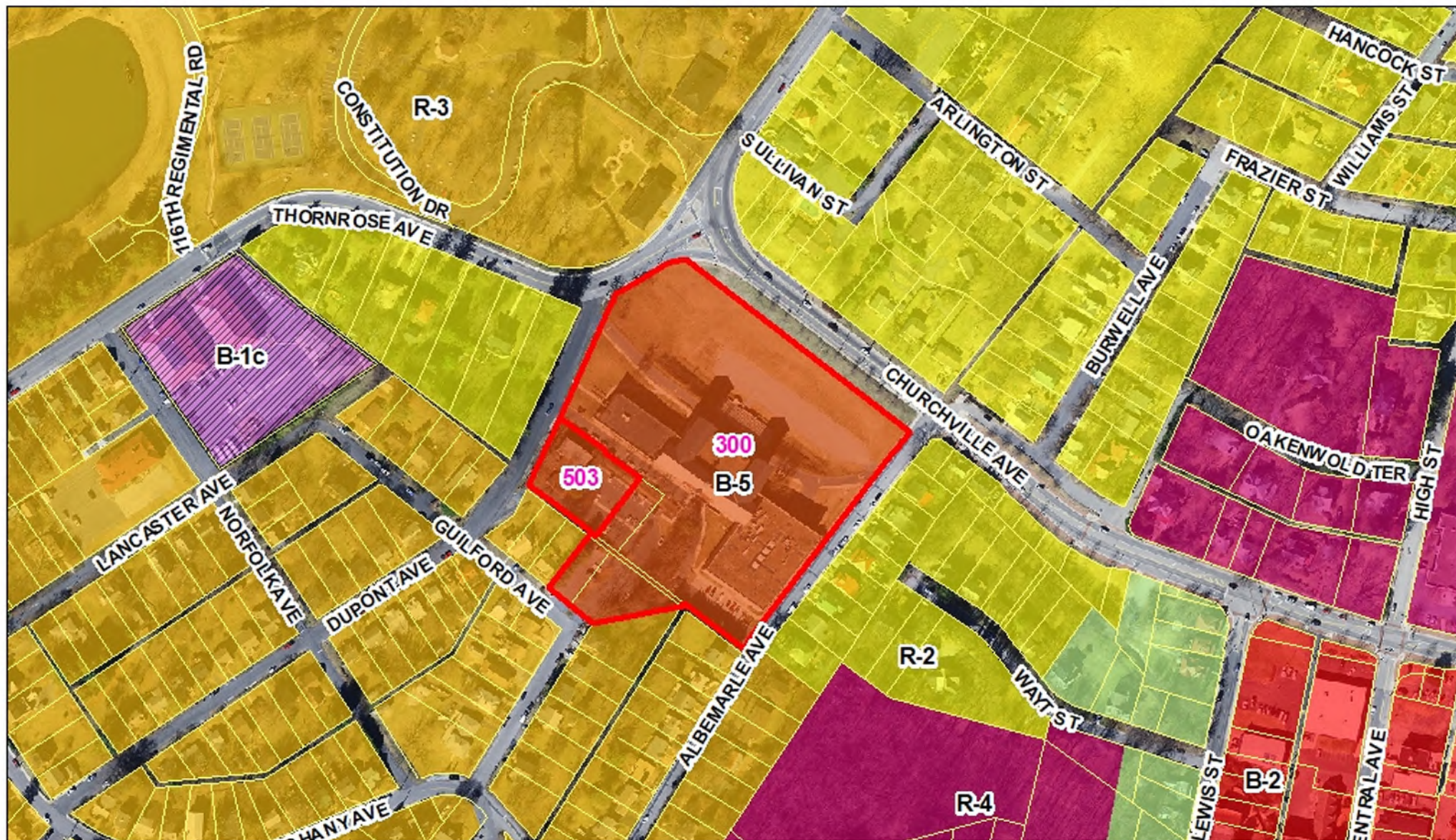
Additional Layers

- Selected Properties
- Properties
- Lot Lines



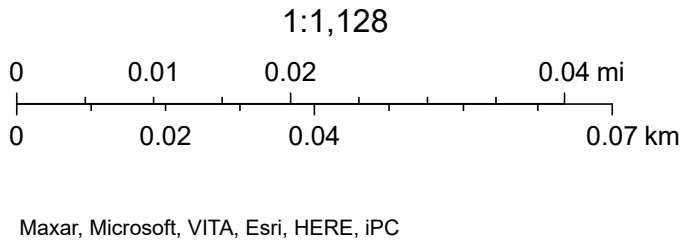
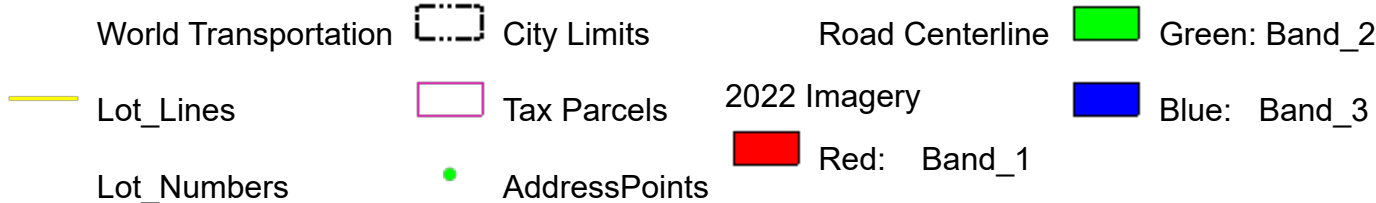
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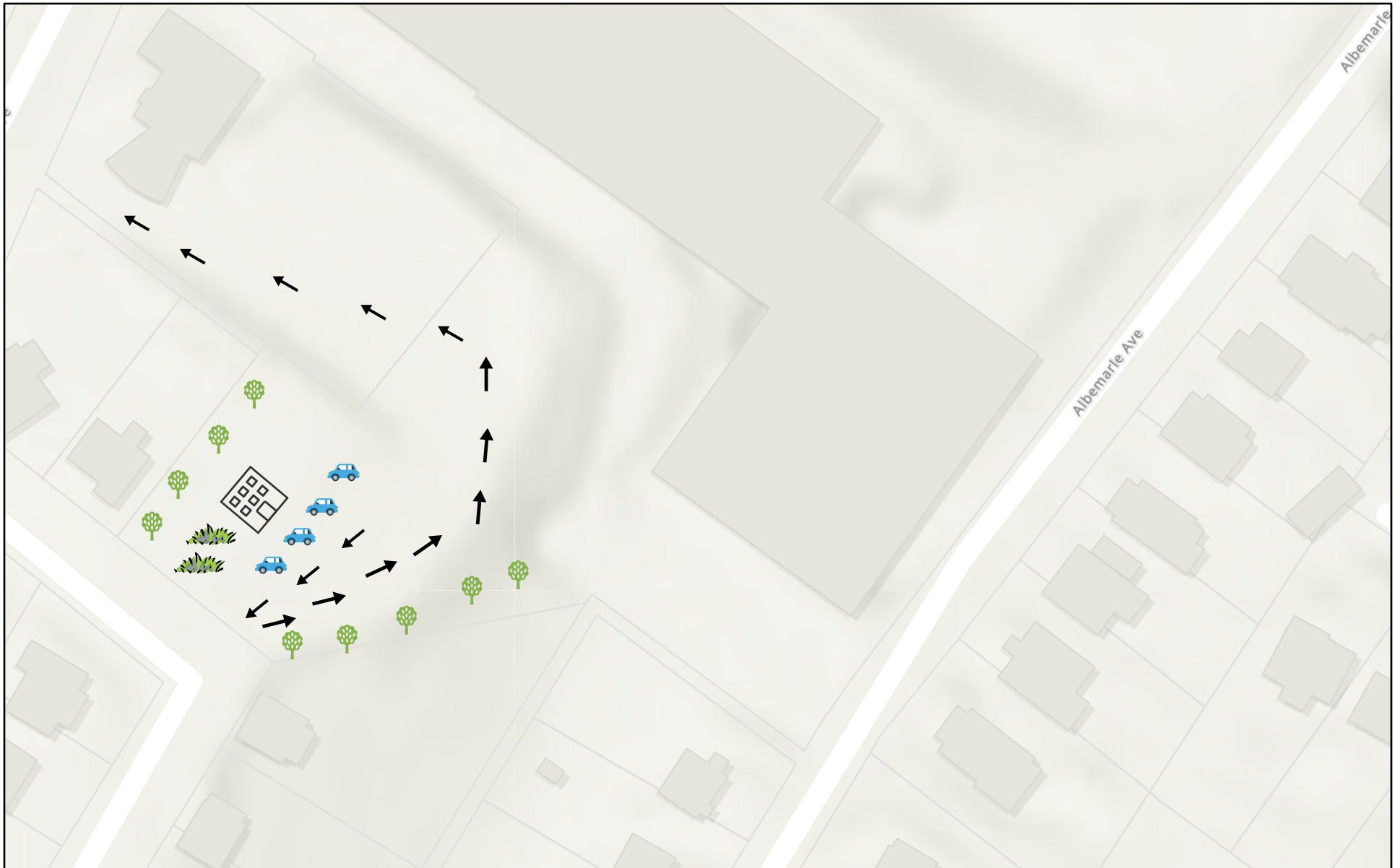
Proposed Rezoning: 300 Churchville Ave and 503 Dupont Ave



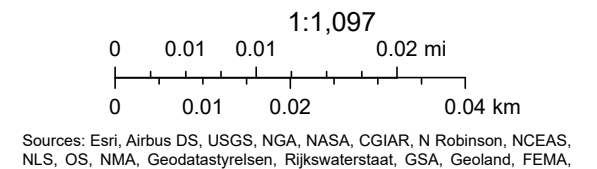


9/18/2024, 11:38:09 AM





9/27/2024



Ordinance No. 2024-____

**AN ORDINANCE REZONING
300 CHURCHVILLE AVENUE (PARCEL IDENTIFICATION NUMBER 9134)
AND 503 DUPONT AVENUE (PARCEL IDENTIFICATION NUMBER 9155)
IN THE CITY OF STAUNTON, VIRGINIA
FROM B-3, PLANNED BUSINESS DISTRICT, AND
R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT,
TO B-5, MIXED USE BUSINESS DISTRICT CONDITIONAL**

Recitals

A. It appears by deed dated July 31, 2024, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as instrument number 240001668, that Longacre Property Management, LLC, acquired from Hilltop Terrace, LLC, the properties that are known by present numbering as 300 Churchville Avenue and 503 Dupont Avenue ("the properties") with further description provided in the deed, a copy of which is annexed and incorporated herein by reference (**Exhibit A**);

B. Longacre Property Management, LLC, has applied to the City of Staunton for a zoning classification change for the properties, under the provisions of the Staunton City Code, from B-3, Planned Business District, and R-3, Medium Density Residential District, to B-5, Mixed Use Business District Conditional with proffers offered by the applicant;

C. The proposed rezoning is consistent with the provisions of Staunton City Code Section 18.215.060(1) and is necessary so that the owner may move forward with a project to create additional multi-family units;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter and recommended approval;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the properties known as 300 Churchville Avenue (Parcel Identification Number 9134) and 503 Dupont Avenue (Parcel Identification Number 9155), in the City of Staunton, Virginia, are **HEREBY REZONED** from B-3, Planned Business District, and R-3, Medium Density Residential District, to B-5, Mixed Use Business District Conditional with the proffers listed below which have been offered by the applicant, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

300 Churchville Ave Football Field:

- A. No area greater than what is currently gravel will be paved or used as "designated" parking per city code.
- B. The only ingress/egress to the parking area will be one access point from Albemarle Avenue.

- C. No further development including the erection of temporary or permanent structures will be done on what is currently green space on the football field and surrounding areas.

300 Churchville Avenue, Hilltop Apartments Structure:

- A. The current structure and exterior features of the building will be maintained in its original design as much as feasibly possible and any changes will need to be approved through the Entrance Corridor Process consistent with the Staunton City Code.

503 Dupont Avenue, Vacant, Administration Building:

- A. Restoring the exterior, as best as possible with current materials, to match the exterior appearance of 300 Churchville Avenue.
B. Restoration of the existing building will be for Residential Apartments only.
C. The density of the apartment unit buildout will be limited to a maximum of 8 units.

In the event a structural engineer deems restoration of the current 503 Dupont Avenue building to be a prohibitive due to current age or structural and physical distress, and it needs to be torn down and rebuilt, the following conditions shall apply:

- A. The new ground up building exterior, will match, as best as possible with current materials, the exterior appearance of 300 Churchville Ave.
B. The new building will be limited to residential apartment development only.
C. The new building will have a similar footprint to the current building.
D. The density of the new building will be limited to a maximum of 8 units

Future Development on upper parking lots bordering Guilford Avenue

- A. Residential apartment development only will be permitted.
B. Maximum building height of any residential apartment development will be limited to 2 stories.
C. Exterior finishes that match, as best as possible with current materials, the appearance of 300 Churchville Avenue.
D. Landscape buffers and screening will be provided to the standards of Staunton City Code Section 18.175.
E. Density shall not exceed a maximum of 12 units.

In all other respects, the provision of Staunton City Code 18.71, B-5, Mixed Use Business District, shall apply, remain unchanged, and are hereby restated, confirmed, and reordained.

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Tim Hartless Planning Manager
Item #	D	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of a Request by Charles S. Klein to Rezone 2408 Cedar Street from B-1, Local Business District, to R-3, Medium Density Residential District	

Background: Charles Klein is requesting to rezone 2408 Cedar Street from B-1 Local Business District to R-3, Medium Density Residential District. The property is located at the intersection of Cedar Street and Grubert Avenue and consists of a 1,872 square foot structure on a 15,362 square foot lot. The property was platted in Augusta County in 1891 as part of the Staunton Park Addition and was annexed into the City in 1948. The last known use of the property was a hair salon, and it appears the building has been vacant for at least two years. Mr. Klein now wishes to sell the property as a single-family home which has prompted this rezoning request.

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

An attached map (Attachment 3) shows the existing zoning surrounding the property. Zoning to the north and east is B-1, Local Business, to the south is R-3, Medium Density Residential, and to the west, across Grubert Ave, is R-2, Low Density Residential. Surrounding uses are a

mixture of single-family and two-family residential as well as business uses including CVS Pharmacy to the north and a small strip center to the east.

The “Generalized Land Use and Development Guide, Future Land Use Map” *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designates this area as commercial. The proposed rezoning is not consistent with this designation; however, staff believes this property and the four residential properties to south and southeast should be evaluated during the upcoming Comprehensive Plan update for a designation change from commercial to some type of residential designation. For this reason, staff supports the rezoning request.

Planning Commission Recommendation:

At its October 17, 2024 meeting, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Attachments:

Attachment 1—Application and Supporting Documents

Attachment 2—Vicinity Map

Attachment 3—Current Zoning

Attachment 4—Proposed Rezoning

Attachment 5—2018-2040 Future Land Use Map for the Area

Attachment 6—Draft Ordinance

Suggested Motion: I move that Council adopt the ordinance and approve the request as recommended by the Planning Commission.

City Manager: Leslie Beauregard



COMMUNITY DEVELOPMENT
Planning & Zoning Division

Application for Rezoning

Attachment 1

Applicant: Charles S. Klein Date: 8-19-2024
Address: 2408 Cedar St. Staunton VA. 24401
Telephone #s: Primary: 540-292-9292 Secondary: 540-292-1478
Email address: read2lrn

If the applicant is NOT the owner of the property in question, explain. A copy of a pending contract or option agreement shall be attached hereto and made a part of this application.

Name of person to be notified in addition to the applicant and/or property owner:

Name: _____
Address: _____
Phone #: _____
Email address: _____

Location of property: 2408 Cedar St. Staunton VA. 24401

Legal description of property:
Block 25 Lot E (REV LOTS 2, 4, 6, 8 & 18)

Purpose of request: Commercial Back to Residential

Map Provided: YES _____ NO ☒

Present zoning classification of property: Commercial Property B-1

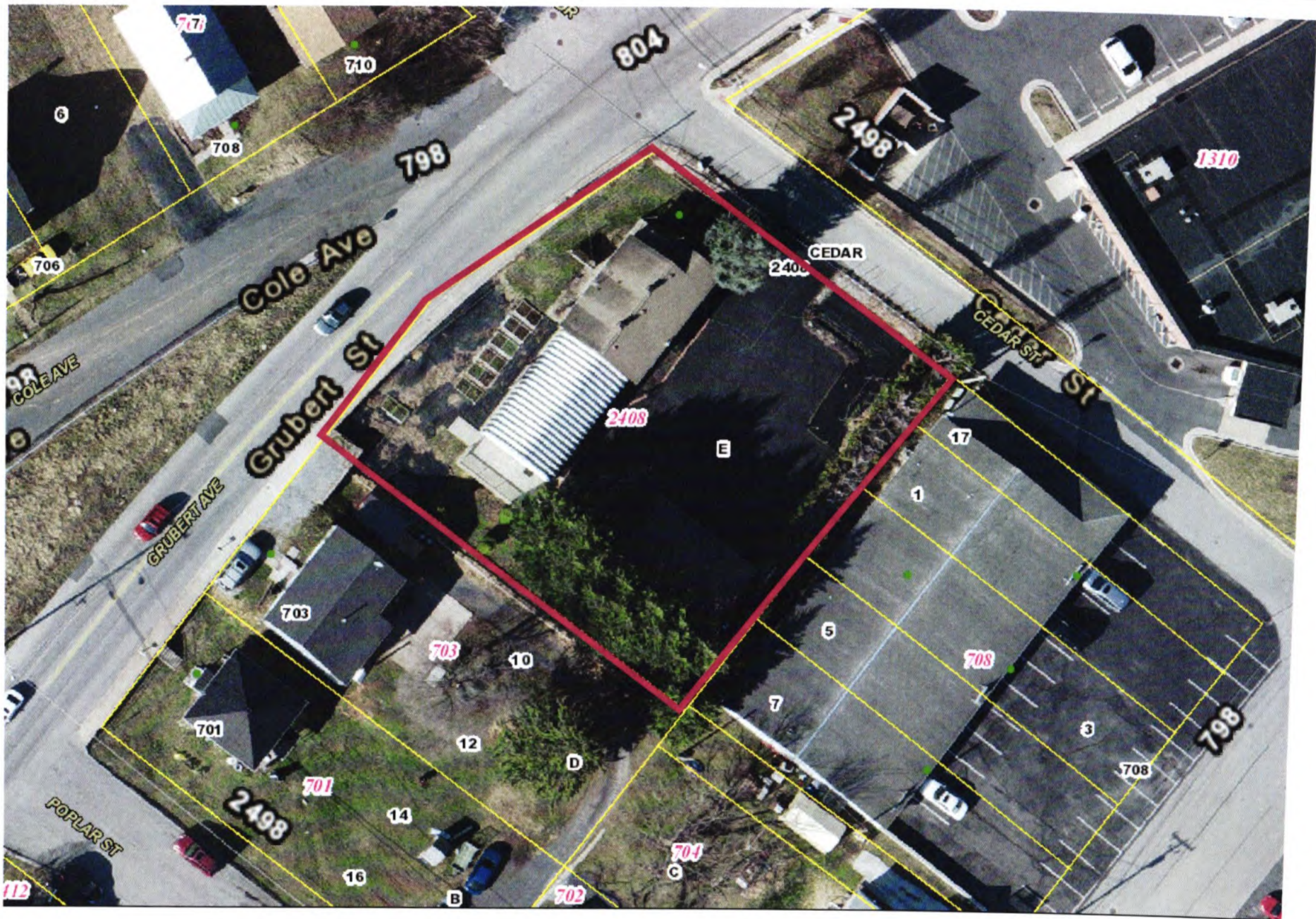
Requested zoning classification: Residential R-3

List permits pending approval of this rezoning: _____

Fee Paid (\$250) YES ☒ NO _____ cc 8/19/24 
*check or cash only

Applicant must provide 19 copies of complete application

Signature of applicant: Charles S. Klein
(Owner / Agent)

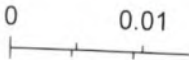


City Limits

Road Centerline

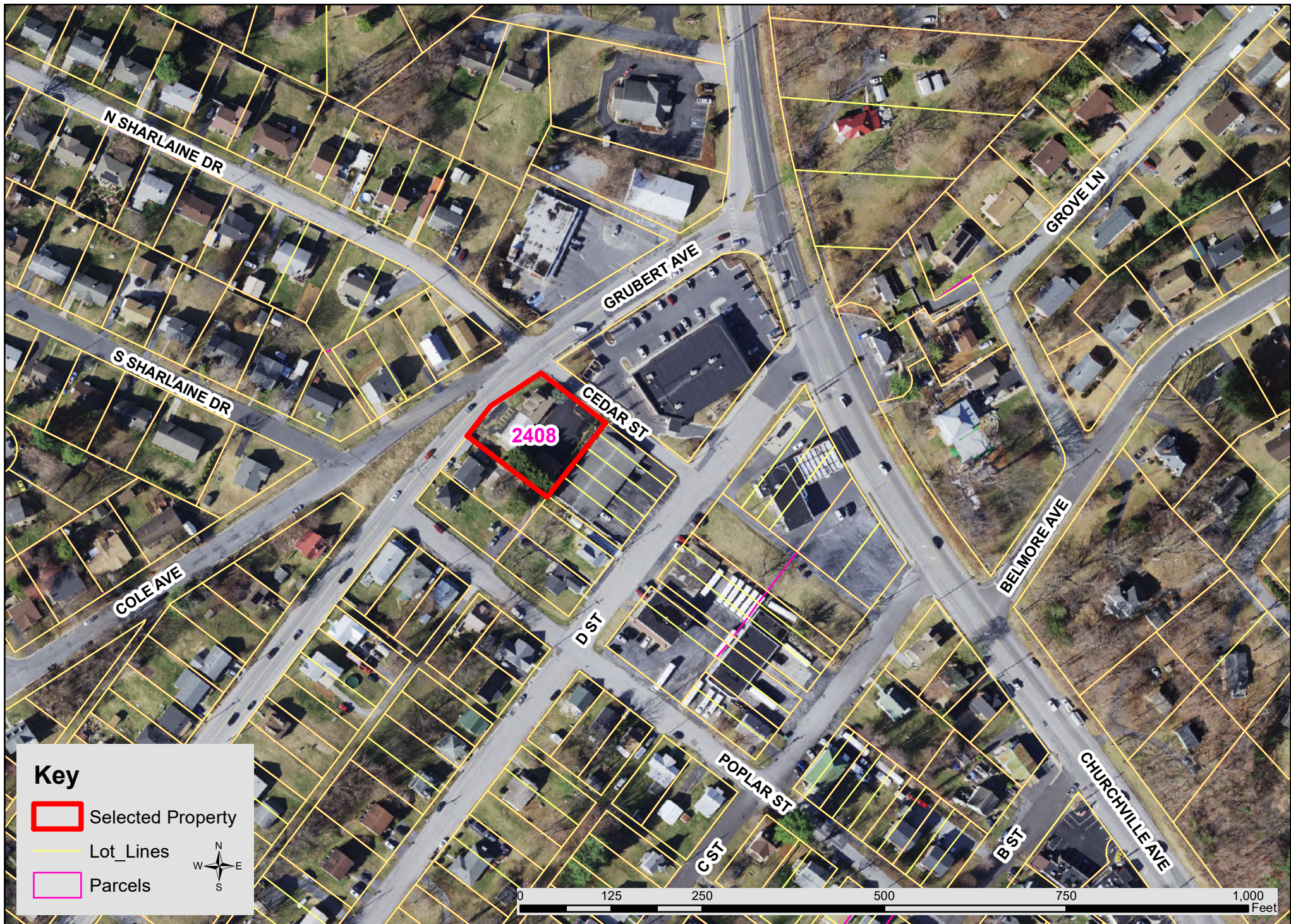


Green: Band_2



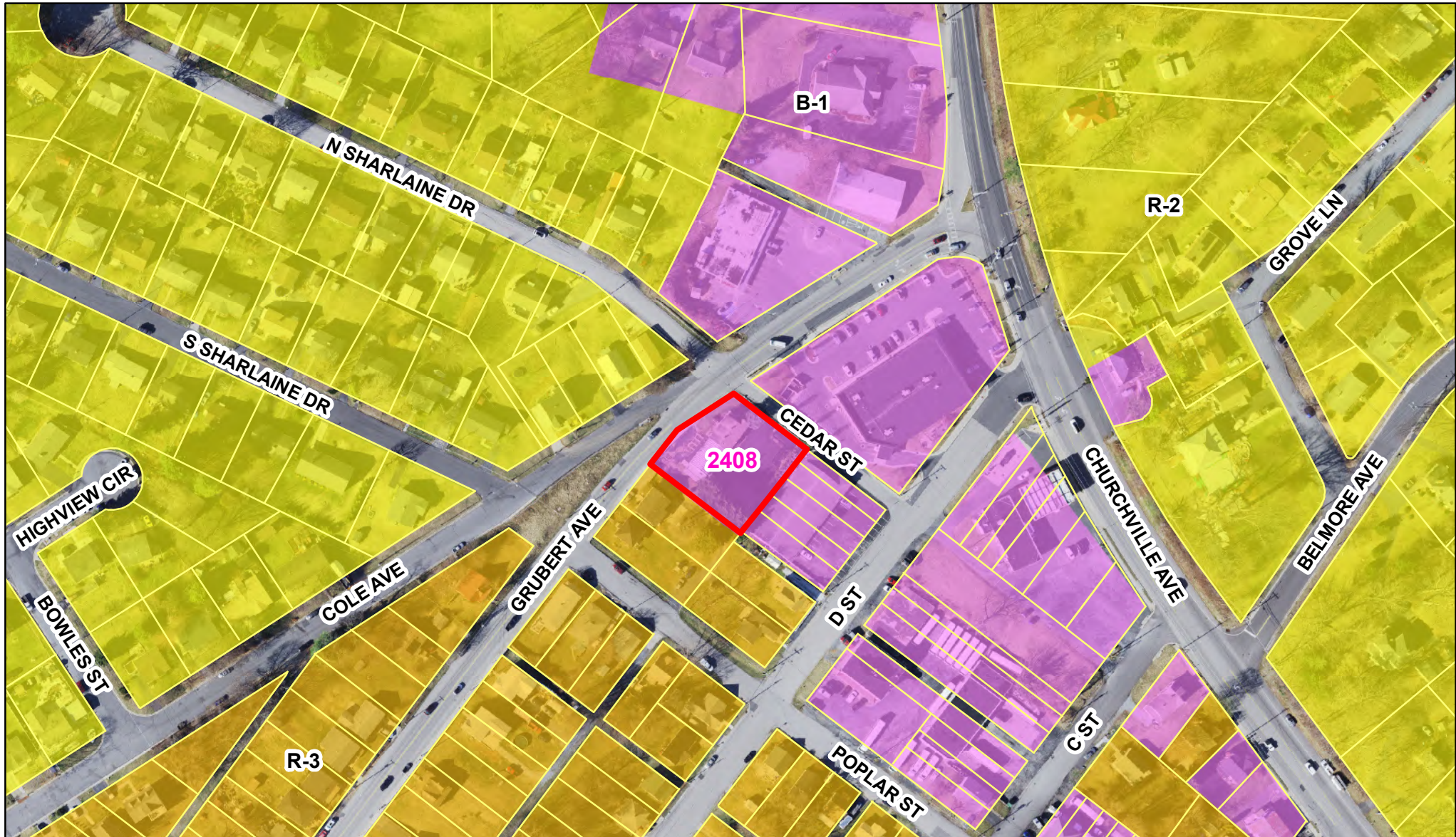
Vicinity Map: 2408 Cedar St

Attachment 2



Current Zoning: 2408 Cedar St

Attachment 3



0 75 150 300 Feet

Zoning

B-1

B-1(conditional)

B-2

B-2(conditional)

B-3

B-5

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)

TRD-1 (Traditional Residential Development District)

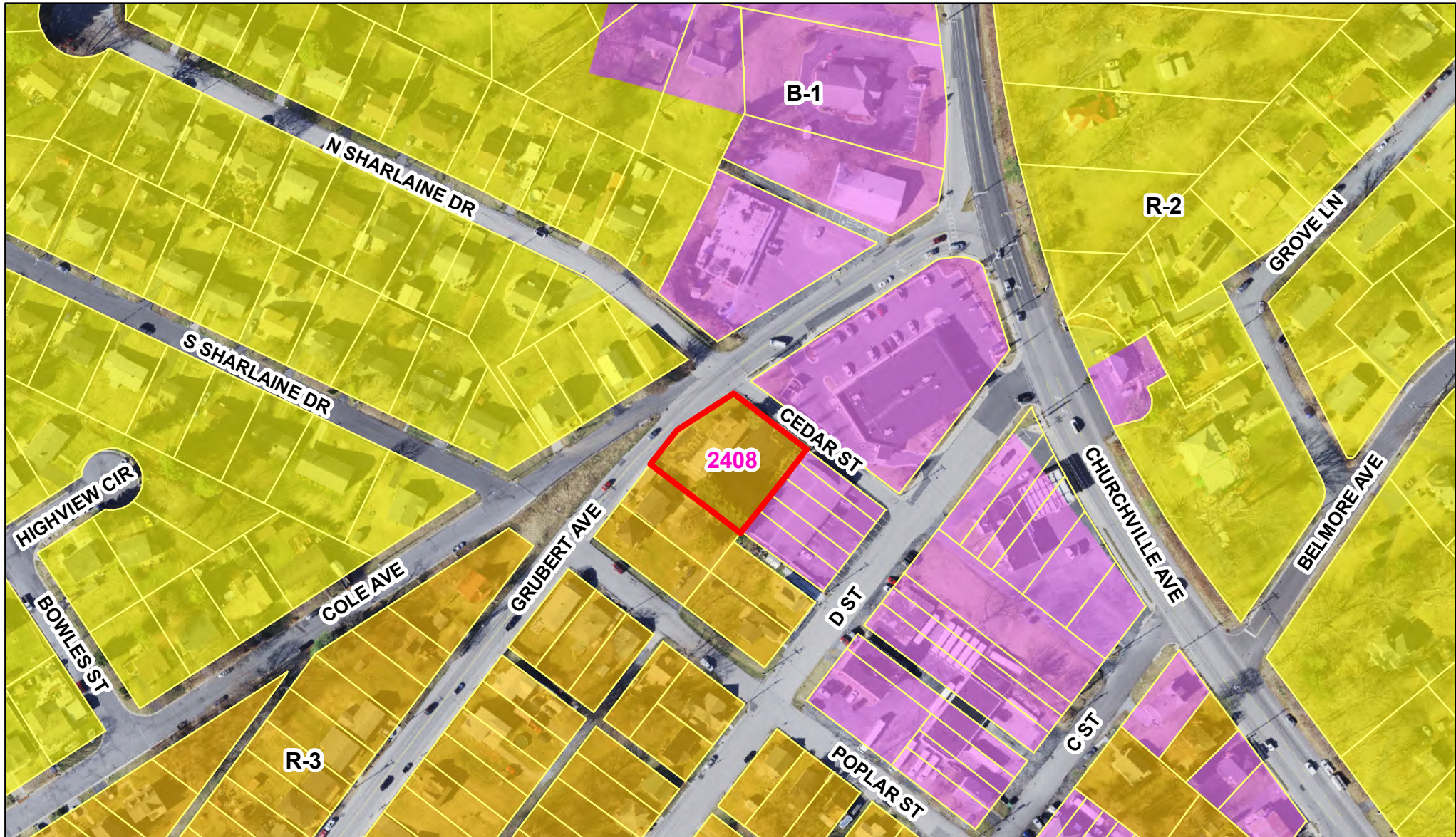
Additional Layers

Selected Property

Lot_Lines

Proposed Rezoning: 2408 Cedar St

Attachment 4



Zoning

B-1	B-3	I-2	R-1
B-1(conditional)	B-5	I-2(conditional)	R-2
B-2	HE-1	I-3(conditional)	R-2(conditional)
B-2(conditional)	I-1	P-1	R-3
		P-1(conditional)	R-3(conditional)
			R-4
			R-4(conditional)
			TRD-1 (Traditional Residential Development District)

Additional Layers

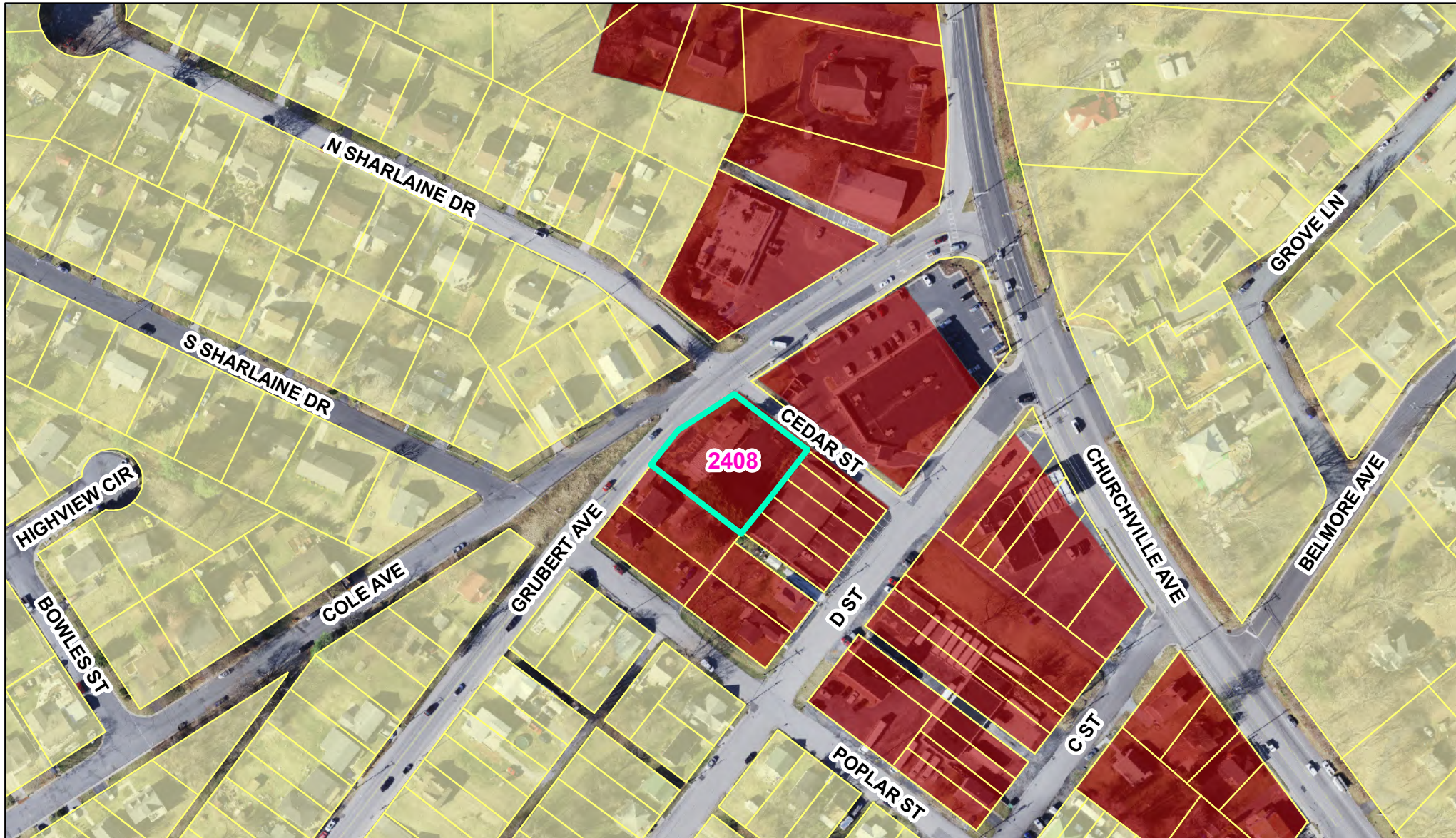
- Selected Property
- Lot_Lines



0 75 150 300 Feet

Future Land Use: 2408 Cedar St

Attachment 5



Future Land Use

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

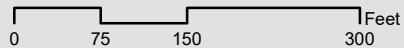
- LOW DENSITY RESIDENTIAL
- LOW DENSITY PLANNED RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- MEDIUM DENSITY PLANNED RESIDENTIAL
- HIGH DENSITY RESIDENTIAL

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

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

Additional Layers

- Selected Property
- Lot_Lines



Ordinance No. 2024-____

AN ORDINANCE REZONING
FROM B-1, LOCAL BUSINESS DISTRICT,
TO R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT,
ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND
LOCATED AT 2408 CEDAR STREET
(PARCEL IDENTIFICATION NUMBER 4923),
IN THE CITY OF STAUNTON, VIRGINIA

Recitals

A. It appears by deed dated July 14, 1994, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, in deed book 350, page 402, that Charles S. Klein, Jr, acquired from Rowena S. Loyd., the property that is known by present numbering as 2408 Cedar Street ("the property") with further description provided in the deed, a copy of which is annexed and incorporated herein by reference (**Exhibit A**);

B. Charles S. Klein, Jr, has applied to the City of Staunton for a zoning classification change for the property, under the provisions of the Staunton City Code, from B-1, Local Business District, to R-3, Medium Density Residential District;

C. The proposed rezoning is consistent with the provisions of Staunton City Code Section 18.215.060(1) and is necessary to make the zoning conform with the original intended use of the property;

D. The Planning Commission of the City of Staunton, after study and review, has properly heard the matter and recommended approval;

E. This matter has been properly advertised, heard, and considered; and

F. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 2408 Cedar Street (Parcel Identification Number 4923), in the City of Staunton, Virginia, is **HEREBY REZONED** from B-1, Local Business District, to R-3, Medium Density Residential District, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Tim Hartless Planning Manager
Item #	E	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of an Amendment to Chapter 18.140, Signs, Billboards, and other Advertising Structures, of Title 18, Zoning, of the Staunton City Code to Allow Freestanding Signs for Multi-Family Dwellings, Group Dwellings, and Residential Subdivisions	

Background: Staff has received a request by a contractor/developer to amend Staunton City Code (SCC) Chapter 18.140, Signs, Billboards, and Other Advertising Structures to permit freestanding identification signs for Multifamily and Group Dwellings.

Section 18.140.030(2) currently states:

In residential districts, the following regulations shall apply:

For Multi-Family and Group Dwellings. Identification signs, not to exceed nine square feet in area, shall be permitted; such sign shall indicate nothing other than name and/or address of the premises, and the name of the management. Such sign shall be attached flush with the principal building and may have indirect illumination.

As indicated in the applicant's request, there are other multifamily dwelling complexes that are permitted to display freestanding signs. As an example, the R-3, Medium Density Residential Conditional, zoning for Middlebrook Park states "*each parcel of property occupied by a building shall be permitted one freestanding sign, whose size shall not exceed thirty (30) square feet on each face.*" The regulations further identify the location, height, illumination, and materials.

Additionally, there is currently no specific ordinance that regulates signage for residential subdivisions. A subdivision sign is defined in the zoning code; however, no specific regulations are outlined for maximum sign size or placement on a property. Staff determined that this should also be addressed in an amendment to the residential sign regulations.

The proposed changes are outlined in Attachment 2.

For multi-family and group dwellings:

- Each would be permitted one freestanding sign not to exceed 20 square feet in size.
- The minimum setback for the signs is one-half the required setback for any principal structure. This would typically be 12- and one-half feet.

For residential subdivisions:

- Each would be permitted one freestanding sign not to exceed 20 square feet in size.
- Subdivisions with more than one entrance would be permitted one sign at each entrance.
- The minimum setback for the sign is one-half the required setback for any principal structure. This would be 15 feet in R-1 zoning and 12 and one-half feet in R-2, R-3, R-4, and P-1 zoning.

Planning Commission Consideration and Recommendation:

At its October 17, 2024 meeting, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Attachments:

Attachment 1—Application and Supporting Documents

Attachment 2—Draft Amendment to SCC 18.140

Attachment 3—Draft Ordinance

Suggested Motion: I move that Council adopt the ordinance and approve the amendment as recommended by the Planning Commission.

City Manager: Leslie Beauregard



COMMUNITY DEVELOPMENT
Planning & Zoning Division

ZONING TEXT AMENDMENT REQUEST

DATE:	6/17/24
APPLICANT:	Peacock Holland Construction
ADDRESS:	601 Moore Street Staunton, VA
PHONE #:	540-613-2160
EMAIL ADDRESS:	jimmy@peacockhollandconstruction.com

Present Zoning Regulation:

Identification signs to not exceed nine square feet in area, and shall be attached flushed to the building.

Proposed Zoning Amendment:

Requesting to modify section 18.140 to have a free standing building sign, like the other neighboring apartment buildings.

Purpose of Request:

Requesting to change the ordinance to allow a freestanding building sign..
--

Fee Must be Paid at the Time of Submission: \$250.00

Signature of Applicant:

For Office Use:

Date Received: _____

Payment Type: CC 250.00 6/17/24

1 **18.140.030 Residential district regulations.**

2 In residential districts, the following regulations shall apply:

3 (1) For Single-Family ~~and~~, Two-Family ~~Dwellings, and Multifamily Dwellings~~. Name plates not
4 to exceed one square foot in area, shall be permitted for each dwelling unit; such name plates
5 shall indicate nothing other than name and/or address of the occupants or premises.

6 (2) For Multifamily and Group Dwellings. Identification signs, not to exceed ~~twenty-nine~~ square
7 feet in area, shall be permitted; such sign shall indicate nothing other than name and/or address
8 of the premises, and the name of the ~~property~~ management ~~company~~. ~~Such sign shall be attached~~
9 ~~flush with the principal building and may have indirect illumination. Freestanding signs shall be~~
10 ~~located not closer than one-half the required setbacks and may have indirect illumination.~~

11 (3) Announcement of Church, School, or Public Building. Bulletin boards or identification signs,
12 not to exceed 20 square feet in area shall be permitted; such bulletin boards or identification
13 signs shall indicate nothing other than name and/or address of the premises, and schedule of
14 services or other information relevant to the operation of the premises. Such sign shall be located
15 not closer than one-half the required setbacks and may have indirect illumination.

16 ~~(4) Subdivisions. For each residential subdivision, one sign not greater than twenty square feet is~~
17 ~~permitted; such sign shall indicate nothing other than name of subdivision. Where a subdivision~~
18 ~~may have multiple entrances at different locations, one sign is permitted at each entrance to the~~
19 ~~subdivision. Such sign shall be located not closer than one-half the required setbacks and may~~
20 ~~have indirect illumination.~~

21 ~~(54)~~ Only one sign per street frontage shall be permitted.

22 ~~(65)~~ Flashing or intermittent illumination is prohibited.

23 ~~(76)~~ Billboards and other advertising structures are prohibited. (Zoning ordinance Art. 5, § 8).

24

DRAFT 10.29.24

Ordinance No. 2024-____

AN ORDINANCE AMENDING
CHAPTER 18.140,
SIGNS, BILLBOARDS, AND OTHER ADVERTISING STRUCTURES,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE,
TO ALLOW FREESTANDING SIGNS FOR MUTI-FAMILY DWELLINGS,
GROUP DWELLINGS, AND RESIDENTIAL SUBDIVISIONS

Recitals

A. Currently, the Zoning Code of the City of Staunton does not permit freestanding signs for multi-family dwellings, group dwellings, or residential subdivisions;

B. The Community Development Department has received a request from a developer/contractor to amend Chapter 18.140, Signs Billboards, and Other Advertising Structures, to allow freestanding signs for multi-family dwellings and group dwellings;

C. After consideration and review, City staff has further proposed allowing freestanding signs for residential subdivisions;

D. At its August 15, 2024 meeting, the Planning Commission took action to authorize staff to proceed with drafting the requested Zoning Code amendment;

E. At its October 17, 2024 meeting, the Planning Commission conducted a public hearing and after study and review, has properly heard the matter and recommended approval of the amendment;

F. This matter has been properly advertised, heard, and considered; and

G. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.140, Signs, Billboards, and Other Advertising Structures, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.140

SIGNS, BILLBOARDS AND OTHER ADVERTISING STRUCTURES

Sections:

- 18.140.010 General provisions.
- 18.140.020 General regulations.
- 18.140.030 Residential district regulations.
- 18.140.040 Business district regulations.
- 18.140.050 Industrial district regulations.

18.140.060 Permitted signs.
18.140.070 Unsafe and unlawful signs.
18.140.080 Permits and fees.

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18.140.030 Residential district regulations.

In residential districts, the following regulations shall apply:

(1) For Single-Family ~~and~~, Two-Family ~~Dwellings, and Multifamily Dwellings~~. Name plates not to exceed one square foot in area, shall be permitted for each dwelling unit; such name plates shall indicate nothing other than name and/or address of the occupants or premises.

(2) For Multifamily and Group Dwellings. Identification signs, not to exceed ~~twenty-nine~~ square feet in area, shall be permitted; such sign shall indicate nothing other than name and/or address of the premises, and the name of the property management company. ~~Such sign shall be attached flush with the principal building and may have indirect illumination. Freestanding signs shall be located not closer than one-half the required setbacks and may have indirect illumination.~~

(3) Announcement of Church, School, or Public Building. Bulletin boards or identification signs, not to exceed 20 square feet in area shall be permitted; such bulletin boards or identification signs shall indicate nothing other than name and/or address of the premises, and schedule of services or other information relevant to the operation of the premises. Such sign shall be located not closer than one-half the required setbacks and may have indirect illumination.

~~(4) Subdivisions. For each residential subdivision, one sign not greater than twenty square feet is permitted; such sign shall indicate nothing other than name of subdivision. Where a subdivision may have multiple entrances at different locations, one sign is permitted at each entrance to the subdivision. Such sign shall be located not closer than one-half the required setbacks and may have indirect illumination.~~

~~(5)~~ Only one sign per street frontage shall be permitted.

~~(6)~~ Flashing or intermittent illumination is prohibited.

~~(7)~~ Billboards and other advertising structures are prohibited. (Zoning ordinance Art. 5, § 8).

....

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....

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Tim Hartless Planning Manager
Item #	F	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to Amend the Definitions of “Roof Line” and add a definition for “Ridge Line”	

Background: City staff has identified an issue with the Staunton Zoning Code regulations for signs and the definitions of “Roof Sign” and “Roof Line”.

Roof sign is defined as:

18.10.200 “S” Definitions, Signs

(31) “Roof sign” means any sign erected on or affixed to a building or structure which extends, in whole or in part, above the roof line.

Roof Line is defined as:

18.10.190 “R” Definitions

“Roof line” means the line composed of the highest points of the roof of a building or structure not to include mechanical penthouses or other structures attached to or erected on such roof.

These definitions continually cause issues for developers, sign contractors, and business owners who wish to install a wall sign on the façade of a building with a low

pitched or flat roof with a parapet wall. Examples of this type of building would include many commercial strip centers and many other commercial buildings throughout the city. The issue most often arises when a proposed wall sign extends above the line of the flat roof, staff cannot approve a sign permit unless all of the sign is located below the line of the roof. Attachment 3 depicts an example of the situation and shows the problem that can arise when a sign is attached to the wall of a building which has a flat roof.

Attachment 1 includes the proposed changes to the zoning code that will address the issues regarding parapet walls as it relates to signage. While drafting changes, it was discovered that Roof sign and Roof line are duplicated in the “R” definitions and “S” definitions of the Zoning Code. It was also identified that the Zoning Code does not define “Ridge line” which is a major roof component. A definition has been created and is proposed for insertion. By defining ridge line, the ordinance creates an extra step to distinguish the difference between the roof line from a roof ridge.

The proposed amendment does the following:

1. Remove the duplicate definitions of “Roof line” from the “S” definitions and Roof sign” from the “R” definitions.
2. Change the wording of the Roof line definition as indicated.
3. Add a definition for Ridge line.

Planning Commission Consideration and Recommendation:

At its October 17, 2024 meeting, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request. On a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Attachments:

Attachment 1 – Draft Changes to SCC 18.10

Attachment 2 – Diagram Showing Architectural Components of a Roof

Attachment 3 – Diagram of a Parapet Wall

Attachment 4—Draft Ordinance

Suggested Motion: I move that Council adopt the ordinance and approve the amendment as recommended by the Planning Commission.

City Manager: Leslie Beauregard

18.10.190 “R” definitions.

“Real estate sign” means any sign advertising the sale, lease or further use of real estate, which is placed upon the property, so advertised.

“Rear yard” means a yard extending across the full width of the lot between the nearest rear principal building and rear lot line. The depth of the required rear yard shall be measured horizontally from the nearest part of a principal building toward the nearest point of the rear lot line.

“Remote sign” means any sign advertising or indicating the location of or direction to a person, place, event, product, business or other matter which is remote from the site or property upon which the sign is erected or displayed, other than the billboard, directional sign, real estate sign, ballpark sign or contractor or subcontractor sign.

“Ridge line” means the intersection of two roof surfaces forming the highest horizontal line of the roof.

“Roof line” means the top edge of a building with a flat roof, the top edge of a parapet wall, or the eave line of a building with a gambrel, gable, hip, or mansard roof. Where a building may have gable ends or gable dormers, the roof line shall be established by the location of the rake boards. line composed of the highest points of the roof of a building or structure not to include mechanical penthouses or other structures attached to or erected on such roof. For the purpose of installing signage, the roof line of a parapet wall shall not be higher than six feet above the surface of the roof.

~~“Roof sign” means any sign erected on or affixed to a building or structure that extends, in whole or in part, above the roof line.~~

“Rooming house” means a dwelling in which, as a home occupation and for compensation, lodging only is furnished to three or more but not over nine guests. Such dwelling shall contain not over five guest rooms.

“Row dwelling” means one of a series of three or more attached one-family dwellings separated from one another by single partition walls without openings extending from basement to roof. (Zoning ordinance Art. 2).

18.10.200 “S” definitions.

(29) “Remote sign” means any sign advertising or indicating the location of or direction to a person, place, event, product, business or other matter which is remote from the site or property upon which the sign is erected or displayed, other than the billboard, directional sign, real estate sign, ballpark sign or contractor or subcontractor sign.

~~(30) “Roof line” means the line composed of the highest points of the roof of a building or structure not to include mechanical penthouses or other structures attached to or erected on such roof.~~

(340) “Roof sign” means any sign erected on or affixed to a building or structure which extends, in whole or in part, above the roof line.

(321) “School sign” means any bulletin board type of sign erected or displayed on the real property of a school for the display of messages.

(332) “Special advertising” means advertisement of a product or service which constitutes less than 50 percent of the gross business conducted by the person erecting or displaying the sign either in the building or structure or on the property to which the sign containing the advertisement is affixed.

(343) “Street median” means a defined area of the public right-of-way located between traffic lanes, usually elevated and narrow, which follows the course of the roadway to separate traffic moving in the same or opposite directions.

(354) “Subdivision sign” means any sign erected or displayed for the purpose of identifying or advertising a residential development or subdivision.

(365) “Temporary signs” shall include any sign, banner, pennant, valance, or advertising display made of cloth, canvas, or other light fabric, without frames. Sandwich board signs and real estate signs shall be exempt from these restrictions as to materials.

(376) “Erect,” when used in connection with signs, shall mean to build, construct, attach, hang, place, suspend, or affix and shall also include the painting of wall signs.

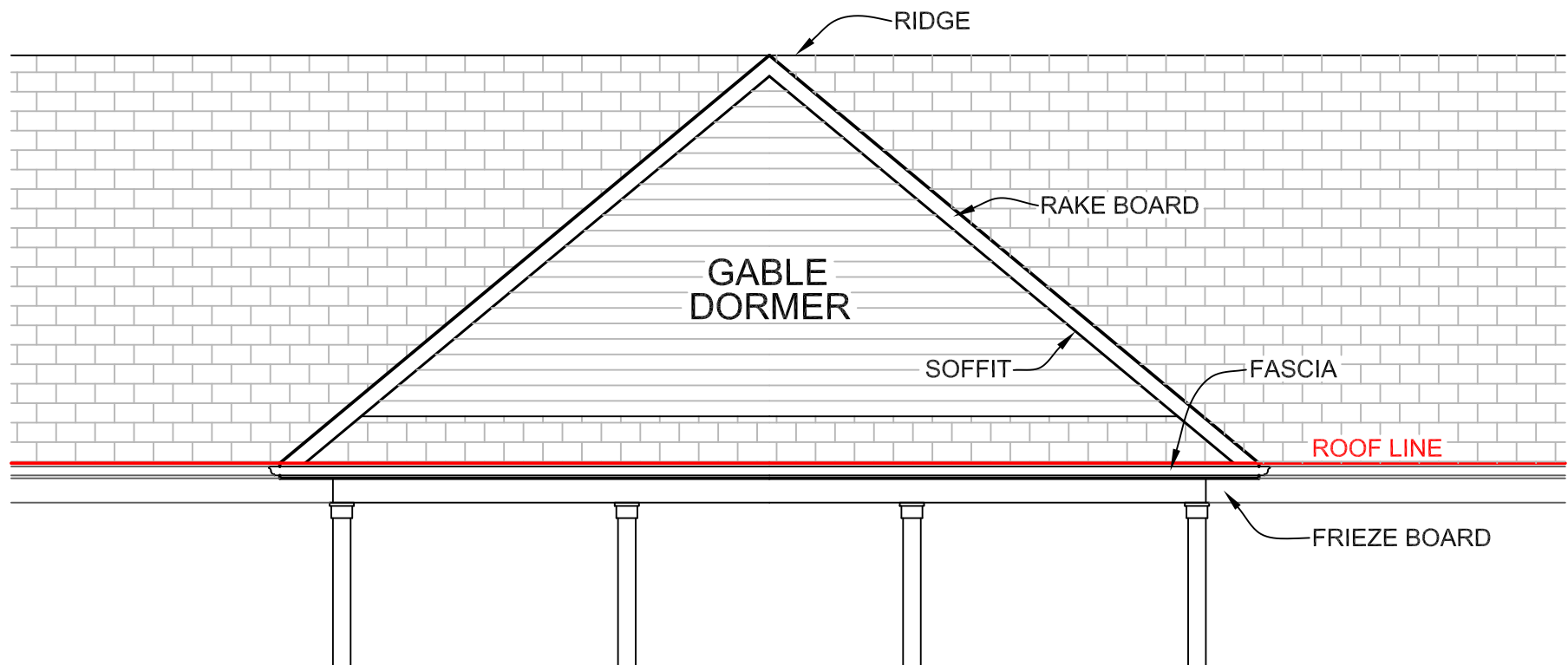
(388) “Traffic channelization island” means a defined area of the public right-of-way located in a roadway to confine specific movements of traffic, usually turning movements at an intersection, to definite channels.

(398) “Warning sign” means any sign stating that solicitation, trespassing or parking is prohibited on the premises upon which the sign is erected or displayed, and any sign stating that dogs are present, that the building or structure to which it is affixed is protected by a security or alarm system, or other similar statements of caution.

(4039) “Window sign” means any sign affixed to, or visible from the outdoors through, any window in a building or structure; provided, however, that any object which is sold or available for purchase on the premises of the property upon which it is erected or displayed shall not be considered a window sign.

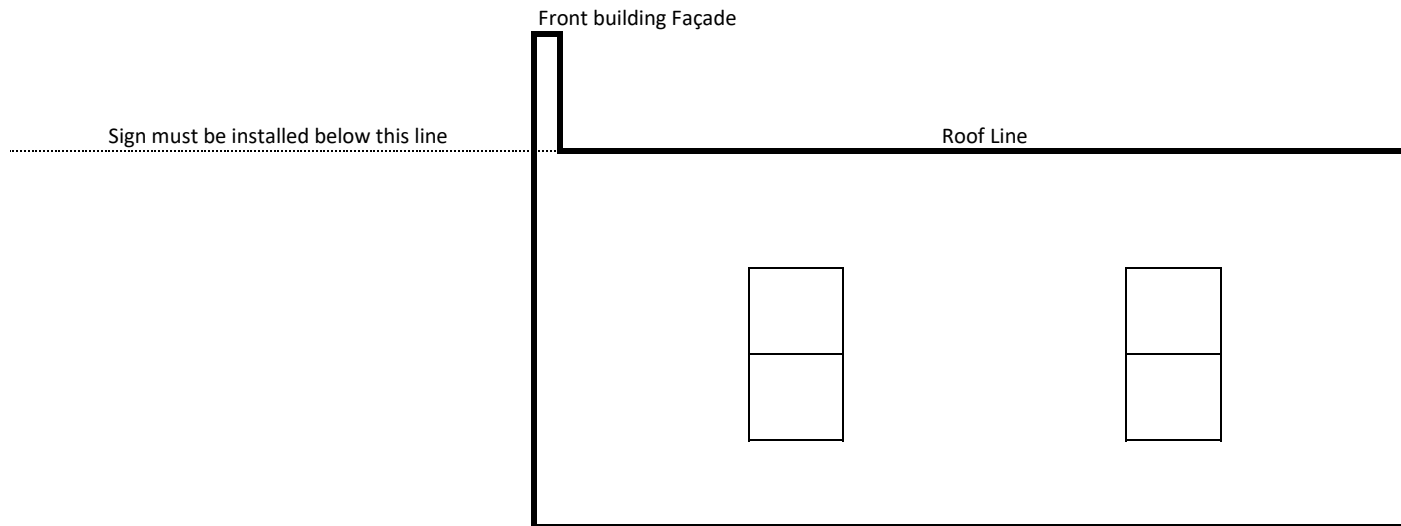
(440) “Yard sale sign” means any sign stating the date and time of a yard sale or garage sale to be conducted on the premises of the property upon which it is erected or displayed.

Attachment 2

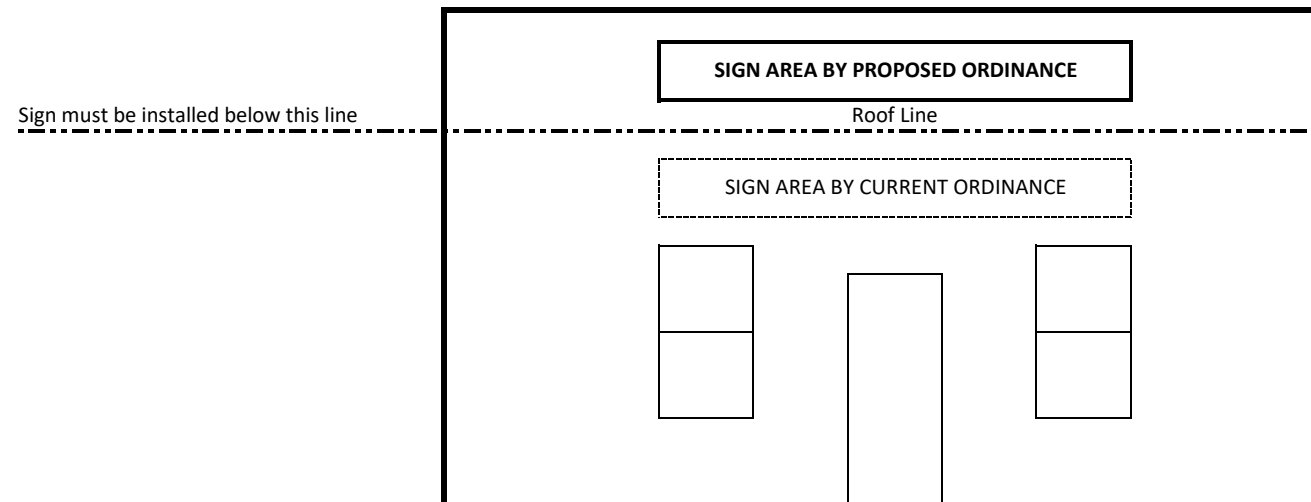


Attachment 3

Side View of Building



Front View of Building



Ordinance No. 2024-____

AN ORDINANCE AMENDING
CHAPTER 18.10, DEFINITIONS,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE,
TO CHANGE THE DEFINITION OF “ROOF LINE”
AND
ADD A DEFINITION FOR “RIDGE LINE”

Recitals

A. Currently, the Zoning Code of the City of Staunton does not permit signs to extend above the roof line of a building;

B. City staff have determined there is an issue with the definition of “Roof line” that is consistently creating problems permitting signs on parapet walls of commercial buildings with flat roofs;

C. City staff has proposed amending the definition of “Roof line” to resolve this issue and make it easier for developers, sign contractors, and business owners to install signs on parapet walls;

D. City staff has also determined that it is necessary to add a definition for “Ridge line” to help clarify the architectural components of a roof;

E. At its July 18, 2024 meeting, Planning Commission took action to authorize staff to proceed with drafting the requested amendment;

F. At its October 17, 2024 meeting, Planning Commission conducted a public hearing on the request and after study and review, has properly heard the matter and recommended approval of the amendment;

G. This matter has been properly advertised, heard, and considered; and

H. These recitals are an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.10, Definitions, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.10
DEFINITIONS

Sections:

- 18.10.010 General definitions.
- 18.10.020 “A” definitions.
- 18.10.030 “B” definitions.
- 18.10.040 “C” definitions.

18.10.050 “D” definitions.
18.10.060 “E” definitions.
18.10.070 “F” definitions.
18.10.080 “G” definitions.
18.10.090 “H” definitions.
18.10.100 “I” definitions.
18.10.110 “J” definitions.
18.10.120 “K” definitions.
18.10.130 “L” definitions.
18.10.140 “M” definitions.
18.10.150 “N” definitions.
18.10.160 “O” definitions.
18.10.170 “P” definitions.
18.10.180 “Q” definitions.
18.10.190 “R” definitions.
18.10.200 “S” definitions.
18.10.210 “T” definitions.
18.10.220 “U” definitions.
18.10.230 “V” definitions.
18.10.240 “W” definitions.
18.10.250 “X” definitions.
18.10.260 “Y” definitions.
18.10.270 “Z” definitions.

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18.10.190 “R” definitions.

“Real estate sign” means any sign advertising the sale, lease or further use of real estate, which is placed upon the property, so advertised.

“Rear yard” means a yard extending across the full width of the lot between the nearest rear principal building and rear lot line. The depth of the required rear yard shall be measured horizontally from the nearest part of a principal building toward the nearest point of the rear lot line.

“Remote sign” means any sign advertising or indicating the location of or direction to a person, place, event, product, business or other matter which is remote from the site or property upon which the sign is erected or displayed, other than the billboard, directional sign, real estate sign, ballpark sign or contractor or subcontractor sign.

“Ridge line” means the intersection of two roof surfaces forming the highest horizontal line of the roof.

“Roof line” means the top edge of a building with a flat roof, the top edge of a parapet wall, or the eave line of a building with a gambrel, gable, hip, or mansard roof. Where a building may have gable ends or gable dormers, the roof line shall be established by the location of the rake boards. ~~line composed of the highest points of the roof of a building or structure not to include mechanical penthouses or other structures attached to or erected on such roof.~~ For the purpose of installing signage, the roof line of a parapet wall shall not be higher than six feet above the surface of the roof.

~~“Roof sign” means any sign erected on or affixed to a building or structure that extends, in whole or in part, above the roof line.~~

“Rooming house” means a dwelling in which, as a home occupation and for compensation, lodging only is furnished to three or more but not over nine guests. Such dwelling shall contain not over five guest rooms.

“Row dwelling” means one of a series of three or more attached one-family dwellings separated from one another by single partition walls without openings extending from basement to roof. (Zoning ordinance Art. 2).

18.10.200 “S” definitions.

(29) “Remote sign” means any sign advertising or indicating the location of or direction to a person, place, event, product, business or other matter which is remote from the site or property upon which the sign is erected or displayed, other than the billboard, directional sign, real estate sign, ballpark sign or contractor or subcontractor sign.

~~(30) “Roof line” means the line composed of the highest points of the roof of a building or structure not to include mechanical penthouses or other structures attached to or erected on such roof.~~

(34) “Roof sign” means any sign erected on or affixed to a building or structure which extends, in whole or in part, above the roof line.

(32) “School sign” means any bulletin board type of sign erected or displayed on the real property of a school for the display of messages.

(33) “Special advertising” means advertisement of a product or service which constitutes less than 50 percent of the gross business conducted by the person erecting or displaying the sign either in the building or structure or on the property to which the sign containing the advertisement is affixed.

(34) “Street median” means a defined area of the public right-of-way located between traffic lanes, usually elevated and narrow, which follows the course of the roadway to separate traffic moving in the same or opposite directions.

(35) “Subdivision sign” means any sign erected or displayed for the purpose of identifying or advertising a residential development or subdivision.

(365) “Temporary signs” shall include any sign, banner, pennant, valance, or advertising display made of cloth, canvas, or other light fabric, without frames. Sandwich board signs and real estate signs shall be exempt from these restrictions as to materials.

(376) “Erect,” when used in connection with signs, shall mean to build, construct, attach, hang, place, suspend, or affix and shall also include the painting of wall signs.

(388) “Traffic channelization island” means a defined area of the public right-of-way located in a roadway to confine specific movements of traffic, usually turning movements at an intersection, to definite channels.

(398) “Warning sign” means any sign stating that solicitation, trespassing or parking is prohibited on the premises upon which the sign is erected or displayed, and any sign stating that dogs are present, that the building or structure to which it is affixed is protected by a security or alarm system, or other similar statements of caution.

(4039) “Window sign” means any sign affixed to, or visible from the outdoors through, any window in a building or structure; provided, however, that any object which is sold or available for purchase on the premises of the property upon which it is erected or displayed shall not be considered a window sign.

(410) “Yard sale sign” means any sign stating the date and time of a yard sale or garage sale to be conducted on the premises of the property upon which it is erected or displayed.

....

....

....

In all other respects, the provisions of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

Stephen W. Claffey, Mayor

ATTEST: _____

Kiley A. Kesecker,
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	November 14, 2024	Jessie Moyers Chief Finance Officer
Item #	G	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Consideration of Transfer of Already Appropriated Funds in the Capital Improvement Fund and Discuss the Reappropriation of ARPA Funds on Budget Amendment #2	

Background: The item before City Council is approval of the transfer of already appropriated funds between projects in the Capital Improvement (CIP) Fund, and to discuss the reappropriation of leftover American Rescue Plan Act (ARPA) funds to alternate projects.

CIP Transfers

Approval of the CIP transfers can be accomplished in one meeting since this is a transfer of previously appropriated funds rather than an appropriation of funds. There are two ARPA projects in the CIP fund that will not meet the encumbrance deadline of December 31, 2024. The Montgomery Hall Park Bathroom and Pool House upgrade projects will be swapped out with capital projects that are funded with local funds. This will allow these two projects to maintain the funding allocated with local funds, which allows for more flexibility in the procurement of the construction contract. The remaining projects relate to capital projects that have leftover funds. These funds will be transferred to other proposed purposes.

Reappropriation of ARPA Funds

The reappropriation of funds will redesignate unused (ARPA) funds to fund the Thermal Application Control (TAC) System Upgrade, Replace Fire Station #1 Doors, and add the remaining amount to the design of the Gypsy Hill Park Pool House project. The original projects

are in the General, Environmental, and the Stormwater Funds. These funds are not multi year funds and therefore must be reappropriated in FY2025 to the CIP Fund.

The reappropriation of ARPA funds will only be discussed at the November 14, 2025 meeting and will be appropriated as part of FY2025 Budget Amendment #2, which will be introduced at the December 12, 2024 meeting and considered at the January 9, 2025 meeting. This budget amendment will require a public hearing, which will be scheduled for the December 12th meeting.

Summary of the proposed transfers:

PROJECT	INCREASE	DECREASE
CIP TRANSFERS		
Montgomery Hall Park Pool House		\$ (150,424.00)
Montgomery Hall Park Bathrooms		\$ (250,424.00)
J&DR Courthouse Design (ARPA)	\$ 205,466.00	
E911 Console Upgrades (ARPA)	\$ 137,260.00	
WIFI Access Points Hardware (ARPA)	\$ 58,122.00	
Parks & Rec Public Use Facilities (Local)	\$ 400,848.00	
J&DR Courthouse Design (Local)		\$ (205,466.00)
E911 Console Upgrades (Local)		\$ (137,260.00)
WIFI Upgrade (Local)		\$ (58,122.00)
MHP Soccer Field Lighting		\$ (95,342.57)
Dog Park Lights		\$ (67,236.25)
Resurface GHP Gym Floors	\$ 90,000.00	
Resurface GHP Tennis Courts	\$ 60,000.00	
Parks & Rec Public Use Facilities	\$ 12,578.82	
GHP Fence		\$ (40,000.00)
MHP Pool/Bathroom		\$ (683.48)
GHP Pool Renovations		\$ (7,435.19)
Parks & Rec Public Use Facilities	\$ 48,118.67	
Computer Network Equipment		\$ (2,732.59)
Undesignated	\$ 2,732.59	
REAPPROPRIATE ARPA FUNDS (will be on Budget Amendment #2)		
Flood Shields		\$ (264,638.67)
West End Small Area Plan		\$ (121.10)
Tunnel Maint.		\$ (311,812.50)
Gypsy Hill Stream Restoration		\$ (39,822.00)
TAC System	\$ 350,000.00	
Fire Station #1 Doors	\$ 200,000.00	
Gypsy Hill Park Pool House	\$ 66,394.27	

Attachment: Not applicable.

City Manager's Recommendation: Recommends the approval of the transfer of already appropriated funds within the Capital Improvement Fund.

Suggested Motion: I move to approve the transfer of already appropriated funds within the Capital Improvement Fund.

City Manager: Leslie Beauregard