

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
December 12, 2024
5:00 p.m.**

5:00 p.m.	1.	Consideration of Work Session and Regular Meeting Agendas
5:05 p.m.	2. & A.2.	Presentation by City Auditors on the FY2024 External Audit and Annual Comprehensive Financial Report
5:25 p.m.	3.	Update on Tourism Activities
5:45 p.m.	4.	Update on Gypsy Hill Golf Course
6:05 p.m.	5.	Update on Comprehensive Plan Review and Process
6:30 p.m.		Dinner Break Until Regular Meeting at 7:00 p.m.

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
December 12, 2024
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Robertson

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of November 14, 2024

Special Meeting of November 20, 2024

A.2. Consideration of FY2024 External Audit and Annual Comprehensive Financial Report

A.3. Consideration of Amendments to the Staunton City Code to Ensure Income Requirements are Satisfied from Organizations Seeking Development Fee Waivers to Provide Affordable Housing

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. Recognition of Outgoing City Councilmembers

C. Recognition of Glenn Graves—50 Years of Service to the Electoral Board

D. Public Hearing for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two*

- E. Public Hearing and Consideration of an Ordinance to Grant an Easement for Electrical Equipment and Facilities Across 2040 West Beverley Street***
- F. Public Hearing and Consideration of a Request by the City of Staunton to Amend the City of Staunton, Virginia, Comprehensive Plan 2018-2040, to Include the West End Revitalization Strategies Plan as an Addendum to the Comprehensive Plan***
- G. Public Hearing and Consideration of an Amendment to Chapter 18.125, Minimum Off-Street Parking Requirements, of Title 18, Zoning, of the Staunton City Code to Reduce the Number of Parking Spaces Required for Multi-Family and Mixed Uses***
- H. Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to add Chapter 18.47, Traditional Residential Development District**
- I. Consideration of Amended Agreement for Greater Augusta Regional Tourism**
- J. Consideration of Resolution Authorizing the Adoption of Substantial Amendments to the FY 2021 Annual Action Plan; FY2019 – FY2023 Consolidated Plan, Annual Action Plan and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 Consolidated Plan and FY2024 Annual Action Plan**
- K. Discussion of FY 2024 End of Year General Fund Financial Overview and Fund Analysis**
- L. Approval of Sale of Properties Located at 290 National Avenue and 102 Valley Center Drive**

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.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 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, Virginia

Meeting Date:	December 12, 2024	Jessie Moyers Chief Finance Officer Cindy Fitzgerald Asst. Director of Finance
Item #	2 & A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	FY2024 External Audit and Annual Comprehensive Financial Report	

Background: Kristin Holland of Brown Edwards & Company, L.L.P., the City's auditor, will present the FY 2024 Annual Comprehensive Financial Report (ACFR) and findings to City Council.

The Auditor's Comments on Internal Controls and Other Suggestions Report also includes a summary of the upcoming financial statement requirements from the Governmental Accounting Standards Board (GASB), that will require more reporting in the ACFR to satisfy those requirements. Some of these additional requirements may increase the costs to the City due to additional audit costs. These GASB accounting statements are effective for fiscal years 2025-2026, and include:

1. GASB Statement No. 101—Compensated Absences (updates the recognition and measurement guidance for compensated absences) (FY25);
2. GASB Statement No. 102 – Certain Risk Disclosures (provides users with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints) (FY25);
3. GASB Statement No. 103 – Financial Reporting Model Improvements (improves key components of the financial reporting model to enhance its effectiveness) (FY26);

The ACFR is prepared by the Finance Department and opined by the auditor. The auditor expressed an unmodified opinion on the financial statements for FY 2024. An unmodified opinion means that the City's ACFR is materially correct in accordance with generally accepted accounting principles and may be relied upon by the users of the financial statements.

The ACFR is divided into four sections: (1) Introductory Section, (2) Financial Section, (3) Statistical Section, and (4) Compliance Section.

The Financial Section contains the Management's Discussion and Analysis of the City's financial performance during FY 2024 with some comparisons to FY 2023. This analysis summarizes financial statements of the City's general operating funds and the enterprise funds for the year.

The Statement of Activities is presented on pages 7 and 8 of the ACFR. The statement displays all of the operating revenues and expenditures for the entire City government. For Governmental Activities, education expenditures required the highest local tax revenue support at \$21,315,094, public safety expenditures were second at \$18,534,737, and general government expenditures were third at \$14,506,060.

The Compliance Section contains the report on internal controls over financial reporting and on compliance matters, and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* starting on page 164.

The auditor noted the following in their Schedule of Findings and Questioned Costs, starting on page 171:

- a) The auditor's report expresses an unmodified opinion on the financial statements;
- b) No significant deficiencies and no material weakness relating to the audit are reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit of the financial statements performed in accordance with Government Auditing Standards;
- c) No instances of noncompliance material to the financial statements were disclosed;
- d) No significant deficiencies and no material weaknesses relating to the audit of the major federal ward programs were reported in the Independent Auditor's Report on Compliance for Each Major Program and on Internal Control over Compliance required by the Uniform Guidance;
- e) The auditor's report on compliance for the major federal award programs expresses an unmodified opinion; and
- f) One audit finding relating to major programs. On the Coronavirus State and Local Fiscal Recovery revenue loss calculation an estimated line on the FY22 calculation was not updated with an actual figure. There is no impact to the amount of funds claimed under revenue loss and the additional revenue loss was not needed, as the entire require amount was already met.
- g) Two audit findings relating to Commonwealth of Virginia. 1. One highway maintenance work order tested showed employee wage rates were not updated to match the payroll files. 2. Several conflict-of-interest disclosure statements were not filed timely.

Attachments:

[FY2024 Annual Comprehensive Financial Report](#)

Attachment 1—Auditor's Comments Report on Internal Controls and Suggestions

Attachment 2—Auditor's Communication/Management Representation Letter

Attachment 3—Locality Notarized Statement

City Manager's Recommendation: Accept the FY2024 Annual Comprehensive Financial Report, as presented.

Suggested Motion: I move that City Council accept the Fiscal Year 2024 Annual Comprehensive Financial Report, as presented.

City Manager: Leslie Beauregard

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

**COMMENTS ON INTERNAL CONTROL AND
OTHER SUGGESTIONS FOR YOUR
CONSIDERATION**

June 30, 2024

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INDEPENDENT AUDITOR'S REPORT ON COMMENTS AND SUGGESTIONS

To the Honorable Members of the
City Council and School Board
City of Staunton, Virginia

In planning and performing our audit of the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Staunton, Virginia as of and for the year ended June 30, 2024, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements and to comply with any other applicable standards, such as *Government Auditing Standards* and the regulations set forth in the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and, therefore, material weaknesses or significant deficiencies may exist that were not identified. In addition, because of inherent limitations in internal control, including the possibility of management override of controls, misstatements due to error or fraud may occur and not be detected by such controls.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

If material weaknesses or significant deficiencies were identified during our procedures, they are appropriately designated as such in this report. Additional information on material weaknesses or significant deficiencies and compliance and other matters is included in the ***Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards*** which should be read in conjunction with this report.

Additionally, during our audit, we may have become aware of certain other matters that provide opportunities for improving your financial reporting system and/or operating efficiency. Such comments and suggestions regarding these matters, if any, are also included in the attached report, but are not designated as a material weakness or significant deficiency. Since our audit is not designed to include a detail review of all systems and procedures, these comments should not be considered as being all-inclusive of areas where improvements might be achieved. We also have included information on accounting and other matters that we believe is important enough to merit consideration by management and those charged with governance. It is our hope that our suggestions will be taken in the constructive light in which they are offered.

We have already discussed these comments and suggestions with management, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

The City's responses to our recommendations are included in this report. The responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

This communication is intended solely for the information and use of the City of Staunton, Virginia, management, and the appropriate state and federal regulatory agencies and is not intended to be, and should not be, used by anyone other than these specified parties.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia
December 3, 2024

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

CURRENT YEAR COMMENTS AND SUGGESTIONS

SYSTEM ACCESS AND REVIEWS

During internal control review, we noted several individuals within the finance department have administrative rights to the system and have access or the ability to perform incompatible job duties. In previous years, we noted compensating controls in place but advised against reliance on too many compensating controls since there is a higher likelihood the controls may degrade over time. During Fiscal Year 2024, we noted that the combination of significant system access, lack of timely journal entry review, and some segregation of duties issues could have been the cause of audit entries. While these entries were not significant, we believe the current design of the accounting system controls should be revisited. We recommend that only IT have administrative access to the accounting software. The IT department should be the only department with the ability to add, change, or remove system access, with the guidance of the respective department heads. Additionally, we believe a more thorough and timely review of journal entries is needed, particularly for more complex year-end entries.

Client response: We do concur with the overall point of this comment. We will endeavor to more diligently and timely perform journal entry reviews as specified in our internal finance department policy. We understand that in a best-case scenario, only the IT department should have administrative access to the accounting software. We will review our current process and procedures with the IT department to determine if there are cost-effective ways that we can make changes to alleviate the issue.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

PRIOR YEAR COMMENTS AND SUGGESTIONS

BANK RECONCILIATIONS

During our review of bank reconciliations, we noted an instance in which the bank reconciliation was not prepared in a timely manner. Preparing the bank reconciliations ensures that any irregular transactions are identified in a timely manner. We recommend preparing and reviewing the bank reconciliations no later than a month after the bank statement.

Because there was a bank reconciliation prepared for each month of the fiscal year, in our judgment this deficiency does not constitute a material weakness or significant deficiency. Even so, management should note that bank reconciliations are effective only if applied regularly with vigilance. Also, as described in our report on these comments, our responsibility is to report control deficiencies that we note in performing our audits; other undetected control deficiencies may exist elsewhere.

Current Status: Still Applicable

Client response: We concur with this comment and agree that preparing the bank reconciliation in a timely manner ensures that any irregular transactions are identified promptly. During fiscal year 2024, we made a concerted effort to prepare bank reconciliations in a timely manner. During the audit, there was one instance noted that the reconciliation was not performed in a timely manner. This is a great improvement over the prior year and we will continue to work to improve the timing of completion of the bank reconciliation.

ECONOMIC INCENTIVE AGREEMENTS – EDA

Economic development incentives are common among governmental entities which are used to promote development within the locality. These agreements include rebates of certain percentages of taxes collected on the related development. Incentive agreements can become complex and involve calculations on tax collections which require coordination between many departments. During 2023, we noted the disbursement to the Staunton Frontier Center developer required an adjustment to the amounts paid for the second year in a row. The required adjustment was for the prior year yet was not caught until the current year disbursement was calculated. We recommend that the Commissioner of Revenue's office work closely with the Treasurer and EDA to develop this calculation and add a review process to compare to the actual underlying tax records and formal agreement to ensure the accuracy of the calculation prior to confirming amounts and releasing payment to the developer. This review process should be completed prior to providing information to the Finance department to ensure the proper transfer from the City to the EDA can be recorded and reflected in the City's current Annual Comprehensive Financial Report.

Current Status: No longer applicable.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

PRIOR YEAR COMMENTS AND SUGGESTIONS (Continued)

RELIANCE ON COMPENSATING CONTROLS

In an ideal system of internal controls, no individual would perform more than one duty in connection with any transaction or series of transactions. In particular, no one individual should have access to both physical assets and the related accounting records. This is because such access may allow errors or fraud to occur and remain undetected or concealed.

Areas where in the past we identified a lack of segregation of duties included the accounts payable function, payroll function, bank reconciliation, journal entries, and authorized check signers. The City's finance department has responded to these concerns by implementing certain *compensating controls*, which, although they do not remove the original control deficiency, they mitigate the risk that a fraudulent transaction could occur and remain undetected. These compensating controls at the City consist of reviews of certain reports by the Assistant Director of Finance, Treasurer, and Director of Finance.

Because of these compensating controls, in our judgment these deficiencies do not constitute a material weakness or significant deficiency. Even so, management should note that these controls are effective only if applied regularly with vigilance. Also, as described in our report on these comments, our responsibility is to report control deficiencies that we note in performing our audits; other undetected control deficiencies may exist elsewhere.

Current Status: *This comment as previously reported has been superseded by the current year comment "system access."*

REPORTING UNDER GASB 84

The objective of GASB 84 is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. As a result, care should be taken to identify potential fiduciary activities in which the government possesses control or administrative involvement over trusts, charitable funds, and school activity funds in which the City could be required to include in financial reporting

Areas we have determined further documentation and understanding of activities could be improved are for foundations and charitable funds under the Sheriff, Police, and Fire Departments. Activities have been noted regarding the nature and extent of involvement between department heads and these foundations by management. We were not able to receive documentation to make a determination of these funds. We recommend the City review organizational documents, by-laws, Board member listings, and bank account information in order to properly determine whether the City possesses control of assets or provides administrative involvement for these foundations.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

PRIOR YEAR COMMENTS AND SUGGESTIONS (Continued)

REPORTING UNDER GASB 84 (Continued)

Due to the difference in size between the City and the foundations, these deficiencies do not constitute a material weakness or significant deficiency. Even so, management should further review the structure and use of these foundations to ensure the proper financial reporting.

Current Status: Still applicable as it relates to the Fire Department Trust

Client Response: The Fire Department does have a related trust. During 2024, there was a change in trustee and the acting fire chief was recently name to the permanent post. The current fire chief, who is the trustee, has worked with finance to improve the documentation and procedures around these funds. We are working with our legal department to complete review of the trust, since the benefactor is deceased, so we can determine our options moving forward. We hope to have a definite conclusion during fiscal year 2025, so we can correctly account for the funds.

REPORTING UNDER GASB 84 – Fire Department Trust Reporting

GASB 84, *Fiduciary Activities*, was effective starting in fiscal year 2021. Audit procedures in the prior year revealed that in some instances, not enough information was being provided by City departments to City Finance to determine proper accounting. After further documentation was reviewed, we determined the Fire Department became the beneficiary to the Tenney Trust in 1999. The Trust has several restrictions on use of the funds and requires the Fire Department Chief to provide a written accounting statement to City Finance by January 31 of each year.

While the trust document specifies an accounting of transactions must be provided to the City Finance Department by January 31 for the previous calendar year, we recommend the accounting be made on a fiscal year basis to coincide with City reporting. We further recommend that the trustee (the current City Fire Chief) maintain monthly investment statements, since the investment advisor cannot provide fiscal year based statements, along with the other monthly cash account statements and transaction ledger. All of this documentation should be made available to the City Finance Department on at least a fiscal year basis to ensure that the transactions can be included, if required, with the City's financial statements at the end each fiscal year.

We recommend that the Fire Chief provides, at a minimum, quarterly financial statements along with all bank and investment account statements for the Teeney Trust.

Current Status: No longer applicable.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

NEW GASB PRONOUNCEMENTS

In this section, we would like to make you aware of certain confirmed and potential changes that are on the horizon that may affect your financial reporting and audit.

The GASB issued **Statement No. 101, *Compensated Absences*** in June 2022. The objective of this Statement is to better meet the information needs of financial statement users by updating the recognition and measurement guidance for compensated absences. That objective is achieved by aligning the recognition and measurement guidance under a unified model and by amending certain previously required disclosures. This Statement requires that liabilities for compensated absences be recognized for (1) leave that has not been used and (2) leave that has been used but not yet paid in cash or settled through noncash means. A liability should be recognized for leave that has not been used if (a) the leave is attributable to services already rendered, (b) the leave accumulates, and (c) the leave is more likely than not to be used for time off or otherwise paid in cash or settled through noncash means. Leave is attributable to services already rendered when an employee has performed the services required to earn the leave. Leave that accumulates is carried forward from the reporting period in which it is earned to a future reporting period during which it may be used for time off or otherwise paid or settled. In estimating the leave that is more likely than not to be used or otherwise paid or settled, a government should consider relevant factors such as employment policies related to compensated absences and historical information about the use or payment of compensated absences. However, leave that is more likely than not to be settled through conversion to defined benefit postemployment benefits should not be included in a liability for compensated absences.

This Statement requires that a liability for certain types of compensated absences—including parental leave, military leave, and jury duty leave—not be recognized until the leave commences. This Statement also requires that a liability for specific types of compensated absences not be recognized until the leave is used.

This Statement also establishes guidance for measuring a liability for leave that has not been used, generally using an employee's pay rate as of the date of the financial statements. A liability for leave that has been used but not yet paid or settled should be measured at the amount of the cash payment or noncash settlement to be made. Certain salary-related payments that are directly and incrementally associated with payments for leave also should be included in the measurement of the liabilities.

With respect to financial statements prepared using the current financial resources measurement focus, this Statement requires that expenditures be recognized for the amount that normally would be liquidated with expendable available financial resources.

The requirements of this Statement are effective for fiscal years beginning after December 15, 2023, and all reporting periods thereafter. Earlier application is encouraged.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

NEW GASB PRONOUNCEMENTS (Continued)

The GASB issued **Statement No. 102, *Certain Risk Disclosures*** in December 2023. State and local governments face a variety of risks that could negatively affect the level of service they provide or their ability to meet obligations as they come due. Although governments are required to disclose information about their exposure to some of those risks, essential information about other risks that are prevalent among state and local governments is not routinely disclosed because it is not explicitly required. The objective of this Statement is to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints.

This Statement defines a concentration as a lack of diversity related to an aspect of a significant inflow of resources or outflow of resources. A constraint is a limitation imposed on a government by an external party or by formal action of the government's highest level of decision-making authority. Concentrations and constraints may limit a government's ability to acquire resources or control spending.

This Statement requires a government to assess whether a concentration or constraint makes the primary government reporting unit or other reporting units that report a liability for revenue debt vulnerable to the risk of a substantial impact. Additionally, this Statement requires a government to assess whether an event or events associated with a concentration or constraint that could cause the substantial impact have occurred, have begun to occur, or are more likely than not to begin to occur within 12 months of the date the financial statements are issued.

If a government determines that those criteria for disclosure have been met for a concentration or constraint, it should disclose information in notes to financial statements in sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact. The disclosure should include descriptions of the following:

- The concentration or constraint
- Each event associated with the concentration or constraint that could cause a substantial impact if the event had occurred or had begun to occur prior to the issuance of the financial statements
- Actions taken by the government prior to the issuance of the financial statements to mitigate the risk.

The requirements of this Statement are effective for fiscal years beginning after June 15, 2024, and all reporting periods thereafter. Earlier application is encouraged.

The GASB issued **Statement No. 103, *Financial Reporting Model Improvements*** in April 2024. The objective of this Statement is to improve key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability. This Statement also addresses certain application issues.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

NEW GASB PRONOUNCEMENTS (continued)

Management's Discussion and Analysis: This Statement continues the requirement that the basic financial statements be preceded by management's discussion and analysis (MD&A), which is presented as required supplementary information (RSI). MD&A provides an objective and easily readable analysis of the government's financial activities based on currently known facts, decisions, or conditions and presents comparisons between the current year and the prior year. This Statement requires that the information presented in MD&A be limited to the related topics discussed in five sections: (1) Overview of the Financial Statements, (2) Financial Summary, (3) Detailed Analyses, (4) Significant Capital Asset and Long-Term Financing Activity, and (5) Currently Known Facts, Decisions, or Conditions. Furthermore, this Statement stresses that the detailed analyses should explain why balances and results of operations changed rather than simply presenting the amounts or percentages by which they changed. This Statement emphasizes that the analysis provided in MD&A should avoid unnecessary duplication by not repeating explanations that may be relevant to multiple sections and that "boilerplate" discussions should be avoided by presenting only the most relevant information, focused on the primary government. In addition, this Statement continues the requirement that information included in MD&A distinguish between that of the primary government and its discretely presented component units.

Unusual or Infrequent Items: This Statement describes unusual or infrequent items as transactions and other events that are either unusual in nature or infrequent in occurrence. Furthermore, governments are required to display the inflows and outflows related to each unusual or infrequent item separately as the last presented flow(s) of resources prior to the net change in resource flows in the government-wide, governmental fund, and proprietary fund statements of resource flows.

Presentation of the Proprietary Fund Statement of Revenues, Expenses, and Changes in Fund Net Position: This Statement requires that the proprietary fund statement of revenues, expenses, and changes in fund net position continue to distinguish between operating and nonoperating revenues and expenses. Operating revenues and expenses are defined as revenues and expenses other than nonoperating revenues and expenses. Nonoperating revenues and expenses are defined as (1) subsidies received and provided, (2) contributions to permanent and term endowments, (3) revenues and expenses related to financing, (4) resources from the disposal of capital assets and inventory, and (5) investment income and expenses.

In addition to the subtotals currently required in a proprietary fund statement of revenues, expenses, and changes in fund net position, this Statement requires that a subtotal for operating income (loss) and noncapital subsidies be presented before reporting other nonoperating revenues and expenses. Subsidies are defined as (1) resources received from another party or fund (a) for which the proprietary fund does not provide goods and services to the other party or fund and (b) that directly or indirectly keep the proprietary fund's current or future fees and charges lower than they would be otherwise, (2) resources provided to another party or fund (a) for which the other party or fund does not provide goods and services to the proprietary fund and (b) that are recoverable through the proprietary fund's current or future pricing policies, and (3) all other transfers.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

NEW GASB PRONOUNCEMENTS (Continued)

Major Component Unit Information: This Statement requires governments to present each major component unit separately in the reporting entity's statement of net position and statement of activities if it does not reduce the readability of the statements. If the readability of those statements would be reduced, combining statements of major component units should be presented after the fund financial statements.

Budgetary Comparison Information: This Statement requires governments to present budgetary comparison information using a single method of communication—RSI. Governments also are required to present (1) variances between original and final budget amounts and (2) variances between final budget and actual amounts. An explanation of significant variances is required to be presented in notes to RSI.

The requirements of this statement are effective for fiscal years beginning after June 15, 2025, and all reporting periods thereafter. Earlier application is encouraged.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

CURRENT GASB PROJECTS

GASB currently has a variety of projects in process. Some of these projects discussed below.

Classification of Nonfinancial Assets. The objective of this project would be to reconsider the existing classification of nonfinancial assets and other related sub-classifications (for example, capital assets or intangible assets) to ensure that (1) assets are classified in a way that provides the most relevant financial information and (2) the definitions of the classifications are understandable and appropriate to meeting financial reporting objectives. The project also will consider how any classification changes would affect financial statement presentation and disclosure of nonfinancial assets. The project will not, however, reexamine recognition or measurement of nonfinancial assets. This project is in the exposure draft re-deliberations period.

Going Concern Uncertainties and Severe Financial Stress. The objective of this project is to address issues related to disclosures regarding going concern uncertainties and severe financial stress. The project will consider (1) improvements to existing guidance for going concern considerations to address diversity in practice and clarify the circumstances under which disclosure is appropriate, (2) developing a definition of severe financial stress and criteria for identifying when governments should disclose their exposure to severe financial stress, and (3) what information about a government's exposure to severe financial stress is necessary to disclose. This project is currently in the initial deliberations period.

Implementation Guidance Update - 2025. The objective of this project is to update implementation guidance for additional issues that come to the attention of the staff. This project will result in the issuance of an Implementation Guide when sufficient need exists for new or improved guidance and the Board does not object to its issuance. All updates are incorporated into the Codification of Governmental Accounting and Financial Reporting Standards and the Comprehensive Implementation Guide, as appropriate. This project is currently in the initial proposals period.

Infrastructure Assets. The objective of this project is to address issues related to accounting and financial reporting for infrastructure assets. The project would evaluate standards-setting options related to reporting infrastructure assets to make information (1) more comparable across governments and more consistent over time, (2) more useful for making decisions and assessing government accountability, (3) more relevant to assessments of a government's economic condition, and (4) better reflect the capacity of those assets to provide service and how that capacity may change over time. This project is currently in the initial deliberations period.

Revenue and Expense Recognition. The objective of this project is to develop a comprehensive application model for the classification, recognition, and measurement of revenues and expenses. The purpose for developing a comprehensive model is (1) to improve the information regarding revenues and expenses that users need to make decisions and assess accountability, (2) to provide guidance regarding exchange and exchange-like transactions that have not been specifically addressed, (3) to evaluate revenue and expense recognition in the context of the conceptual framework, and (4) to address application issues identified in practice, based upon the results of the pre-agenda research on revenue for exchange and exchange-like transactions. This project is currently in the preliminary views re-deliberations period.

**CITY OF STAUNTON, VIRGINIA AND
CITY OF STAUNTON PUBLIC SCHOOLS**

ACCOUNTING AND OTHER MATTERS

CURRENT GASB PROJECTS (Continued)

Subsequent Events. The objective of this project is to improve the accounting and financial reporting for subsequent events. The project will reexamine existing requirements related to subsequent events in Statement No. 56, *Codification of Accounting and Financial Reporting Guidance Contained in the AICPA Statements on Auditing Standards*, to address issues related to (1) confusion about and challenges associated with applying the existing standards, (2) inconsistency in practice in the information provided about subsequent events, and (3) the usefulness of the information provided about subsequent events. This project is currently in the initial deliberations period toward an Exposure Draft.



REQUIRED COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Honorable Members of City Council
and School Board
City of Staunton, Virginia

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Staunton, Virginia, collectively hereafter referred to as the “City,” for the year ended June 30, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 24, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Matters

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2024. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City’s financial statements were.

- The useful lives of capital assets and the allowance for uncollectible accounts are based on management’s knowledge and judgment, which is based on history.
- The other post-employment benefits and pension liabilities are based on actuarial studies provided by the City’s external actuarial firm and the Virginia Retirement System.
- The estimate of the costs of contributed infrastructure is based on information provided by the Virginia Department of Transportation (VDOT) or other historical cost information.

Significant Audit Matters (Continued)

Qualitative Aspects of Accounting Practices (Continued)

- The landfill liability for the City's proportionate share of closure/post-closure liability as well as the depreciation of landfill cell construction costs is based on Augusta Regional Landfill's management's knowledge and judgment and estimates provided by their external engineering firm using both estimated costs and remaining capacity information.
- The self-insurance liability is based on information from an external third-party consultant and subsequent claims information provided by the insurance carrier.
- The discount rates used to determine lease and SBITA liabilities and related assets are based on management's consideration of financing a comparable asset over a similar term.

We evaluated the methods, assumptions, and data used to develop these estimates in determining that the estimates are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements include those related to:

- Capital assets, long-term debt, commitments and contingencies, the liability for landfill closure and post-closure care costs, pension, and other post-employment benefits liabilities.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The following audit adjustments were proposed, which were recorded by the City, indicate matters that had a significant effect on the City's financial reporting process.

- In the Stormwater fund, a decrease of \$41,000 to accounts receivable and a corresponding decrease to revenue for a journal entry that was posted incorrectly.
- In the Capital Projects funds, a decrease of \$24,000 to unearned revenue and an increase to revenue.

Management has determined that the effects of the following unrecorded misstatement are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

- Approximately \$308,000 to increase cash in the general fund and governmental activities, an increase to beginning fund balance and net position of approximately \$271,000, and a corresponding increase to investment income of approximately \$37,000 to reflect investment activity.

Significant Audit Matters (Continued)

Disagreements with Management

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 3, 2024, a copy of which is attached.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and other items as listed in the financial statements table of contents, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual non-major fund financial statements, the discretely presented component units' fund statements, budget to actual schedules, and the schedule of expenditures of federal awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Restriction on Use

This information is intended solely for the information and use of the City Council, the School Board, and management and is not intended to be and should not be used by anyone other than these specified parties.

Brown, Edwards & Company, L.L.P.

CERTIFIED PUBLIC ACCOUNTANTS

Harrisonburg, Virginia
December 3, 2024
Attachment



December 3, 2024

Brown, Edwards & Company, L.L.P.
Certified Public Accountants
1909 Financial Drive
Harrisonburg, Virginia 22801

This representation letter is provided in connection with your audit of the financial statements of City of Staunton, Virginia, which comprise the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 26 2024, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 24, 2024, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.

- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements or in the schedule of findings and questioned costs.
- 8) The effects of the uncorrected misstatement, summarized below, is immaterial to the financial statements as a whole for each opinion unit. In addition, you have proposed adjusting journal entries that have been posted to the City's accounts. We are in agreement with those adjustments.
 - a) Approximately \$308,000 to increase cash in the general fund and governmental activities, an increase to beginning fund balance and net position of approximately \$271,000, and a corresponding increase to investment income of approximately \$37,000 to reflect investment activity.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the entity is contingently liable, if any, have been properly recorded or disclosed.
- 11) We have provided the planning communication letter to all members of those charged with governance as requested.

Information Provided

- 12) We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 13) All material transactions have been recorded in the accounting records and are reflected in the financial statements and the schedule of expenditures of federal awards.
- 14) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 15) We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management,
 - Employees who have significant roles in internal control,
 - Service organizations used by the entity, or
 - Others where the fraud could have a material effect on the financial statements.
- 16) We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's financial statements communicated by employees, former employees, regulators, or others.

- 17) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or waste or abuse, whose effects should be considered when preparing financial statements.
- 18) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 19) We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.

Government—specific

- 20) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 21) We have a process to track the status of audit findings and recommendations.
- 22) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 23) We have provided our views on reported findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- 24) The entity has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.
- 25) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts; and legal and contractual provisions for reporting specific activities in separate funds.
- 26) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 27) We have appropriately identified, recorded, and disclosed all leases in accordance with GASBS No. 87
- 28) We have appropriately identified, recorded, and disclosed subscription-based information technology arrangements in accordance with GASBS No. 96
- 29) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 30) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 31) As part of your audit, you assisted with preparation of the data collection forms. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.
- 32) The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.

- 33) The entity has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 34) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 35) The financial statements properly classify all funds and activities, in accordance with GASB Statement No. 34, as amended, and GASB Statement No. 84, as amended.
- 36) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 37) Components of net position (net investment in capital assets; restricted; and unrestricted), and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 38) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 39) Provisions for uncollectible receivables have been properly identified and recorded.
- 40) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 41) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 42) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 43) Special and extraordinary items are appropriately classified and reported, if applicable.
- 44) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 45) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 46) Capital assets have been evaluated for impairment as a result of significant and unexpected decline in service utility.
- 47) We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- 48) We have not completed the process of evaluating the impact that will result from adopting new Governmental Accounting Standards Board Statements (GASBS) that are not yet effective, as discussed in the notes to financial statements. The entity is therefore unable to disclose the impact that adopting these Statements will have on its financial position and the results of its operations when the Statements are adopted.

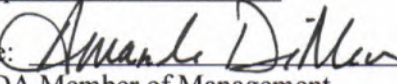
- 49) We agree with the findings of specialists in evaluating the landfill liability estimate for closure, post-closure costs, the actuaries in determining pension and other post-employment benefit liabilities and disclosures, and the third party administrators in determining the incurred but not reported liabilities, and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.
- 50) We have appropriately disclosed the entity's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 51) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 52) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 53) With respect to the supplementary information on which an in-relation-to opinion is issued.
- a) We acknowledge our responsibility for presenting the supplementary information in accordance with accounting principles generally accepted in the United States of America, and we believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America. The methods of measurement and presentation of the supplementary information have not changed from those used in the prior period, and we have disclosed to you any significant assumptions or interpretations underlying the measurement and presentation of the supplementary information.
 - b) If the supplementary information is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the supplementary information no later than the date we issue the supplementary information and the auditor's report thereon.
- 54) With respect to federal award programs:
- a) We are responsible for understanding and complying with and have complied with the requirements of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), including requirements relating to preparation of the schedule of expenditures of federal awards.
 - b) We acknowledge our responsibility for preparing and presenting the schedule of expenditures of federal awards (SEFA) and related disclosures in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance. The methods of measurement or presentation of the SEFA have not changed from those used in the prior period and we have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.

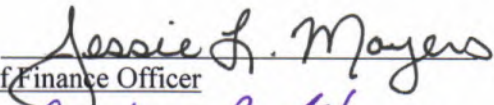
- c) We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit, and have included in the SEFA expenditures made during the audit period for all awards provided by federal agencies in the form of federal awards, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- d) We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, regulations, and the terms and conditions of federal awards related to each of our federal programs and have identified and disclosed to you the requirements of federal statutes, regulations, and the terms and conditions of federal awards that are considered to have a direct and material effect on each major program.
- e) We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance for federal programs that provides reasonable assurance that we are managing our federal awards in compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- f) We have made available to you all federal awards (including amendments, if any) and any other correspondence with federal agencies or pass-through entities relevant to federal programs and related activities.
- g) We have received no requests from a federal agency to audit one or more specific programs as a major program.
- h) We have complied with the direct and material compliance requirements (except for noncompliance disclosed to you), including when applicable, those set forth in the *OMB Compliance Supplement*, relating to federal awards and have confirmed that there were no amounts questioned and no known noncompliance with the direct and material compliance requirement of federal awards.
- i) We have disclosed any communications from federal awarding agencies and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- j) We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- k) Amounts claimed or used for matching were determined in accordance with relevant guidelines in OMB's Uniform Guidance (2 CFR part 200, subpart E).
- l) We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- m) We have made available to you all documentation related to compliance with the direct and material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- n) We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.

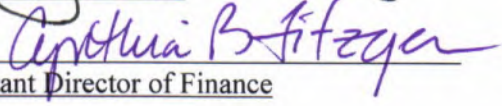
- o) There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
 - p) No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies or material weaknesses in internal control over compliance, subsequent to the period covered by the auditor's report.
 - q) Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
 - r) The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
 - s) We have monitored subrecipients, as necessary, to determine that they have expended subawards in compliance with federal statutes, regulations, and the terms and conditions of the subaward and have met the requirements of the Uniform Guidance, if applicable.
 - t) We have issued management decisions for audit findings that relate to federal awards made to subrecipients and such management decisions have been issued within six months of acceptance of the audit report by the Federal Audit Clearinghouse. Additionally, we have followed-up ensuring that the subrecipient has taken timely and appropriate action on all deficiencies detected through audits, on-site reviews, and other means that pertain to the federal award provided to the subrecipient, if applicable.
 - u) We have considered the results of subrecipient audits and have made any necessary adjustments to our books and records, if applicable.
 - v) We have charged costs to federal awards in accordance with applicable cost principles.
 - w) We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
 - x) We are responsible for and have ensured the reporting package does not contain protected personally identifiable information.
 - y) We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
 - z) We are responsible for taking corrective action on each audit finding of the compliance audit and have developed a corrective action plan that meets the requirements of the Uniform Guidance.
 - aa) We have disclosed to you all contracts or other agreements with service organizations, and we have disclosed to you all communications from the service organizations relating to noncompliance at the service organizations, if applicable.
- 55) We reaffirm the representations made to you in our letter dated December 7, 2023 regarding your audit for the fiscal year ended June 30, 2023.

Signature: 
Title: City Manager

Signature: 
Title: Superintendent of Schools

Signature: 
Title: EDA Member of Management

Signature: 
Title: Chief Finance Officer

Signature: 
Title: Assistant Director of Finance



Attachment 3

December 12, 2024

Staci A. Henshaw
Auditor of Public Accounts
Commonwealth of Virginia
P. O. Box 1295
Richmond, Virginia 23218

Dear Ms. Henshaw,

We hereby attest, in accordance with §15.2-2510 of the Code of Virginia, the City of Staunton's audited financial report, for the fiscal year ended June 30, 2024, has been presented to the local governing body at a public session on December 12, 2024.

Local chief elected official signature

Local chief administrative officer signature

Stephen W. Claffey-Mayor

Leslie M. Beauregard-City Manager

City of Staunton
Commonwealth of Virginia

The foregoing statement required by the laws of the Commonwealth was acknowledged before me this 12th day of December, 2024, by Stephen W. Claffey and Leslie M. Beauregard.

Notary Public's Signature

Notary Seal

Notary's Printed Name/Title

Notary registration number: _____

My commission expires,

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Samantha Johnson Tourism Director
Item #	3	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity, Excellence, and Engagement Strategic Areas: Responsive, Efficient Government	
Subject:	Update on Tourism Activities	

Background: Tourism Director, Samantha Johnson, will provide an update to City Council concerning the department's activities over the past year and the impact that tourism has had on the City's economy.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 2024	Chris Tuttle Director, Parks and Recreation
Item #	4	
Department:	Parks and Recreation	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Update on Gypsy Hill Golf Course	

Background: Chris Tuttle, Director of Parks and Recreation, will provide an update on the operations of Gypsy Hill Golf Course, including a report on revenues, branding and marketing efforts, clubhouse improvements, membership data and tournament schedule.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Rodney Rhodes Director, Community Development
Item #	5	
Department:	Community Development – Planning Division	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity; Excellence; Engagement; Environmental Consciousness Strategic Areas: Infrastructure; Economic Development; Built Environment Responsive, Efficient Government	
Subject:	Update on Comprehensive Plan Review and Process	

Background: At the February 8, 2024, and June 27, 2024, City Council work sessions, staff provided Council with an overview on Comprehensive Plans, a path forward in updating the Staunton Comprehensive Plan and the creation of a Citizen's Advisory Committee that will assist with the review and update of the plan.

A joint work session with the Planning Commission was conducted on August 22, 2024 to kick off the process and to start to provide a clear direction for staff and the city's consultant, EPR, PC.

At the December 12, 2024 work session, City Council will receive an update and status on the Comprehensive Plan review process.

A webpage has been developed that includes information and upcoming meetings and sessions related about the Comprehensive Plan review process: [Comprehensive Plan Website](#)

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 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:	December 12, 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 November 14, 2024

Attachment 2 – Special Meeting Minutes of November 20, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of November 14, 2024, and the special meeting minutes of November 20, 2024 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



City Council
WORK SESSION
November 14, 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.

Ms. Edwards moved to approve the work session and regular meeting agendas as presented.

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

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

2. Briefing of New Police Technology Being Deployed in the City

City Manager Leslie Beauregard stated that the Police Department recently installed fixed license plate readers across various locations in the city through a cooperative contract with Flock Safety. The 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 provided a briefing on the technology, highlighting its utility, benefits to public safety, and limitations. He also noted that the technology is not new; it has been used in a mobile platform for years but is now installed in fixed locations around the city.

Mayor Claffey asked how long images are stored in the system. Chief Williams responded that they are stored for 30 days.

Mr. Robertson stated that he is supportive of the technology as long as it is not used for tracking citizens speeding. Chief Williams stated that the technology does not have the capability for speeding enforcement, nor are they interested in such use.

Ms. Edwards asked about the possibility of error in license plate identification. Chief Williams explained that they have training and auditing processes in place to minimize errors.

Mr. Arrowood asked what the source of flagged plates is. Chief Williams stated that the data is imported from the State Police and National Crime Information Center

Councilmembers had no further questions.

3. Update of Virginia Department of Transportation Richmond Avenue Road Diet & Roundabout Project

Mr. Cambell read the following statement:

“Pursuant to Virginia Code §2.2-3112, I hereby disclose that I work for the Virginia Department of Transportation, and I am a member of a group of three or more VDOT employees affected by this transaction. For purpose of this item, I only intend to provide information about the project that can be of assistance to the other members of Council. I do not plan to participate in discussions about any ultimate policy or financial decisions the Council may make about this item. Therefore, in accordance with the statute, I can participate fairly, objectively, and in the public interest by providing information about the proposed VDOT project.”

City Engineer Lyle Hart stated that 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.

VDOT Project Manager Samantha Tarbell and VDOT District Planner Brad Reed gave a presentation on the design, cost, and overall status of the project. Two alternatives to the original two-lane roundabout design were presented: a single-lane roundabout and a roadway reconfiguration without a roundabout.

Mayor Claffey asked how this has transitioned from a VDOT project to a city project. Ms. Tarbell clarified the funding and administrative roles of each entity. The road reconfiguration would be fully funded, but the roundabout would require the identification of additional funding sources by the city before they determine how much will be covered by VDOT.

4. Discussion of Real Estate Assessment Appeal Process

City Assessor Doug Flinn presented the 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.

Ms. Edwards suggested simplifying the language on the form to make it more accessible to property owners.

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**

City Attorney John Blair stated that 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.

Mr. Arrowood stated that the intention is 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.

Councilmembers agreed on their support and instructed Mr. Blair to prepare the amendment for presentation at a future meeting.

6. **Discussion of Request by Moonyene Jackson on a Proposed Virginia State Highway Marker Honoring the Historic Site of the Queen Miller Home**

Mr. Campbell stated that 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. Moonyene 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 Street. The 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, which the city would install.

A brief discussion ensued, and Mr. Campbell stated that the city has supported other historical markers, including highway markers and the Staunton Augusta County African American Research Society markers. The city's contribution has always been to be willing to install these markers, with some level of maintenance responsibility. He stated that he personally would see it as problematic if the city were to take a different approach with this individual request in terms of actually contributing to the manufacturing of the sign.

Councilmembers agreed on providing the requested letter of support for willingness to install and maintain the marker. In the interest of consistency with other requests of this type, the applicant will be responsible for funding the fabrication of the sign.

The work session adjourned at 6:37 p.m.

Kiley A. Kesecker
Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, November 14, 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. Woods.

Proclamation: Small Business Saturday 2024, presented to Darren Smith, Executive Director of the Staunton Downtown Development Association.

MAYOR'S REPORT

Mayor Claffey stated that he had made a donation on behalf of the city to fund a World War I battle monument in France, via the Community Foundation. He also recently welcomed the Virginia Rural Leadership Institute tour at the R.R. Smith Center. Lastly, he recognized the recent graduates of Staunton Citizen University.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Mr. Arrowood stated that he had attended a housing work group continuation of the Community Foundation's housing summit.

Mr. Campbell stated that he recently participated in the Staunton Veterans Day parade with Councilors Arrowood, Woods, and Councilmember-elect Corrie Park.

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 24, 2024

A.2 FY 2025 First Quarter Financial Report

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.

Ms. Edwards moved to approve the Consent Agenda as presented.

The motion was seconded by Ms. Woods 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		

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

Fire Marshal Perry Weller stated that the 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.

Ms. Edwards asked if they have received any pushback over the installation of lock boxes. Mr. Weller stated that they have had some minor pushback, but after more explanation, those individuals realize cost of buying a key box is much less than the cost of replacing their doors if forced entry is required.

Mayor Claffey asked Mr. Weller to be reasonable with business owners that do not want to incur another expense to have a box installed if they already have a functional one.

Mr. Arrowood asked if the lock boxes are widely used in the city. Mr. Weller stated that they have between 150 and 160 currently installed.

Councilmembers had no further questions.

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 City Council adopt the key lock box system ordinance, as presented.

The motion was seconded Vice Mayor Darby 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		

Ordinance No. 2024-26

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

Recitals

A. 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;

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

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

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

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 Title 8, Health and Safety, of the Staunton City Code is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Title 8

HEALTH AND SAFETY

Chapters:

8.05 Advertising

8.10 Alarm Systems

8.15 Fire Warning Systems

8.20 Regulation of Open Burning

8.25 Noise

8.30 Solid Waste

8.35 Discharge of Fireworks

8.40 Key Box System

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) L 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: November 14, 2024
Adopted: November 14, 2024
Effective Date: November 14, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

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

Planning Manager Tim Hartless stated that 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.

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.

Mayor Claffey asked why the property is not being zoned for residential use if all of the surrounding properties are. Mr. Hartless stated that all residential zoning districts have density limitations that would not allow this many units on that site. That is why the applicant has proffered to limit density in the administration building and the proposed future building in the rear.

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.

Mike Martin, representing the applicant, presented a history of the Longacre family in Staunton.

Constance Birch, 319 Mary Gray Lane, spoke in opposition to the proposed athletic field paving.

Karen Ress, 220 Biltmore Street, expressed concerns with the paved parking area and urged the developer to be careful with doing landscaping the right way.

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

Mr. Robertson moved that City Council adopt the ordinance and approve the conditional rezoning as recommended by the Planning Commission.

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

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

Ordinance No. 2024-27

**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: November 14, 2024

Adopted: November 14, 2024

Effective Date: November 14, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

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

Mr. Hartless stated that 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 an 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. 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.

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.

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.

Applicant Charles Klein was present to answer questions from the Council.

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.

Vice Mayor Darby moved that City Council adopt the ordinance and approve the request as recommended by the Planning Commission.

The motion was seconded by Ms. Woods 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. 2024-28

**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: November 14, 2024

Adopted: November 14, 2024

Effective Date: November 14, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

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

Mr. Hartless stated that a developer has requested an amendment to Staunton City Code 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.

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.

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.

Mayor Claffey asked if all current nonconforming signs would remain in place. Mr. Hartless confirmed that they would.

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 adopt the ordinance and approve the amendment as recommended by the Planning Commission.

The motion was seconded by Mr. Arrowood 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. 2024-29

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.

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

(65) Flashing or intermittent illumination is prohibited.

(76) 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: November 14, 2024

Adopted: November 14, 2024

Effective Date: November 14, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

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”

Mr. Hartless stated that an issue has been identified 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.

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.

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 clarified several points from the language of the proposed amendment.

Mr. Robertson asked if staff could contact businesses to inform them that they can move their signs up if the proposed amendment is approved. Mr. Hartless stated that he will speak with the Zoning Administrator about contacting businesses where this is known to be an issue.

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.

Oliver Dahl, no address given, spoke in support of the proposed amendment and thanked city staff for including a diagram.

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

Mr. Robertson moved that Council adopt the ordinance and approve the amendment as recommended by the Planning Commission.

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

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

Ordinance No. 2024-29

**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.

796 18.10.040 “C” definitions.
797 18.10.050 “D” definitions.
798 18.10.060 “E” definitions.
799 18.10.070 “F” definitions.
800 18.10.080 “G” definitions.
801 18.10.090 “H” definitions.
802 18.10.100 “I” definitions.
803 18.10.110 “J” definitions.
804 18.10.120 “K” definitions.
805 18.10.130 “L” definitions.
806 18.10.140 “M” definitions.
807 18.10.150 “N” definitions.
808 18.10.160 “O” definitions.
809 18.10.170 “P” definitions.
810 18.10.180 “Q” definitions.
811 18.10.190 “R” definitions.
812 18.10.200 “S” definitions.
813 18.10.210 “T” definitions.
814 18.10.220 “U” definitions.
815 18.10.230 “V” definitions.
816 18.10.240 “W” definitions.
817 18.10.250 “X” definitions.
818 18.10.260 “Y” definitions.
819 18.10.270 “Z” definitions.

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824 **18.10.190 “R” definitions.**

825

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

828

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

833

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

838

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

841

“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.~~

~~(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.

~~(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.

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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: November 14, 2024

Adopted: November 14, 2024

Effective Date: November 14, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

G. Consideration of Transfer of Already Appropriated Funds in the Capital Improvement Fund and Discuss the Reappropriation of ARPA Funds on Budget Amendment #2

Chief Finance Officer Jessie Moyers stated that the item before City Council is the 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.

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.

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 multiyear funds and therefore must be reappropriated in FY2025 to the CIP Fund.

Ms. Moyers stated that the reappropriation of ARPA funds will only be discussed at this 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 12 meeting.

Councilmembers inquired about several projects, including the Gypsy Hill Park bathrooms and the Montgomery Hall Park pool house. Ms. Moyers stated that they are considering rebidding those projects together.

Ms. Woods moved to approve the transfer of already appropriated funds within the Capital Improvement Fund.

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

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

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- A community education forum on the Gypsy Hill Park Stream Restoration Project
- The Environmental Programs Division team received the Garden Club of Virginia Helen and Tayloe Murphy Conservation Leadership in Government Award for the Stream Restoration Project
- BRITE Transit route and schedule changes
- West Beverley Street sidewalk improvements and VDOT SGR Repaving Project
- Property surveys in Uniontown underway

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.”

Pam Wagner, 164 North Coalter Street, asked the city to consider providing funding to the Arcadia Project.

Zach Lewis, 904 Rockway Street, stated that any leftover or unencumbered ARPA funds should be put towards the Uniontown revitalization efforts.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:34 p.m.

Kiley A. Kesecker
Clerk of Council

Attachment 2

SPECIAL MEETING OF STAUNTON CITY COUNCIL
Wednesday, November 20, 2024
5:00 p.m.
Caucus Room

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: **Kiley Kesecker, Clerk of Council**

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

Closed Meeting

Vice Mayor Darby moved to enter a closed meeting for the discussion of the performance of the City Manager pursuant to Virginia Code Section 2.2-3711(A)(1).

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

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

Mr. Robertson 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. Edwards and carried as follows:

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

ADJOURNMENT

There being no further business to come before Council, the meeting was adjourned at 7:17 p.m.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



Staunton, VA

AGENDA BRIEFING

Meeting Date:	December 12, 2024	Councilmember Arrowood John C. Blair, II City Attorney
Item #	A.3	
Department:	City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Ordinance Amending the Staunton City Code to Ensure Income Requirements are Satisfied for Water/Sewer/Permit Fee Waivers	

Background: On November 14, 2024, the Staunton City Council discussed proposed ordinance amendments suggested by Councilmember Arrowood.

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.

After further discussion between Councilmembers Arrowood and Edwards at the November 14, 2024 City Council Work Session, the proposed amendments now state that if a waiver recipient hasn't provided the requested documentation by the time that the organization applies for a Certificate of Occupancy, then the fee waivers shall be revoked and all of the applicable fees shall be due and payable before receiving the Certificate of Occupancy.

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

City Manager's Recommendation: Adopt the proposed Code amendments.

Suggested Motion: I move to adopt the amendments to Staunton City Code Sections 13.15.060, 13.40.030, and 15.10.120 as presented.

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 (1) Connection Fees.

55

56 ...

57
58 (d) Single-family residential projects in the City of Staunton that meet all of the following
59 criteria may also be considered for exemption from water connection fees; however,
60 organizations must submit a request for exemption from water connection fees which will
61 then be considered by Staunton City Council on a case-by-case basis using these criteria:

62
63 (i) the project is on property in the City of Staunton, is owned by the organization,
64 and the organization has a 501(c)(3) exemption recognized by the Internal Revenue
65 Service;

66
67 (ii) the project provides home ownership to residents within the City of Staunton,
68 classified as low-and-moderate income individuals, as defined by current HUD Section 8
69 Income standards;

70
71 (iii) the organization administering the program requires the homeowner(s) to
72 contribute a minimum of 200 hours in the construction of the subject single-family
73 residence or being constructed by the organization for others; and

74
75 (iv) The organization provides documentation satisfactory to the City Manager or
76 designee that the prospective owner of the property has an income between thirty and
77 eighty percent of the area median income for Staunton, Virginia. If the organization does
78 not provide the requested documentation before the organization applies for a certificate
79 of occupancy, then the waiver shall be revoked and the organization shall pay all
80 applicable fees before receiving a certificate of occupancy.

81

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83 ...

84

85 (2) Water Off-Site Facilities Fee.

86

87 ...

88

89 (h) Single-family residential projects which meet all of the following criteria may also be
90 considered for exemption from water facility fees; however, organizations must submit a

request for exemption from water 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;

(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. If the organization does not provide the requested documentation before the organization applies for a certificate of occupancy, then the waiver shall be revoked and the organization shall pay all applicable fees before receiving a certificate of occupancy.

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;

(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. If the organization does not provide the requested documentation before the organization applies for a certificate of occupancy, then the waiver shall be revoked and the organization shall pay all applicable fees before receiving a certificate of occupancy.

(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;

(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. If the organization does not provide the requested documentation before the organization applies for a certificate of occupancy, then the waiver shall be revoked and the organization shall pay all applicable fees before receiving a certificate of occupancy.

...

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;

(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. If the organization does not provide the requested documentation before the organization applies for a certificate of occupancy, then the waiver shall be revoked and the organization shall pay all applicable fees before receiving a certificate of occupancy.

...

In all other respects, the provisions of Title 13, Environment, and of Title 15, Buildings and Building Regulations, 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, VA

Meeting Date:	December 12, 2024	Leslie Beauregard City Manager City Council
Item #	B	
Department:	City Manager City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Recognition of Outgoing City Councilmembers	

Background: Mayor Stephen W. Claffey, Vice Mayor Amy G. Darby and Councilmember Mark Robertson have served on City Council since July 1, 2020, and will serve through December 31, 2024. In appreciation of their four and a half years of service to the City of Staunton as members of City Council, they will be recognized at the regular meeting of December 12, 2024.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Christi Linhoss General Registrar
Item #	C	
Department:	General Registrar/Electoral Board	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Recognition of Glenn Graves—50 Years of Service to the Electoral Board	

Background: Glenn Graves has dedicated 50 years of service to his community through his work in elections. He began his election duties as a young man, starting as an Election Officer and later becoming a Chief. Mr. Graves served on the Electoral Board from March 1, 2015, until December 31, 2020, concluding his tenure as the Chair of the Board. He did not stop there; for the past four years and into the foreseeable future, he has continued to assist the Voter Registration office during Early Voting. Throughout his career, he has worked tirelessly to build strong relationships with local political parties and the Election Officers who worked alongside him. Mr. Graves has become a well-recognized figure in Staunton, serving as a trusted face of elections for many local voters.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 2024	Jessie L. Moyers Chief Finance Officer
Item #	D	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Public Hearing for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two (Updated December 10, 2024)	

Background: City Council was presented with an agenda item on November 14, 2024 to redesignate unused American Rescue Plant Act (ARPA) funds in order to meet the encumbrance deadline of December 31, 2024. The appropriation of the ARPA projects not already in the Capital Improvements Fund requires a budget amendment for the reappropriation of funds. The second budget amendment for fiscal year 2025 has been prepared for this purpose. The total budget amendment equals \$1,776,074. This is a city only budget amendment for the final ARPA appropriation. **As of December 10, 2024, this agenda item has been revised, as noted below.**

This budget amendment does require a public hearing, which was properly advertised on December 4, 2024 in the *News Leader*. Discussion and the public hearing are scheduled for December 12, 2024 and consideration of the ordinance is scheduled for the January 9, 2025 council meeting.

City Budget Amendment—\$1,776,074

1. General Fund amendment of \$(121)
 - (121) – Adjust ARPA appropriation for small area plan

2. Capital Improvements Fund amendment of \$616,394

Original Proposal Presented on November 14, 2024:

- \$350,000 – Appropriate ARPA funds for TAC System Upgrade
- \$200,000 – Appropriate ARPA funds for Fire Station #1 Door Replacements
- \$66,394 – Appropriate ARPA funds for Gypsy Hill Park Pool House

Revised Proposal to be Presented on December 12, 2024:

This revised proposal is the result of information received by Finance after the City Council agenda was published on Friday, November 6. The TAC System Upgrade came in under the budget estimate, resulting in savings of a little over \$100,000; and the bids for the replacement of the bay doors for Fire Station #1 could not be accepted.

- \$248,318 – Appropriate ARPA funds for TAC System Upgrade
- \$84,870 – Fire Station #1 & #2 Roof Coverings
- \$66,394 – Appropriate ARPA funds for Gypsy Hill Park Pool House
- \$176,921 – J&DR District Courthouse
- \$ 39,891 – Eight (8) Trash compactors for parks area – This is a new proposal and is in addition to the trash compactors that are being allocated from the ARPA funds set aside for the trash modernization initiative. An update on the trash modernization initiative will be provided at the January 9, 2025 City Council Work Session.

3. Stormwater Fund amendment of \$366,854

- \$35,361 – Re-appropriate ARPA funds for Flood Shield grants
- \$8,992 – Adjust ARPA for GHP Stream Restoration
- \$322,500 – Re-appropriate ARPA funds for the Tunnel Study project

4. Environmental Fund amendment of \$792,947

- \$823,488 – Re-appropriate ARPA funds for the Refuse Modernization project
- (30,541) – Adjust encumbrance carry forward for ARPA refuse project

Attachments:

Attachment 1 – Budget Amendment Number Two (Updated)

Attachment 2 – Notice of Public Hearing

City Manager's Recommendation: Discuss the proposed budget ordinance and conduct the public hearing.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

**Ordinance No. 2025-
AN ORDINANCE TO AMEND
THE FY2025 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER TWO**

Attachment 1

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2025 Budget is amended as follows:

GENERAL FUND - 110

Anticipated Revenue

Capital Grants and Contributions	(121)
Total Revenue	\$ (121)

Appropriations

Community Development	(121)
Total Appropriations	\$ (121)

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue

Capital Grants and Contributions	\$ 616,394
Total Revenue	\$ 616,394

Appropriations

Capital Projects	\$ 616,394
Total Appropriations	\$ 616,394

STORMWATER FUND - 570

Anticipated Revenue

Capital Grants and Contributions	\$ 366,854
Total Revenue	\$ 366,854

Appropriations

Capital	366,854
Total Appropriations	\$ 366,854

ENVIRONMENTAL FUND - 580

Anticipated Revenue

Environmental Fund Balance / Capital Grants and Contributions	\$ 792,947
Total Revenue	\$ 792,947

Appropriations

Operations	\$ 792,947
Total Appropriations	\$ 792,947

GRAND TOTAL BUDGET AMENDMENT NO 2	\$ 1,776,074

INTRODUCED: December 12, 2024

PUBLIC HEARING: December 12, 2024

Public Hearing Advertisement Date: December 4, 2024

Approved this _____ day of _____ 2025

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker
Clerk of Council

Mayor of Council

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
COMMUNITY DEVELOPMENT			
COMMUNITY DEVELOPMENT			
Appro for Prior Year Encumbr	11001-46250-ARPA	\$ (121.10)	
Professional Services	11088120-53010-ARPA		\$ (121.10)
To adjust appropriation for ARPA			
TOTAL GENERAL FUND		\$ (121.10)	\$ (121.10)

BUDGET AMENDMENT NO. 2 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues

Non-Capital Grants and Contributions

Community Development

(121.10)

Total General Fund Revenues

\$ (121.10)

GENERAL FUND EXPENDITURE SUMMARY

Community Development

(121.10)

Total General Fund Expenditures

\$ (121.10)

CITY CAPITAL IMPROVEMENTS FUND			
Misc Federal Aid	39001-46250-ARPA	\$ 616,394.27	
TAC System Upgrade	39044210-58471-ARPA		\$ 248,318.00
Fire Station #1 and #2 Roof Covers	39044210-58479-ARPA		\$ 84,870.30
Gypsy Hill Park Pool House	39077210-58527-ARPA		\$ 66,394.27
JD&R Courthouse	39544210-58529-ARPA		\$ 151,677.11
JD&R Courthouse	39044210-58529-ARPA		\$ 25,243.47
Parks & Rec Compactors	39077210-55486-ARPA		\$ 39,891.12
Appropriate final ARPA funds			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 616,394.27	\$ 616,394.27
ENVIRONMENTAL FUND			
Misc Federal Aid	58001-46250-ARPA	\$ 823,487.70	
Special Equipment	58004820-58341-ARPA		\$ 823,487.70
To reappropriate ARPA funds for Refuse Modernization			
Prior Year Encumbrance	58001-41931	\$ (30,541)	
Special Equipment	58004820-58341-ARPA		\$ (30,541)
To adjust the appropriation for ARPA			
TOTAL ENVIRONMENTAL FUND		\$ 792,946.70	\$ 792,946.70
STORMWATER FUND			
STORMWATER PROJECTS			
Misc Federal Aid	57001-46250-ARPA	\$ 35,361.33	
Flood Shield Grants	57004725-55683-ARPA		\$ 35,361.33
Reappropriate funds for the Flood Shield grants			
Misc Federal Aid	57001-46250-ARPA	\$ 8,992.38	
Gypsy Hill Park Stream Restoration	57004799-58538-ARPA		\$ 8,992.38
To adjust the appropriation for ARPA			
Misc Federal Aid	57001-46250-ARPA	\$ 322,500.00	
Storm Drain Construction	57004725-58364-ARPA		\$ 322,500.00
Reappropriate funds for the Tunnel study			
TOTAL STORMWATER FUND		\$ 366,853.71	\$ 366,853.71

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 2			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE

FY 2025 BUDGET AMENDMENT NO. 2 SUMMARY

CITY GOVERNMENT FUNDS

GENERAL FUND	\$	(121)	
CAPITAL IMPROVEMENTS FUND	\$	616,394	
ENVIRONMENTAL FUND	\$	792,947	
STORMWATER FUND	\$	366,854	
TOTAL CITY GOVERNMENT FUNDS	\$	1,776,074	
TOTAL FY2025 BUDGET AMENDMENT NO. 2	\$	1,776,074	

NOTICE OF PUBLIC HEARING

Attachment 2

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, December 12, 2024, at the regular meeting of City Council at 7:00 p.m., to be held in the Rita S. Wilson Council Chambers, First Floor, City Hall, 116 West Beverley Street, Staunton, Virginia, the City Council intends to amend the Fiscal Year 2025 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2025 Budget Ordinance for the City of Staunton, by adding
Budget Amendment Number 2

A brief synopsis of the proposed budget amendment is stated below:

General Fund	\$ (121)
Capital Improvement Fund	\$ 616,394
Stormwater Fund	\$ 366,854
Environmental Fund	\$ 792,947
Total FY2025 Budget Amendment No. 2	\$ 1,776,074

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: www.staunton.va.us/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). The public may also provide comments to City Council by (i) emailing the Clerk of Council at: keseckerka@ci.staunton.va.us, or (ii) calling 540.332.3810. Voice mail messages are acceptable. 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.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Staff Member: John Keene
Item #	E	
Department:	Public Works/Engineering	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of an Ordinance to Grant an Easement for Electrical Equipment and Facilities Across 2040 West Beverley Street	

Background: Staunton's new Juvenile and Domestic Relations District Court is currently under construction. Construction of a new courthouse was mandated by the Supreme Court of Virginia with a required completion date of November 1, 2025.

To accommodate electrical service to the new courthouse, Dominion has requested an easement from an existing pole located on the eastern side of the property (2040 West Beverley Street) to the electrical service connection on the south side of the building. The property is owned by the City of Staunton. The proposed easement is approximately 430' in length and 15' wide.

The City has advertised and solicited bids for a potential 40-year easement to be granted to place electrical equipment and facilities across the property as detailed in the attached franchise ordinance and form of right of way agreement (Attachment 1).

At Council's regular meeting, it is anticipated that, consistent with the provisions of Virginia Code §§ 15.2-2100 and 15.2-2101 (Attachment 2), the Mayor will open all bids, read them or a summary aloud, and conduct a public hearing, as properly noticed in *The News Leader* (Attachment 3). Council will then receive any preliminary recommendations from the staff

relative to any bids. Bids will be further reviewed by staff subsequent to the regular meeting or as otherwise directed by Council. Council could adopt an ordinance, authorizing a franchise to the successful bidder, at the regular meeting or at the Council's next scheduled regular meeting.

Attachments:

Attachment 1—Draft Franchise Ordinance

Attachment 2—Virginia Code §§ 15.2-2100 and 15.2-2101

Attachment 3—Notice of Invitation for and Public Opening of Bids and Public Hearing

City Manager's Recommendation: Recommend that, at the regular meeting, the Mayor (i) open all bids received for the easement franchise, (ii) read the bids or a summary of them, (iii) inquire if any other bids are offered, (iv) receive further bids if offered, (v) declare the bidding closed, (vi) conduct a public hearing, and (vii) award the franchise if only one bid is received or, alternatively, if more than one bid is received, take the matter under advisement until Council's next meeting on January 9, 2025.

Alternative Motions (to be made after the public hearing):

If only one bid is received:

I move that City Council adopt the franchise ordinance, as presented, granting to _____ a franchise for an easement to place electrical equipment and other facilities across City-owned property located at 2040 West Beverley Street, as set forth in the ordinance and further authorize and direct the City Manager to sign the right-of-way agreement with such modifications in final form as approved by the City Attorney.

If more than one bid is received: I move that Council continue this matter until its January 9, 2025 regular meeting, with staff to review the matter further for any other recommendations to Council to be made at that time when Council may adopt a proposed ordinance to grant the franchise under the conditions reflected in a finalized form of a franchise agreement.

City Manager: Leslie Beauregard

DRAFT 10.21.24

Ordinance No. 2024 - __

AN ORDINANCE

To grant to _____, a public service corporation doing business in the Commonwealth of Virginia (SCC# _____), its successors and assigns, under the Code of Virginia, the right, for the term and upon the conditions stated in this ordinance and incorporated agreement, an easement authorizing the placement and maintenance of its electrical equipment and facilities across 2040 W. Beverley St., Staunton, VA, and for that purpose to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith as may be lawfully allowed for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes.

Recitals

A. By deed dated August 7, 2023 (“Deed”) and recorded as Instrument Number 230001874, in the Clerk’s Office of the Circuit Court of the City of Staunton, Virginia, Valley Investments, Inc. conveyed unto the City of Staunton, a municipal corporation of the Commonwealth of Virginia, all of that certain tract or parcel of land, together with all improvements thereon, and all rights, privileges and appurtenances thereunto belonging, situate in the City of Staunton, Virginia, and more particularly described in the Deed, and known as City Parcel Identification Number 3432, with an address of 2040 W. Beverley Street;

B. The property is the site of the new Juvenile and Domestic Relations District Court of the City of Staunton, currently under construction;

C. Virginia Electric and Power Company (DBA Dominion Energy Virginia) has requested a utility easement across a portion of City-owned property located at 2040

46 W. Beverley St., Staunton, in the form of a Right of Way Agreement (Agreement), annexed
47 and incorporated by reference (**Exhibit A**);
48

49 **D.** Consistent with Chapter II, Section 11, of the City Charter, Staunton City
50 Code § 2.10.190 and the provisions of Virginia Code Sections §§ 15.2-2100 and 15.2-2101,
51 the City may grant easements for a period of not longer than forty years;
52

53 **E.** Pursuant to §§ 15.2-2101(A) and 15.2-1427 of the Code of Virginia, before
54 granting any franchise, privilege, lease or right of any kind to use any public property
55 described in § 15.2-2100 or easement of any description, for a term in excess of five years,
56 except in the case of and for a trunk railway, the city or town proposing to make the grant
57 shall advertise a descriptive notice of the ordinance proposing to make the grant in a
58 newspaper having general circulation in the city or town;
59

60 **F.** This matter was properly advertised in the *Staunton News Leader* on
61 November 27, 2024 and December 4, 2024;
62

63 **G.** The Staunton City Council, at its December 12, 2024 meeting, conducted
64 an opening of any bid(s);
65

66 **H.** The Staunton City Council conducted a public hearing on December 12,
67 2024, on the proposed ordinance and Agreement and any bid(s);
68

69 **I.** The provisions of Virginia Code § 15.2-2100 and Staunton City Code §
70 2.10.180 require a recorded affirmative vote of three-fourths of all the members elected to
71 Council to grant, lease, sell or otherwise dispose of public property;
72

73 **J.** These recitals are deemed an integral part of this ordinance.
74

75 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of
76 Staunton, Virginia, that it authorizes the grant and conveyance of the utility easement as
77 contemplated in the proposed Agreement, for a term not to exceed forty years; and
78

79 **BE IT FURTHER ORDAINED** that the City Manager of the City of Staunton,
80 Virginia, is authorized to make minor modifications to the Agreement and to execute such
81 proposed instrument on behalf of the City of Staunton, Virginia, as advised by the City
82 Attorney of the City of Staunton, Virginia, and take all other reasonable actions in
83 exchange for full execution by the other parties and receipt by the City of Staunton,
84 Virginia, in a form satisfactory as determined in the sole discretion of the City Attorney.
85
86
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90
91

Introduced:
Adopted:
Effective Date:

Stephen W. Claffey, Mayor

ATTEST:_____
Kiley A. Kesecker,
Clerk of Council

DRAFT

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle II. Powers of Local Government

Chapter 21. Franchises; Sale and Lease of Certain Municipal Public Property; Public Utilities

Article 1. Franchises; Sale and Lease of Certain Public Property

§ 15.2-2100. Restrictions on selling certain municipal public property and granting franchises

A. No rights of a city or town in and to its waterfront, wharf property, public landings, wharves, docks, streets, avenues, parks, bridges, or other public places, or its gas, water, or electric works shall be sold except by an ordinance passed by a recorded affirmative vote of three-fourths of all the members elected to the council, notwithstanding any contrary provision of law, general or special, and under such other restrictions as may be imposed by law. Notwithstanding any contrary provision of law, general or special, in case of a veto by the mayor of such an ordinance, it shall require a recorded affirmative vote of three-fourths of all the members elected to the council to override the veto.

B. No franchise, lease or right of any kind to use any such public property or any other public property or easement of any description, in a manner not permitted to the general public, shall be granted for a period longer than forty years, except for air rights together with easements for columns for support, which may be granted for a period not exceeding sixty years.

Before granting any such franchise or privilege for a term in excess of five years, except for a trunk railway, the city or town shall, after due advertisement, publicly receive bids therefor, in such manner as is provided by § 15.2-2102, and shall then act as may be required by law.

Such grant, and any contract in pursuance thereof, may provide that, upon the termination of the grant, the plant as well as the property, if any, of the grantee in the streets, avenues and other public places shall thereupon, without compensation to the grantee, or upon the payment of a fair valuation become the property of the city or town; but the grantee shall be entitled to no payment by reason of the value of the franchise. Any such plant or property acquired by a city or town may be sold or leased or, if authorized by general law, maintained, controlled, and operated by such city or town. Every such grant shall specify the mode of determining any valuation therein provided for and shall make adequate provisions by way of forfeiture of the grant, or otherwise, to secure efficiency of public service at reasonable rates and the maintenance of the property in good order throughout the term of the grant.

C. Any additional restriction now required in any existing municipal charter relating to the powers of cities and towns in selling or granting franchises or leasing any of their property is hereby superseded; however, nothing herein contained shall be construed as affecting the term of any existing franchise, lease or right. The requirement of an affirmative three-fourths vote of council shall apply only to the sale of the listed properties and not to their franchise, lease or use.

D. The provisions of this section shall only apply to cities or towns and shall not apply to counties or other political subdivisions.

Code 1950, § 15-727; 1962, c. 623, § 15.1-307; 1971, Ex. Sess., c. 64; 1997, c. 587; 2001, c. 498.

The chapters of the acts of assembly referenced in the historical citation at the end of this

section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle II. Powers of Local Government

Chapter 21. Franchises; Sale and Lease of Certain Municipal Public Property; Public Utilities

Article 1. Franchises; Sale and Lease of Certain Public Property

§ 15.2-2101. Ordinance proposing grant of franchise, etc., to be advertised

A. Before granting any franchise, privilege, lease or right of any kind to use any public property described in § [15.2-2100](#) or easement of any description, for a term in excess of five years, except in the case of and for a trunk railway, the city or town proposing to make the grant shall give notice in accordance with § [15.2-1427](#). The notice may also be advertised as many times in such other newspaper or newspapers, published outside the city, town or Commonwealth, as the council may determine.

B. The advertisement shall invite bids for the franchise, privilege, lease or right proposed to be granted in the ordinance. The bids shall be in writing and delivered upon the day and hour named in the advertisement and shall be opened in public session and marked for identification by the person designated in the advertisement to receive such bids. The cost of the required advertisement shall be paid by the city or town which shall be reimbursed by the person to whom the grant is made. The city or town shall have the right to reject any and all bids and shall reserve this right in the advertisement.

Code 1950, §§ 15-728, 15-729; 1962, c. 623, §§ 15.1-308, 15.1-309; 1971, Ex. Sess., c. 64; 1983, c. 138; 1997, c. [587](#); 2001, c. [498](#); 2024, cc. [225](#), [242](#).

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

DRAFT 10.21.24

1 NOTICE OF INVITATION FOR AND PUBLIC OPENING OF BIDS AND
2 PUBLIC HEARING FOR GRANT OF
3 UTILITY EASEMENT ON CITY OWNED PROPERTY
4 TO PLACE ELECTRICAL EQUIPMENT AND OTHER FACILITIES
5 ACROSS CITY-OWNED PROPERTY LOCATED AT 2040 W. BEVERLEY ST.,
6 STAUNTON, VA
7
8
9

10 Notice is hereby given of the invitation for and the receipt and for the opening of bids and public
11 hearing on a potential 40-year easement to be granted by the following referenced ordinance to be
12 considered by the Staunton City Council at its regular meeting, in the Rita S. Wilson Council Chambers
13 on December 12, 2024 at 7:00 p.m. This notice is occasioned by the request of Virginia Electric and Power
14 Company (DBA Dominion Energy Virginia) to be granted a utility easement to place electrical equipment
15 and other facilities across City-owned property located at 2040 W. Beverley St., Staunton, VA 24401.

16 After the Mayor or other presiding officer of City Council receives and opens and reads aloud
17 such bids, the Council will proceed with the continued consideration of the granting of the proposed
18 easement in the mode prescribed by law and will conduct a public hearing.

19 All bids must be in writing and shall include reference to the City's preferred form of any
20 proposed agreement. All bids must be submitted by not later than 5:00 p.m., local time, November 13,
21 2024, to the office of the Clerk of Council, 116 W. Beverley St., 3rd Floor, Staunton, VA 24401. The right
22 is hereby expressly reserved to reject any and all non-responsive and untimely bids and to proceed as
23 prescribed by law, as may be permitted by law. A descriptive notice of the proposed easement ordinance,
24 including the full text of this advertised notice, includes the foregoing and following:

25 To grant to _____, a public service corporation doing business in
26 the Commonwealth of Virginia (SCC# _____), its successors and
27 assigns, under the Code of Virginia, the right, for the term and upon the conditions
28 stated in this ordinance and incorporated agreement, an easement authorizing the
29 placement and maintenance of its electrical equipment and facilities across 2040 W.
30 Beverley St., Staunton, VA, and for that purpose to lay, construct, operate and maintain
one or more lines of underground conduits and cables including, without limitation,

one or more lighting supports and lighting fixtures, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith as may be lawfully allowed for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes.

The proposed ordinance is authorized by, among other considerations, the Staunton City Charter, Chapter II, Section 11; Staunton City Code § 2.10.190; and by Virginia Code Sections §§ 15.2-2100 and 15.2-2101.

A true and complete copy of the proposed ordinance and form of agreement, including all of its terms and conditions, is on file and available for inspection during normal working hours at the office of the Clerk of Council.

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/access-city-council-meetings>. 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.

Kiley A. Kesecker,
Clerk of Council

Please publish twice on Wednesday, November 27, 2024 and Wednesday, December 4, 2024 as a boxed ad in the classified “Legal Notice” section of the paper.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Staff Members: Rodney Rhodes Tim Hartless
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 a Request by the City of Staunton to Amend the City of Staunton, Virginia, Comprehensive Plan 2018-2040, to Include the West End Revitalization Strategies Plan as an Addendum to the Comprehensive Plan	

Background: In 2022, Staunton City Council appropriated funding from the American Rescue Plan Act (ARPA) to pay the costs associated with creating a Revitalization Strategies Plan (RSP) for the West End community. This is the first holistic plan for Staunton's western communities and comes after residents and businesses requested attention to disinvestment trends and other community concerns. In response, City Council identified the West End community as a priority and began various efforts to revitalize the area. The planning firm of EPR, P.C. was chosen as the consultant for the project and the City began working with them in June 2023. The planning process included multiple public workshops (January 9th, March 5th, and May 7th) and community surveys that identified concerns, vetted goal statements, and asked for specific ideas for moving the West End forward. This community-driven process involved approximately 300 residents and stakeholders. Its vision and goals come directly from public comments, and participants unanimously approved those goal statements at the public workshops.

The community also brainstormed the recommended actions in this plan and prioritized those ideas. In this way, the RSP aims to reflect the West End's voice, expressing its vision, concerns, and ideas.

Vision Statement:

The West End will be a vibrant, diverse, and multimodal community, where residents can safely and conveniently access their thriving commercial corridor, consisting of local shops and services that function as a proud gateway to Staunton's western neighborhoods.

The Plan was presented at a joint meeting of the Planning Commission and City Council on August 22, 2024. Upon receiving the presentation, City Council directed the Planning Commission to conduct a public hearing on the West End RSP to be included as an addendum to the City of Staunton Comprehensive Plan.

There are four main goals to the plan, with 10 strategies, which were presented with actions associated with each goal.

Vibrant Commercial Corridor

Foster a vibrant commercial corridor along West Beverley Street, which will be an active center of local businesses that serve the diverse needs of the West End's neighborhoods and the surrounding areas of Staunton.

Strategy: Program and Financial Support

Action: Expand the Enterprise Zone

Action: Explore Tax Increment Financing

Other Action: Continue to Raise Awareness of Existing Programs

Strategy: Upkeep and Beautification

Action: Support Upkeep Through PPP

Other Action: Implement Entrance Corridor Overlay

Other Action: Establish Pop-Up Events

Healthy & Safe Connections

Shape a healthy and beautified West End that creates a safe and comfortable environment for people walking, biking, and taking transit.

Strategy: Maintain and Improve Connections

Action: Repair and Maintain Sidewalks and Roads

Action: Implement Bike and Pedestrian Improvements

Other Action: Add Bus Shelters

Strategy: Improve Public Safety

Action: Install High Visibility Crosswalks

Action: Identify Street Lighting Improvements
Action: Regular Communication between the Police Department and the Community
Other Action: Prevent Crime through Environmental Design
Other Action: Study Traffic Safety Measures

Green Neighborhoods

Preserve and strengthen the West End's environmental assets, promote green infrastructure, and offer enhanced city parks and community spaces.

Strategy: Improve Access to Parks

Action: Improve Pedestrian Connections to Parks
Action: Create a Public Square at the J&DR Site
Action: Update Zoning to Require Common Space Amenities
Other Action: Make School Amenities Available After Hours

Strategy: Incorporate Beautification

Action: Facilitate the Planting of New Street Trees
Action: Create a Streetscape Beautification Program

Strategy: Preserve Natural Systems

Other Action: Encourage Native Plantings
Other Action: Improve Stormwater through Natural Features

Reinvestment & Affordability

Foster reinvestment in the West End's neighborhoods and homes while maintaining affordable living and homeownership opportunities.

Strategy: Support Home Renovations

Action: Connect Residents to Existing Resources
Other Action: Develop a Home Conditions Program

Strategy: Reinvest in Community Centers and Resources

Action: Reimagine Booker T. Washington as a Community Center through Private Partnerships
Action: Develop Neighborhood Arts Initiatives
Other Action: Reuse Brownfield Sites

Strategy: Support Neighborhood Advocacy

Action: Provide Renter Education Programming
Other Action: Organize Active Neighborhoods

Staunton West End Business Association Recommendation:

The Board of the Staunton West End Business Association unanimously recommended adoption of the West End Revitalization Strategies Plan at their November 12, 2024 meeting.

The Staunton West End Business Association Board issued the following statement, “The Staunton West End Business Association supports the City Council's adoption of the West End Revitalization Strategy. This initiative is crucial for enhancing our community's economic vitality, fostering a vibrant local business environment, and improving the overall quality of life for residents and visitors alike. By investing in infrastructure, promoting sustainable development, and honoring the rich history of our West End, this plan will not only stimulate growth but also strengthen our unique neighborhood identity. We appreciate the Council's commitment to collaborating with local businesses and stakeholders to realize this vision, and we are eager to contribute to its successful implementation.”

Planning Commission Recommendation: At its November 21, 2024 meeting, the Planning Commission conducted a public hearing on the amendment to the Comprehensive Plan. During the public hearing one person spoke in opposition to new bicycle infrastructure on West Beverley Street (Implementing the bicycle infrastructure improvements in accordance with the Staunton Bicycle & Pedestrian Plan is one of the Action Items in the RSP.). After the public hearing was closed, the Commission, on a 4-0 vote, unanimously recommend approval of including the West End Revitalization Strategies Plan as an addendum to the Comprehensive Plan.

Attachments:

Attachment 1—Digital Format of the West End Revitalization Strategies Plan and Appendices:

<https://www.ci.staunton.va.us/departments/community-development/planning-zoning-division/west-end-revitalization-strategy>

Attachment 2—Draft Resolution

Suggested Motion (Public Hearing): I move that City Council adopt the resolution and approve the inclusion of the West End Revitalization Strategies Plan as an addendum to the City of Staunton, Virginia, Comprehensive Plan 2018 – 2040, as recommended by the Planning Commission.

City Manager: Leslie M. Beauregard

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
MEMORIALIZING AMENDMENTS
TO THE CITY OF STAUNTON, VIRGINIA,
COMPREHENSIVE PLAN 2018 – 2040**

Recitals

A. The provisions of Virginia Code Section 15.2-2223(A), require the Staunton Planning Commission to prepare and recommend a comprehensive plan to City Council for the physical development of the territory within its jurisdiction and the Staunton City Council must adopt a comprehensive plan for the territory under its jurisdiction;

B. The Staunton City Council adopted the current *City of Staunton, Virginia, Comprehensive Plan 2018–2040* at its July 11, 2019 meeting;

C. At its September 12, 2024 meeting and pursuant to the provisions of Virginia Code Section 15.2-2229, Staunton City Council directed the Planning Commission to prepare an amendment to the *Comprehensive Plan* to add as an addendum *The West End Revitalization Strategies Plan*;

D. The Staunton Planning Commission conducted a properly advertised public hearing at its November 21, 2024 meeting regarding the recommended amendment and, after that hearing, voted and recommended approval of the proposed amendment to the *2018-2040 Comprehensive Plan* to City Council, consistent with the provisions of Virginia Code Section 15.2-2225;

E. The Staunton City Council conducted a properly advertised public hearing at its December 12, 2024 meeting;

F. The Staunton City Council finds that, consistent with the provisions of Virginia Code Section 15.2-2223(A), the *2018-2040 Comprehensive Plan* continues to serve to guide and accomplish a coordinated, adjusted and harmonious development of the City which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the community;

G. These matters have been properly advertised, heard, and considered; and

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

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE CITY OF STAUNTON, VIRGINIA** that it formally adopts the amendment to the

46 *City of Staunton, Virginia, Comprehensive Plan 2018 – 2040* as proposed and
47 recommended by the Staunton Planning Commission.
48
49

50 Adopted: December 12, 2024
51
52

53 _____
54 Stephen W. Claffey, Mayor
55
56

57 ATTEST: _____
58 Kiley A. Kesecker,
59 Clerk of Council

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CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 2024	Tim Hartless Planning Manager
Item #	G	
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 18.125, Minimum Off-Street Parking Requirements, of Title 18, Zoning, of the Staunton City Code to Reduce the Number of Parking Spaces Required for Multi-Family and Mixed Uses	

Background: Staunton City Code Chapter 18.125, Minimum Off-Street Parking Requirements, includes a table of parking spaces required which contains parking calculations used to determine the number of parking spaces required for various uses. Currently, the parking required for residential uses are:

Residential Use	# of Parking Spaces Required
Single-Family dwelling	1 parking space
Two-Family dwelling	1 parking space per unit (2 spaces total)
Multi-Family dwelling	2 parking spaces per unit

For multi-family dwellings, two parking spaces are required for each dwelling unit. Staff believes two parking spaces per unit is excessive and results in the city requiring parking lots that are larger than necessary.

Analysis: Between July and November, the Planning Commission reviewed multiple drafts of various ways to address a reduction in required off-street parking for multi-family uses. The goal in amending the ordinance is to minimize large parking lots that are not being fully utilized while still providing adequate parking for residents and guests.

Some items considered by the Commission:

- 1. How other localities handle parking for multi-family uses.
- 2. The need for more guest parking at smaller developments versus the larger developments.
- 3. Using a scale to determine guest parking in relation to the number of units in the development versus using an overall percentage of total parking.
- 4. Allowing shared parking for guests and onsite management offices and recreational facilities.

After reviewing the parking requirements of surrounding localities, consideration of the site visits conducted by staff, and comments received during the public hearing, the Planning Commission is recommending the following required off-street parking spaces based upon the type of multi-family unit:

Studio, efficiency – One per dwelling unit
Two-bedroom Unit – One and one half per dwelling unit
Three or more-bedroom unit – Two per dwelling unit
Guest Parking – For all multifamily uses and mixed-use buildings, one space per every ten units. Guest parking may be dual functioning for property management offices and onsite recreational facilities.

Planning Commission Recommendation:

At its October 17, 2024 meeting, the Planning Commission conducted a public hearing on the amendment. During the public hearing no one spoke in opposition to the request. After the public hearing was closed, the Commission deferred action on the request. At its November 21, 2024 meeting, the Commission again considered the item and on a 4-0 vote, unanimously recommend approval.

Attachments:

- Attachment 1 — Draft Amendment to SCC 18.125
- Attachment 2 — Research From Other Localities
- 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

Chapter 18.125

MINIMUM OFF-STREET PARKING REQUIREMENTS

Sections:

- 18.125.010 Off-street parking requirements – General.
18.125.011 Exceptions to off-street parking requirements.
18.125.020 Off-street parking lot layout, construction, and maintenance.

18.125.010 Off-street parking requirements – General.

In all districts there shall be provided, at any time any building or structure is erected or enlarged or increased in capacity, off-street parking spaces for automobiles in accordance with the following requirements:

(1) Off-street parking for other than residential use shall be either on the same lot, or within 400 feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off-street parking lot, along a public sidewalk and without crossing any major thoroughfares. Churches may establish joint parking facilities not to exceed 50 percent of the required spaces, with institutions and agencies that do not have a time conflict in parking demand.

(2) Residential off-street parking spaces shall consist of a parking lot, driveway, garage, or combination thereof, and shall be located on the lot they are intended to serve.

(3) For uses not specifically mentioned herein, off-street parking requirements shall be interpreted by the planning commission.

(4) Any area once designed as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.

(5) Off-street parking existing at effective date of these regulations in connection with the operation of an existing building or use, shall not be reduced to an amount less than hereinafter required for a similar new building or use.

(6) Two or more buildings or uses may collectively provide the required off-street parking, in which case the required number of parking spaces shall be not less than the sum of the requirements for the several individual uses computed separately.

(7) The required off-street parking shall be for occupants, employees, visitors, patrons, and shall be limited in use to motor vehicles. The storage of merchandise, motor vehicles for sale, or the repair of vehicles on such parking area is prohibited.

(8) Every company car, truck, tractor, and trailer normally stored at the plant site shall be provided with off-street parking space in an area reserved for the use as determined by the planning commission.

(9) In cases of dual functioning of off-street parking where operating hours do not overlap, the planning commission may grant an exception.

(10) The minimum number of off-street parking spaces shall be determined in accordance with the following:

Table of Parking Spaces Required

USES	PARKING SPACES REQUIRED
Automobile wrecking, junk, or salvage yard which offers for sale to the public any new or used merchandise	One space for each two employees, plus one space for each 10,000 square feet of lot area, or two spaces for each 100 square feet of floor area, whichever is the greater.

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USES	PARKING SPACES REQUIRED
Banks, business, or professional offices	One per 300 square feet of usable floor area, plus one per each three employees.
Barbershop or beauty parlor	Two per barber or beauty shop chair.
Boarding or rooming house	One space for the resident family. One space for each two guests.
Bowling alleys	Five per alley.
Churches	One per four seats, or one per 30 square feet of usable floor area of auditorium, whichever is greater.
Commercial recreation uses	One per three patrons, based on the design capacity of the facility.
Commercial or trade schools	One per three students plus two per three employees.
Country club	One per five members.
Dormitories, fraternity, or sorority	One per each three permanent residents.
Dwellings, ~~(single-family (attached, semi-attached, and detached) and two-family)~~	One per dwelling unit.
<u>Dwellings, two-family</u>	<u>One per dwelling unit.</u>
Dwellings, ~~(multifamily and attached)~~ <u>mixed-use buildings</u>	
<u>Studio, efficiency</u>	<u>One per dwelling unit</u>
<u>Two-bedroom unit</u>	<u>One and one half per dwelling unit</u>
<u>Three or more-bedroom unit</u>	Two per dwelling unit.
<u>Guest Parking</u>	<u>For all multi-family uses and mixed-use buildings, one space per every ten units is required for guest parking. Guest parking may be dual functioning for property managment offices and onsite recreational facilities.</u>
Establishments for sale and consumption on the premises of beverages, food, or refreshments	One per three employees, plus one per 100 square feet of usable floor space, or one per three fixed seats, whichever is the greater.
Gasoline service station	One parking space for each employee, plus two spaces for each service bay.
Governmental office building	One per 300 square feet of usable floor area, plus one per each three employees. Every governmental vehicle shall be provided with a reserved off-street parking space.
Group house	One space for each three individuals, plus one space for each supervisor, plus one space for each two employees.
Housing for elderly and/or physically handicapped	One for each two dwelling units per each unit actually housing elderly and/or physically handicapped and two spaces per dwelling unit housing individuals not elderly or handicapped.
Hospitals	One per three patient beds, exclusive of bassinets, plus one space for each two employees including nurses on the maximum working shift, plus adequate area for parking emergency vehicles.
Hotel, motel, etc.	One per each room or suite. When a restaurant is included that may serve the outside public, parking shall be calculated at the same rate as "Establishments for sale and consumption on the premises of beverages, food, or refreshments." For conference or meeting facilities, add one additional space for every four persons based on the design capacity of the conference or meeting area.
Industrial establishments	One per two employees on the combined two largest successive shifts, plus adequate parking space for customer and visitor vehicles as determined by the planning commission.
Library	One for each 400 square feet of floor space.
Manufactured home	Two spaces per stand or lot.
Medical clinics	Three patient parking spaces per staff doctor, plus one per staff doctor, plus two per three other

USES	PARKING SPACES REQUIRED
	employees.
Mortuaries or funeral parlors	Five spaces per parlor or chapel unit, or one per four seats, whichever is greater.
Private clubs, lodge, or union headquarters	One per three members based on the design capacity of the facility.
Retail stores, supermarkets, department stores, and personal service establishments except as otherwise specified herein	One per 100 square feet of retail floor space.
Schools shall be provided with parking spaces per the following schedule:	
Elementary, junior high, and the equivalent private or parochial schools	Two spaces per three teachers and employees normally engaged in or about the building or grounds, plus one space for each 150 square feet of seating area, including aisles, in any auditorium.
Senior high schools and the equivalent private or parochial schools	Two spaces per three teachers and employees normally engaged in or about the building or grounds, plus one space per five students or one space for each 150 square feet of seating area, including aisles, in any auditorium, gymnasium, or cafeteria intended to be used as an auditorium, whichever is the greater.
Kindergartens, day schools, and the equivalent private or parochial schools	Two parking spaces per three teachers and employees normally engaged in or about the building or grounds plus one off-street loading space per eight pupils.
Shopping centers	Five and one-half parking spaces per 1,000 square feet of gross leasable area; provided, however, that if more than two-thirds of the gross retail and customer service area for all business establishments is devoted to or occupied by retail food stores and department stores, the parking requirements shall be as provided for supermarkets and department stores. Hardware and furniture stores and all other retail and personal service establishments except as otherwise provided: one space for each 200 square feet of retail space.
Special care facility	One space for each four patient beds plus one space for each staff doctor plus one space for each two employees including nurses.
Stadiums and sports arenas	One per eight seats or 12 feet of benches.
Supermarkets and department stores	One parking space for each 100 square feet of floor area used for retail sales for the first 5,000 square feet and one space for each 200 square feet of retail area above 5,000 square feet.
Swimming pools	One per 30 square feet of water area.
Theaters, auditoriums, and places of assembly without fixed seats	One per three people based on the design capacity of the structure.
Wholesale establishments and business services	One for every 50 square feet of customer service area, plus two per three employees based on the design capacity of the largest shift.

(Ord. 2019-15; Ord. 2017-10; Ord. 2009-12; Ord. 2004-23. Zoning ordinance Art. 5, § 5).

18.125.011 Exceptions to off-street parking requirements.

The requirements of SCC 18.125.010 shall not be applicable to the following:

(1) Any lot or parcel in the core business district, beginning at the intersection of Baldwin Street and Lewis Street, thence with Baldwin Street to Central Avenue, thence with the line (center line) of existing Baldwin Street to New Street, thence with New Street to Frederick Street, thence with Frederick Street to Coalter Street, thence with Coalter Street to its intersection with the C&O Railroad, thence with the C&O Railroad to its intersection with Middlebrook Avenue, thence with Middlebrook Avenue to its intersection with Lewis Street, thence with Lewis Street to Baldwin Street to the point of beginning.

(2) All that certain lot of parcel of land, with all improvements thereon and appurtenances thereto belonging, situate in the city of Staunton, Virginia, known by present house numbering as 300 Church Street and described as containing 1.435 acres and being in all respects the same property shown on plat entitled "Plat Showing Smith Fuel Company Lands, Church Street, Staunton, Virginia," dated January 20, 1970, made by Higgs and Shumate, Engineers – Surveyors, said plat being recorded in the clerk's office of the circuit court of the city of Staunton,

Virginia, in Deed Book 173, page 225, less however, that portion containing 0.002 acre, more or less, which was conveyed to the commonwealth of Virginia by deed dated October 13, 1988, recorded in Deed Book 290, page 512.

(3) All those two certain lots or parcels of land, together with all improvements thereon, and all rights, privileges and appurtenances thereunto belonging, situate in the city of Staunton, Virginia, more particularly described as Lot 6 (PIN 1611) and Lot 7 (PIN 1612), Block ZZ and designated by present street numbering as 220 and 222 S. Washington Street, Staunton, Virginia.

(4) Any lot or parcel, in addition to that permitted in subsections (1), (2), (3) of this section, with existing commercial buildings and zoned B-1, B-2, B-3, or P-1, with new or continuing business uses, where any of the following conditions already exist exclusive of adjacent unaccepted alleyways and/or streets:

(a) Slopes greater than 15 percent;

(b) Front yard less than 25 feet, side yard(s) less than 40 feet and a rear yard less than 40 feet; or

(c) The new or continuing business use occupies only the existing structure(s) without any additions or conversion of unfinished space for business use. Existing parking lots shall be maintained and not be reduced except in conformance with this chapter.

(5) For lots platted before January 1, 2023, any single-family dwelling constructed on a street where more than 50 percent of the existing single-family dwellings located on the same side of the street between two intersecting streets do not have off-street parking. (Ord. 2023-11; Ord. 2019-15; Ord. 2009-12).

18.125.020 Off-street parking lot layout, construction, and maintenance.

Where the required off-street parking requires the building of a parking lot, and wherever a parking lot is built, such parking shall be laid out, constructed, and maintained in accordance with the following regulations:

(1) Except for parcels of land devoted to one- and two-family uses, all areas devoted to off-street parking shall be so designed, constructed, and be of such size that no vehicle is required to back into a public street to obtain egress.

(2) Each parking space shall be not less than nine feet in width and 18 feet in length and shall be a specifically designated stall.

(3) In any determination of parking requirements as set forth in this chapter, where the resultant figure contains a fraction, any fraction less than one-half or more shall be counted as one parking space.

(4) Clearly defined driveways used for ingress and egress shall be designed in general conformance with the standards of the Virginia Department of Transportation.

(5) All areas devoted to permanent off-street parking as required under this chapter shall be of a sealed-surface construction, and maintained in such a manner that no dust will result from continuous use and no loose materials shall wash, erode, or in any other way be deposited onto the public-right-of-way.

(a) For lots platted before January 1, 2023, in cases where a single-family dwelling is constructed on a street in which the majority of lots fronting on the same side of the street between two intersecting streets have already been developed, if more than 50 percent of the existing required parking for each dwelling is not sealed-surface, any new dwelling shall not be required to have sealed-surface parking. A nonsealed surface shall consist of 21A stone that is properly compacted. Alternate, but equivalent, materials and methods may be approved at the discretion of the zoning administrator. All nonsealed surface parking shall be maintained in such a manner as to prevent loose materials from washing, eroding, or in any other way being deposited onto the public right-of-way.

(b) In cases where a business use would require intermittent parking, the zoning administrator may approve surfaces which are not sealed. Such surfaces shall include, but not be limited to, structured turf, gravel or crush and run, asphalt millings or recycled asphalt.

(i) All spaces located on gravel or other nonsealed parking areas, except structured turf parking, shall be marked with concrete parking blocks, landscaped timbers, railroad ties or similar devices. Spray paint on gravel or nonsealed surfaces does not constitute the marking of parking spaces and is prohibited.

(ii) The parking area shall be maintained so that there are no ruts, potholes, mud, and also so there is no erosion of gravel, dust, or mud into the public right-of-way.

(iii) In cases where the unsealed parking area has direct access from the public right-of-way, there shall be a sealed surface drive which gives access to the unsealed parking area. The drive shall be a minimum of 30 feet in length.

(iv) The parking area shall be landscaped and screened in accordance with the provisions of Chapter 18.175 SCC, Landscape and Screening.

(v) This exception to the sealed surface requirement shall not apply to shared parking arrangements or to cases where the parking is not provided on the same lot as the use that it serves.

For the purposes of this section “intermittent parking” shall be defined as parking which does not occur on a year-round weekly basis.

(c) Businesses conducting agritourism activities, as defined in Section 3.2-6400 of the Code of Virginia, shall be exempt from the sealed surface requirement of the chapter.

(6) The parking lot shall be drained to eliminate surface water.

(7) For any parking lot, except on parcels of land devoted to single-family dwellings or no more than one two-family dwelling, there shall be a minimum setback of five feet from any property line. The minimum setback may be greater in cases where Chapter 18.175 SCC requires a larger planting or screening area. In cases of shared parking or where parking lots are connected, side and rear setbacks may be reduced or eliminated at the discretion of the zoning administrator.

(8) Plans for the layout of a parking lot must be approved by the zoning administrator, based on the Infrastructure Design and Construction Standards of the City of Staunton, maintained in the office of the city engineer. (Ord. 2023-11; Ord. 2022-09; Ord. 2018-01. Zoning ordinance Art. 5, § 5).

Off-Street Parking Requirements

Waynesboro – Population: 23,483

Principal uses: Single-family detached, single-family attached, two-family houses (duplex), corner lot duplexes, multiplexes, zero lot line houses, townhouses, manufactured homes, Multifamily building, retirement center apartments, other apartments, Congregate care facilities where individual units comply with the definition of a dwelling unit, Group homes (8 persons or fewer), Upper-story residential, Other structures with self-contained dwelling units

Household living (See § 98-10.2.7.A)	All household living not listed below	2 spaces per unit
	Townhouses	2 spaces per unit and 0.50 spaces per unit for guest parking
	Corner lot duplexes, multiplexes, multifamily building or upper-story residential	1.5 spaces per efficiency or one-bedroom unit 2 spaces per 2 or more-bedroom units

Augusta County

Dwellings	Two for each dwelling unit. Anything proposed in a Multiple Residential Dwelling district shall provide two per unit plus ten percent of the total number of required spaces for visitor parking. (see also §25-226 and 237.1) In addition to the parking required in §25-35.A., guest parking and parking at the school bus pick-up point(s) shall be provided. In addition to the required parking for individual dwelling units, an amount equal to ten percent (10%) of the required parking spaces shall be provided. These requirements may be modified or waived in an individual case if the board of supervisors finds upon presentation of a parking study or similar documentation from the applicant that the public health, safety or welfare would be equally or better served by the modification or waiver; that the modification or waiver would not be a departure from design practice; and the modification or waiver would not otherwise be contrary to the purpose and intent of this chapter. In granting a modification or waiver, the board of supervisors may impose such conditions as deemed necessary to protect the public health, safety or welfare. (Ord. 09/28/11)

Winchester – Population 27,485

Multifamily dwelling	Efficiency; 1-2 bedroom unit	1 per dwelling unit
	3 or more bedroom unit	2 per dwelling unit

Christiansburg – Population 22,288

Single-family, private driveway	16 feet wide x 18 feet long parking area
Two-family dwelling	2 per dwelling unit
Townhouse	2 per dwelling unit
Multifamily dwelling, three or more dwelling units:	
One or more bedroom apartments, roomers	2 per dwelling unit, 1 for each roomer
Mixed use structures located in the B-2 Central Business District:	
One or more bedroom apartments located above street level	1 per apartment unit

Salem – Population 25,665

Multi-Family Dwelling	
Studio	1 space Per D.U.
One Bedroom	1.5 spaces per D.U.
Two and Three Bedrooms	2 spaces per D.U.
Four or more Bedrooms	2.5 spaces per D.U.
Single Family Dwelling	2 spaces per D.U.

Ordinance No. 2024-____

**AN ORDINANCE AMENDING
CHAPTER 18.125, MINIMUM OFF-STREET PARKING REQUIREMENTS,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE,
TO REDUCE THE NUMBER OF PARKING SPACES REQUIRED FOR MULTI-
FAMILY DWELLINGS**

Recitals

A. Staunton City Code (SCC) Chapter 18.125 Minimum Off-Street Parking Requirements, includes a, Table of Parking Spaces Required, which establishes the minimum number of parking spaces that must be provided for each use of land;

B. Currently, SCC Section 18.125.010, Table of Parking Spaces Required, requires multi-family dwellings to provide parking at the rate of two spaces for each dwelling unit;

C. City staff has determined the current parking requirement for multi-family dwellings is excessive and results in the creation of parking lots that are larger than necessary;

D. City staff has proposed amending Chapter 18.125, Minimum Off-Street ~~P~~parking Requirements, to reduce the number of required spaces for multi-family dwellings;

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

F. At its October 17, 2024 meeting, the Planning Commission conducted a public hearing on the request, during the public hearing no one spoke in opposition;

G. At its November 21, 2024 meeting, the Planning Commission took action to recommend that City Council approve the proposed amendment;

H. The Planning Commission considered the matter and after study and review, has properly heard the matter and recommended approval of the amendment;

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

J. 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 18.125, Minimum Off-street Parking Requirements, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.125

MINIMUM OFF-STREET PARKING REQUIREMENTS

Sections:

18.125.010 Off-street parking requirements – General.

18.125.011 Exceptions to off-street parking requirements.

18.125.020 Off-street parking lot layout, construction, and maintenance.

18.125.010 Off-street parking requirements – General.

....

....

....

(10) The minimum number of off-street parking spaces shall be determined in accordance with the following:

Table of Parking Spaces Required

USES	PARKING SPACES REQUIRED
Automobile wrecking, junk, or salvage yard which offers for sale to the public any new or used merchandise	One space for each two employees, plus one space for each 10,000 square feet of lot area, or two spaces for each 100 square feet of floor area, whichever is the greater.
Banks, business, or professional offices	One per 300 square feet of usable floor area, plus one per each three employees.
Barbershop or beauty parlor	Two per barber or beauty shop chair.
Boarding or rooming house	One space for the resident family. One space for each two guests.
Bowling alleys	Five per alley.
Churches	One per four seats, or one per 30 square feet of usable floor area of auditorium, whichever is greater.
Commercial recreation uses	One per three patrons, based on the design capacity of the facility.
Commercial or trade schools	One per three students plus two per three employees.
Country club	One per five members.
Dormitories, fraternity, or sorority	One per each three permanent residents.
Dwellings, (single-family (attached, semi-attached, and detached) and two-family)	One per dwelling unit.
<u>Dwellings, two-family</u>	<u>One per dwelling unit.</u>
Dwellings, (multifamily and ~~attached~~ mixed-use buildings	
<u>Studio, efficiency</u>	<u>One per dwelling unit</u>
<u>Two-bedroom unit</u>	<u>One and one half per dwelling unit</u>
<u>Three or more-bedroom unit</u>	Two per dwelling unit.
<u>Guest Parking</u>	<u>For all multi-family uses and mixed-use buildings, one space per every ten units is required for guest parking. Guest parking may be dual functioning for property management offices and onsite</u>

DRAFT 11.24.24

USES	PARKING SPACES REQUIRED
	<u>recreational facilities.</u>
Establishments for sale and consumption on the premises of beverages, food, or refreshments	One per three employees, plus one per 100 square feet of usable floor space, or one per three fixed seats, whichever is the greater.
Gasoline service station	One parking space for each employee, plus two spaces for each service bay.
Governmental office building	One per 300 square feet of usable floor area, plus one per each three employees. Every governmental vehicle shall be provided with a reserved off-street parking space.
Group house	One space for each three individuals, plus one space for each supervisor, plus one space for each two employees.
Housing for elderly and/or physically handicapped	One for each two dwelling units per each unit actually housing elderly and/or physically handicapped and two spaces per dwelling unit housing individuals not elderly or handicapped.
Hospitals	One per three patient beds, exclusive of bassinets, plus one space for each two employees including nurses on the maximum working shift, plus adequate area for parking emergency vehicles.
Hotel, motel, etc.	One per each room or suite. When a restaurant is included that may serve the outside public, parking shall be calculated at the same rate as "Establishments for sale and consumption on the premises of beverages, food, or refreshments." For conference or meeting facilities, add one additional space for every four persons based on the design capacity of the conference or meeting area.
Industrial establishments	One per two employees on the combined two largest successive shifts, plus adequate parking space for customer and visitor vehicles as determined by the planning commission.
Library	One for each 400 square feet of floor space.
Manufactured home	Two spaces per stand or lot.
Medical clinics	Three patient parking spaces per staff doctor, plus one per staff doctor, plus two per three other employees.
Mortuaries or funeral parlors	Five spaces per parlor or chapel unit, or one per four seats, whichever is greater.
Private clubs, lodge, or union headquarters	One per three members based on the design capacity of the facility.
Retail stores, supermarkets, department stores, and personal service establishments except as otherwise specified herein	One per 100 square feet of retail floor space.
Schools shall be provided with parking spaces per the following schedule:	
Elementary, junior high, and the equivalent private or parochial schools	Two spaces per three teachers and employees normally engaged in or about the building or grounds, plus one space for each 150 square feet of seating area, including aisles, in any auditorium.
Senior high schools and the equivalent private or parochial schools	Two spaces per three teachers and employees normally engaged in or about the building or grounds, plus one space per five students or one space for each 150 square feet of seating area, including aisles, in any auditorium, gymnasium, or cafeteria intended to be used as an auditorium, whichever is the greater.
Kindergartens, day schools, and the equivalent private or parochial schools	Two parking spaces per three teachers and employees normally engaged in or about the building or grounds plus one off-street loading space per eight pupils.
Shopping centers	Five and one-half parking spaces per 1,000 square feet of gross leasable area; provided, however, that if more than two-thirds of the gross retail and customer service area for all business establishments is devoted to or occupied by retail food stores and department stores, the parking requirements shall be as provided for supermarkets and department stores. Hardware and furniture stores and all other retail and personal service establishments except as otherwise provided: one space for each 200 square feet of retail space.
Special care facility	One space for each four patient beds plus one space for each staff doctor plus one space for each two employees including nurses.
Stadiums and sports arenas	One per eight seats or 12 feet of benches.
Supermarkets and department stores	One parking space for each 100 square feet of floor area used for retail sales for the first 5,000

USES	PARKING SPACES REQUIRED
	square feet and one space for each 200 square feet of retail area above 5,000 square feet.
Swimming pools	One per 30 square feet of water area.
Theaters, auditoriums, and places of assembly without fixed seats	One per three people based on the design capacity of the structure.
Wholesale establishments and business services	One for every 50 square feet of customer service area, plus two per three employees based on the design capacity of the largest shift.

....
....
....

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



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	December 12, 2024	Tim Hartless Planning Manager
Item #	H	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to add Chapter 18.47, Traditional Residential Development District	

Background: At its February 8, 2024 meeting, City Council considered the proposed TRD-1, Traditional Residential Development District and voted unanimously to approve the new zoning district. Before it can become effective, the new zoning district must be added to Title 18, Zoning, of the Staunton City Code. Staff has prepared the necessary ordinance, and it is attached for your review.

Planning Commission Recommendation:

At its November 21, 2024 meeting, the Planning Commission considered the draft ordinance. On a 4-0 vote, the Commission unanimously voted to recommend approval.

Attachment: Draft Ordinance

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

City Manager: Leslie Beauregard

Ordinance No. 2024-_____

AN ORDINANCE CREATING AND ESTABLISHING
CHAPTER 18.47,
TRD -1, TRADITIONAL RESIDENTIAL DEVELOPMENT DISTRICT,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE

Recitals

A. During the development of the Uniontown Neighborhood Action Plan, a physical neighborhood analysis was conducted and showed that although the community preferred a R-2, Low Density Residential District designation, a significant number of the existing lots would not accommodate the minimum area and/or width requirements;

B. Rezoning lots, not meeting these requirements, to the R-2 District would not fulfill the residential goals of the Uniontown Neighborhood Action Plan;

C. In order to accommodate the community's desire for a low-density, single-family zoning district, the Uniontown Neighborhood Action Plan recommended that the city adopt a new residential zoning district, tailored to meet the specific needs of Uniontown:

D. At its August 17, 2023 meeting, Planning Commission took action to authorize staff to proceed with drafting a new residential zoning district to meet the needs of the Uniontown area;

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

F. At its February 8, 2024 meeting, Staunton City Council conducted a public hearing and voted unanimously to approve the new zoning district as presented;

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 Title 18, Zoning, be amended by adding Chapter 18.47, Traditional Residential Development District, and Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.47

TRD-1 TRADITIONAL RESIDENTIAL DEVELOPMENT DISTRICT

Sections:

18.47.010 General description.

- 43 18.47.020 Permitted principal and accessory uses and structures.
- 44 18.47.030 Uses permitted on review.
- 45 18.47.040 Area regulations.
- 46 18.47.050 Height regulations.
- 47 18.47.060 Off-street parking.
- 48 18.47.070 Occupancy limitations.

49 **18.47.010 General description.**

50 These districts are intended to be located in areas of the City that have existing lots which were
51 platted in the nineteenth or early twentieth century with small lot area where modern zoning
52 requirements would be impractical or would make the lots unbuildable. The districts are
53 intended to be used for single-family residential development with low to moderate population
54 densities. Additional permitted uses, by review of the planning commission, include educational
55 facilities and other uses normally required to provide the basic elements of a balanced and
56 attractive residential area.

57 **18.47.020 Permitted principal and accessory uses and structures.**

58 Property and buildings in a TRD-1 district shall be used only for the following purposes:

- 59 (1) Detached single-family dwellings, but not including trailer houses or mobile homes.
- 60 (2) Temporary buildings for uses incidental to construction work, which buildings shall be
61 immediately adjacent to said construction work and which buildings shall be removed upon
62 completion or abandonment of the construction work.
- 63 (3) Transportation and utility easements, alleys, and rights-of-way.
- 64 (4) Accessory uses and structures, provided such uses are incidental to the principal use and do
65 not include any activity commonly conducted as a business. Any accessory structure shall be
66 located on the same lot with the principal building and located behind the front building line.
- 67 (5) Signs as regulated in Chapter 18.140 SCC.
- 68 (6) Agricultural crops (not to be sold), and not the raising of farm animals or poultry except for
69 keeping of chickens, as defined and provided for in Chapter 18.153 SCC.
- 70 (7) The keeping of less than three boarders or roomers by a resident family with parking as
71 required by Chapter 18.125 SCC, Table of Parking Spaces Required, boarding or rooming house.
- 72 (8) Home occupations as regulated in Chapter 18.150 SCC.
- 73 (9) Co-location of telecommunication antenna and related equipment as regulated in SCC
74 18.185.020(4). (Ord. 2017-17; Ord. 2015-11).

75 **18.47.030 Uses permitted on review.**

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

- 78 (1) Churches or similar places of worship, with accessory structures but not including missions
79 or revival tents.

(2) Elementary or high schools, public or private.

(3) Public parks, playgrounds and playfields, and neighborhood and municipal buildings and uses in keeping with the character and requirements of the district.

(4) Libraries, museums, and historical monuments or structures.

(5) Utility substations.

(6) Plant nursery in which no building or structure is maintained in connection therewith.

(7) Golf courses, or country clubs, with adjoining grounds of not less than 60 acres, but not including miniature courses and driving tees operated for commercial purposes.

(8) Cemeteries.

(9) Social and recreational uses not operated for gain.

(10) A planned residential development as regulated in SCC 18.105.020.

18.47.040 Area regulations.

All buildings shall be set back from street right-of-way lines and lot lines to comply with the following yard requirements:

(1) Front Yard.

(a) For dwellings, the minimum depth of the front yard shall be 15 feet from the front lot line and in no case shall an accessory building be located or extend into the front yard.

(b) All other permitted use shall have a front yard setback of 35 feet.

(2) Side Yard.

(a) For all dwellings, located on interior lots, side yard setbacks shall be not less than five feet.

(b) For unattached buildings of accessory use, there shall be a side yard of not less than five feet.

(c) Main and accessory buildings, other than dwellings, and buildings accessory to dwellings, shall set back from all side lot lines a distance of not less than 35 feet.

(3) Rear Yard.

(a) For main buildings there shall be a rear yard of not less than 20 feet.

(b) Unattached buildings of accessory use there shall be a rear yard of not less than five feet.

(4) Lot Width.

(a) There shall be a minimum lot width of 50 feet at the front building line, such lot shall abut on a public street for a distance of not less than 30 feet subject to the exceptions provided in SCC 18.120.010(4).

(i) For lots having a width of not more than 150 feet, the lot length shall be not greater than three times the lot width.

(5) Intensity of Use.

(a) For each dwelling and building accessory thereto, there shall be a lot area of not less than 5,000 square feet.

(b) For churches and other main and accessory buildings, other than dwellings, and buildings accessory to dwellings, the lot area shall be adequate to provide the yard areas required by this chapter and the off-street parking areas required in Chapter 18.125 SCC; provided, however, that the lot area for a church shall be not less than 30,000 square feet.

(c) There shall be no more than one dwelling unit on each lot.

18.47.050 Height regulations.

No main building shall exceed two and one-half stories or 35 feet in height, except as provided in Chapter 18.115 SCC. Accessory buildings shall not exceed 15 feet in height.

18.47.060 Off-street parking.

Off-street parking is regulated in Chapter 18.125 SCC.

18.47.070 Occupancy limitations.

Occupancy limitations are regulated in Chapter 18.180 SCC.

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:	December 12, 2024	Samantha Johnson Tourism Director
Item #	I	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Economic Development	
Subject:	Consideration of Amended Agreement for Greater Augusta Regional Tourism	

Background: The Greater Augusta Regional Tourism Board (GART) was created in September 2000. Comprised of representatives from Augusta County, Staunton, and Waynesboro, it is responsible for marketing the Greater Augusta region as a tourist destination. The purpose of the Board and its committees is to bring travel-related entities together to organize and execute a regional tourism program with the end result of increasing visitation to the region. In 2007 all three jurisdictions approved a formal agreement that recognizes the organization's structure and demonstrates each jurisdiction's commitment to support the functions of the Greater Augusta Regional Tourism board. Each jurisdiction annually contributes \$25,000 to GART. GART continues to meet every three months and commits to an annual regional marketing budget.

The GART board has reviewed the current agreement and recognizes language should be updated to include current dates and programming such as the Shenandoah Beerwerks Trail. The GART Board also suggests adopting remote meeting participation as permitted by 2.2-3708.3 of the Code of Virginia and that officer terms be extended from 1 year to 2 years. It is also the request of the Board that language be updated to properly reflect current approved monetary contributions.

Attachments:

Attachment 1—Proposed GART Agreement

Attachment 2—Proposed FY 2026 GART Budget

City Manager's Recommendation: Approve amended Greater Augusta Regional Tourism agreement, as presented.

Suggested Motion: I move to approve the amended Greater Augusta Regional Tourism agreement, as presented.

City Manager: Leslie Beauregard

STAUNTON, WAYNESBORO, AND AUGUSTA COUNTY REGIONAL TOURISM AGREEMENT

This Agreement ("Agreement") is made and entered into as of the 1st day of ~~November~~ July, 2007~~24~~, by and among the City of Staunton, Virginia ("Staunton"), the City of Waynesboro, Virginia ("Waynesboro"), and the County of Augusta, Virginia ("Augusta"), collectively the "Jurisdictions," for the purpose of creating the Greater Augusta Regional Tourism Board ("Board").

WITNESSETH:

~~WHEREAS, the Jurisdictions wish to formalize the Greater Augusta Regional Tourism Board which, over the last four years, has been an ad hoc committee that oversaw the regional promotion of tourism for the area.~~ ~~pr7y8~~ ~~WHEREAS the Jurisdictions formalized the Greater Augusta Regional Tourism Board to oversee the regional promotion of tourism for the area in 2007.~~

WHEREAS the Board has been successful in promoting the region through advertising and programs such as the Shenandoah Beerwerks Trail.

WHEREAS the Jurisdictions wish to continue the Greater Augusta Regional Tourism Board with updated operating procedures.

NOW, THEREFORE, for and in consideration of the mutual covenants and obligations contained herein, and as a joint exercise of their respective powers under Virginia Code § 15.2-1300, the Jurisdictions agree as follows:

1. Purpose

a. The purpose of this Agreement is to provide for the ~~renewal establishment~~ of the Board and the Tourism Program ("Program") for the Greater Augusta region as a destination for the Jurisdictions collectively. The Program shall include the development and execution of a marketing ~~plan~~ budget to promote the region as a destination encompassing the accumulated tourism assets of all three Jurisdictions.

2. Term

a. The initial term of the Agreement shall be for one year, commencing on ~~November~~ July 1, 2024, and shall ~~automatically renew annually for one-year terms for three years,~~ ending on ~~October 31 June 30, 2040~~27, unless terminated earlier as provided for herein.

3. Withdrawal. Termination or Renewal of Agreement

Any Program expenditure of funds in excess of \$1,000 shall be unanimously approved by the Board prior to any commitment to expend funds.

a. *Withdrawal*: Once the three-year term of this Agreement has expired, a Jurisdiction may withdraw upon written notice to the other parties to this Agreement. Written notice of the intent to withdraw shall be required at least six (6) months prior to the commencement of the fiscal year in which the withdrawal will be effective. Such notice shall be delivered to the Chief Administrative Officers of the Jurisdictions that are parties to this Agreement. In addition to the foregoing, in the event a Jurisdiction fails or refuses to fund its portion of the approved annual budget of the Board, it shall be deemed to have elected to withdraw; provided, however, such election shall be effective immediately at the end of the fiscal year for which the last funding allocation was provided, without further notice to the remaining Jurisdictions. Withdrawal by one party shall not otherwise affect the continuation of this Agreement; provided, however, in the event of such withdrawal, the Board shall be reorganized to remove the member who represents the withdrawing Jurisdiction.

b. *Termination*: This Agreement may be terminated, in its entirety, by mutual agreement of the Jurisdictions.

c. *Renewal*: Following the initial term, the term of this Agreement shall be automatically renewed for **additional three-year terms**, subject to subsections (a) and (b) above.

4. Organization

a. The Program shall be operated by a regional board established by the Jurisdictions and to be known as the "Greater Augusta Regional Tourism Board." The Board shall consist of three members, including namely the Chief Administrative Officer of each Jurisdiction, or such Chief Administrative Officer's designee.

b. The Board shall schedule meetings as it shall determine, but in no case shall it meet less than once every three months. It is the **policy of the Board to enable the individual GART members to participate in meetings on behalf of the organization by electronic communication as permitted by 2.2-3708.3 of the Code of Virginia. The Board shall adopt a remote participation policy in accordance with 2.2-3708.3 of the Code of Virginia.**

c. The Board may establish a set of bylaws and shall elect, from among its members, a ~~Chairman~~ and Vice Chair, ~~man~~ whose **terms shall be for two years** and each of whom may succeed themselves. A majority of the members of the Board shall constitute a quorum, and, except as otherwise provided in this Agreement, all actions of the Board shall carry by an affirmative majority vote of those members of the Board present at a meeting of the Board.

d. The Board shall be subject to, and shall conduct its activities in accordance with, the provisions of the Virginia Freedom of Information Act.

Any Program expenditure of funds in excess of \$1,000 shall be unanimously approved by the Board prior to any commitment to expend funds.

e. Each Jurisdiction Board member or proxy shall be entitled to one vote in the conduct of the Board's affairs.

f. The Chair is authorized to sign approved agreements not exceeding GART's appropriated budget on behalf of the Board, including GART Programs such as the Shenandoah Beerwerks Trail.

5. Responsibilities

a. The Program shall be responsible for promoting tourism for the Greater Augusta region as a regional destination, which includes the cities of Staunton and Waynesboro and the County of Augusta. By creating the Board, it is acknowledged and agreed that pooling funds for marketing is the most effective way to promote tourism for the region. The Board shall be responsible for the operation of the Program which shall include, but not be limited to, activities approved within its marketing plan.

6. Finances

a. *Funding:* It is the intent of the Jurisdictions to make available in their annual budget ~~\$20,000~~ **\$25,000** or such other amount as may be unanimously recommended by the Board, per Jurisdiction, to be used by the Board to market the Greater Augusta County region. **On or before December 1st of each year during each term of this Agreement, the Board shall adopt and deliver to the Chief Administrative Officer of each Jurisdiction a proposed budget for the Program for the next fiscal year.** Such a proposed budget shall be unanimously approved by the Board prior to its delivery to the Chief Administrative Officers. The financial obligations of each Jurisdiction under this Agreement shall be subject to appropriations by the governing body of such Jurisdiction. Each Jurisdiction agrees, however, that its Chief Administrative Officer will include such funding in the budget proposed to such Jurisdiction's governing body for the next fiscal year.

b. *Reporting and Accountability:* The Board shall provide annual reports with regard to Program activities to the Chief Administrative Officer of each Jurisdiction with sufficient and specific information to establish:

i. The benefits provided to local tourism through the efforts and expenditures of the Program.

ii. The additional revenues generated within the local Jurisdictions as a result of the efforts and expenditures of the Program.

c. *Cooperative Advertising:* The Program may enter into cooperative advertising arrangements with any private, non-profit, or governmental unit for the purpose of

Any Program expenditure of funds in excess of \$1,000 shall be unanimously approved by the Board prior to any commitment to expend funds.

marketing the region's tourism industry **subject to the Virginia Public Procurement Act, if applicable.** Therefore, the Program may receive revenue from outside sources.

d. *Approval of Expenditures:* e. *Payment:* Each Jurisdiction agrees to satisfy its financial obligations by payment to the fiscal agent of record. Payment shall be made in a timely manner, but in no event later than thirty (30) days after the commencement of such Jurisdiction's fiscal year.

f. *Fiscal Agent:* Augusta County shall be the fiscal agent for the Program.

7. Disposition of Property

a. Upon expiration or mutual termination of this Agreement, any property purchased and used jointly by the Jurisdictions shall be divided equally among the Jurisdictions which continue as parties to this Agreement as of the effective date of such expiration or mutual termination. Any remaining financial assets shall be allocated in a like manner.

8. Governing Law

a. This Agreement shall be construed in accordance with the **L**aws of the Commonwealth of Virginia.

9. Notices

a. All notices required or permitted under this Agreement shall be deemed delivered when delivered in person, by mail (postage prepaid) or by email addressed to the Chief Administrative Officer of the appropriate Jurisdiction.

10. Assignment

a. The Jurisdictions shall not assign any interest in this Agreement.

11. Entire Agreement

a. This Agreement constitutes the entire agreement among the Jurisdictions. No modification or amendment of this Agreement shall be effective unless in writing and signed by all of the Jurisdictions. This Agreement replaces any and all prior agreements between the Jurisdictions on this subject.

12. Effective Date

a. This Agreement shall be effective from the date of its approval by all of the Jurisdictions, in accordance with the provisions of Virginia Code § 15.2- 1300.

Any Program expenditure of funds in excess of \$1,000 shall be unanimously approved by the Board prior to any commitment to expend funds.

~~Waynesboro City Council approved June 26, 2012~~

[SIGNATURE PAGE FOLLOWS]

CITY OF WAYNESBORO, VIRGINIA

COUNTY OF AUGUSTA, VIRGINIA

CITY OF STAUNTON, VIRGINIA

Any Program expenditure of funds in excess of \$1,000 shall be unanimously approved by the Board prior to any commitment to expend funds.

Greater Augusta Regional Tourism (GART)

Proposed FY 2026 Budget

Contributions of \$25,000 per locality (Staunton, Augusta County, and Waynesboro) are anticipated, and the \$75,000 budget for FY2026 is itemized below.

Proposed FY2026 Revenues:

City of Staunton:	\$25,000
Augusta County:	\$25,000
City of Waynesboro:	<u>\$25,000</u>
Total:	\$75,000

Proposed FY2026 Expenses:

Shenandoah Beerwerks:	\$37,000
Shenandoah Valley Tourism Partnership:	\$30,000
Influencers/writers	-
AC History Trail (map reprint):	\$1,500
Map printing:	-
Miscellaneous:	-
Special Projects:	\$6,500
Total:	\$75,000

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 12, 2024	Rebecca Joyce Housing Planner and Grants Coordinator
Item #	J	
Department:	Community Development	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Economic Development Values: Excellence; Environmentally Conscious; Engagement	
Subject:	Consideration of Resolution Authorizing the Adoption of Substantial Amendments to the FY 2021 Annual Action Plan; FY2019 – FY2023 Consolidated Plan, Annual Action Plan and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 Consolidated Plan and FY2024 Annual Action Plan	

Background: In February 2019, the City was designated by the U.S. Department of Housing and Urban Development (HUD) as an entitlement community. This designation qualified the City to receive annual allocations from HUD. This is the City's sixth year of such designation. In accordance with the federal regulations at 24 CFR Part 91, an Annual Action Plan (AAP) must be prepared and adopted by City Council each year and a Consolidated Plan (CP) prepared and adopted by Council every 5 years. Any proposed changes to approved fund allocations require approval of a substantial amendment.

The City of Staunton is required to meet certain timeliness standards established by HUD. On September 16, 2024 the City received notification from HUD that funds from past years' CDBG allocation needed to be spent. A "Spend Out Plan" was submitted to HUD on November 7, 2024. In order to meet these timeliness standards, proposed amendments would redirect funds originally designated for an infrastructure project to assist SAW Habitat for Humanity with their *A Street: Aging in Place* housing project, that is currently on hold, to a HVAC (heating, ventilation, and air conditioning) Unit Replacement Project that the Staunton Redevelopment and Housing

Authority (SRHA) is implementing at its affordable apartments at Elizabeth Miller Gardens and Farrier Court. The current HVAC units at the apartments are between 14 – 15 years old, inefficient, and breaking down. The new HVAC units will be more energy efficient and should help renters lower the cost of their utilities. The FY2021 AAP and FY2019-2023 CP amendments propose to reallocate funds totaling \$443,642.34 from the A Street Project to the SRHA HVAC Units Replacement Project.

Source of CDBG Funds to be Reallocated to SRHA HVAC Project	Funding Amount
FY2020	\$ 92,313.00
FY2021	153,836.00
FY2022	151,272.00
CDBG-CV	46,221.34
Total	\$443,642.34

In addition, the FY2024 - FY2028 CP and FY2024 AAP amendment proposes reallocation of \$20,000 funds from the Staunton Parks Restroom Accessibility Project to the “spot basis” Blight Removal Project. The Staunton Parks Restroom Accessibility Project activities will be included in renovations to the restrooms as part of a larger City project and moving the \$20,000 funds will allow for a bigger impact in blight removal.

As required by HUD regulations, the Substantial Amendment was properly advertised and made available to the public on November 12, 2024 for a period of thirty (30) days.

Attachments:

Attachment 1—Notice of Public Needs Hearing for Substantial Amendments to the FY 2021 AAP; FY2019 – FY2023 CP, AAP and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 CP and FY2024 AAP

Attachment 2—Substantial Amendments to the FY 2021 AAP; FY2019 – FY2023 CP, AAP and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 CP and FY2024 AAP

Attachment 3—Resolution for the Substantial Amendments for the FY 2021 AAP; FY2019 – FY2023 CP, AAP and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 CP and FY2024 AAP

City Manager’s Recommendation: Approve the Substantial Amendments to the FY 2021 Annual Action Plan; FY2019 – FY2023 Consolidated Plan, Annual Action Plan and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 Consolidated Plan and FY2024 Annual Action Plan

Suggested Motion: I move that City Council approve the Substantial Amendments to the FY 2021 Annual Action Plan; FY2019 – FY2023 Consolidated Plan, Annual Action Plan and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 Consolidated Plan and FY2024 Annual Action Plan

City Manager: Leslie M. Beauregard

**CITY OF STAUNTON, VIRGINIA
NOTICE OF AVAILABILITY FOR REVIEW
SUBSTANTIAL AMENDMENT FY 2020-2021-2022 ANNUAL ACTION PLAN
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS**

The City of Staunton is proposing a substantial amendment to the 2020-2021-2022 Annual Action Plans for Community Development Block Grant (CDBG) and CDBG-CV funding. Details regarding this amendment may be viewed by the public between November 12, 2024, and December 11, 2024 on the City's website at <https://www.ci.staunton.va.us/departments/community-development/housing-programs-division/hud-cdbg> and at the following locations:

- Community Development Department; 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401

The City will hold a public hearing on December 3, 2024, at 1:00 P.M., in Council Chambers 116 W Beverley St, Staunton, VA 24401 to solicit citizen comments on the proposed amendment to the 2020-2021-2022 Annual Action Plans. The City will make reasonable accommodations and services necessary for sensory-impaired and disabled citizens at the public meeting. Additionally, translation services may be offered upon request and availability. Persons requiring such accommodations/services should contact the City of Staunton's Clerk of Council at least five working days in advance of the meeting at keseckerka@ci.staunton.va.us or (540) 332-3810. The City's TDD number is (540) 332-3968.

Staunton City Council is expected to formally adopt the substantial amendment at its regularly scheduled meeting, December 12, 2024. Interested persons are encouraged to express their views verbally or in writing to Rodney Rhodes, Director of Community Development, City of Staunton, PO Box 58, Staunton, VA 24402 or rhodesrs@ci.staunton.va.us. All comments received by December 11, 2024, will be considered and appended to the document.

2021 Annual Action Plan
Substantial Amendment for Public Review

11/12/2024-12/11/2024

Community Development Block Grant Program



City of Staunton, Virginia

December 2024 amendment reallocates funding from Habitat for Humanity to an HVAC replacement project at the Staunton Housing Authority. Screens updated include AP12 AP20 AP35.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Staunton is a federal entitlement community under the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement community, the City is required to prepare Annual Action Plans related to the most recent Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, community development and economic development within the community. The Staunton Annual Action Plan covers the period from FY 2021 (October 1, 2021 through September 30, 2022).

This Annual Action Plan outlines the planning and project requirements for the following federal program:

- Community Development Block Grant (CDBG)

Funds are provided under the following program:

- Community Development Block Grant (CDBG): The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, acquisition of existing housing or land, homeownership assistance, lead-based paint detection and removal, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, water and efficiency improvements, abatement of hazards such as lead based paint or asbestos, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Strategic Plan provides a framework to address the needs of the City for the next four years. The Three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit low- and moderate- income areas of a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG programs are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

All future activities funding in the next four years will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following evaluation of past performance is from the Program Year 2019 (October1, 2019 – September 30, 2020) Consolidated Annual Performance and Evaluation (CAPER) report.

CDBG funds were used to fund public services that are directed to seniors, youth, disabled populations and persons who are homeless and are presumed to serve low-income people.

During FY 2019 the City of Staunton completed the following activities that were considered high priority

- Persons benefiting from Public Services: 197 persons served: Of those 119 were seniors or persons with disabilities who benefited from the Meals on Wheels program, 840 one-way rides were provided to 37 Staunton residents age 62 or older who did not have access to other forms of transportation; 12 individuals experiencing homelessness were assisted with security deposits or first month's rent to move into permanent housing, and 29 youth were assisted with advocacy services.

- Housing Units identified for rehabilitation: 6 homes identified3 homes pending crew scheduling 1 home pending roof assessment2 homes pending application

During 2019, the City of Staunton received CARES Act funding for the prevention of, preparation for and response to coronavirus. The City of Staunton allocated CARES Act funds to address 4 main objectives:

- Providing emergency payments for rental, mortgage, and utility assistance to low-to-moderate income households.
- Provide funding for additional emergency shelter staffing due to the increased shelter space needs resulting from social distancing.
- Provide food assistance to low to moderate income households.
- Increase outreach and education to underserved populations to provide prevention messaging in socially vulnerable areas, as identified by CDC social vulnerability index maps, of the City.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Public Hearings—A public hearing was held on June 7, 2021 in Council Chambers 116 W Beverley St, Staunton VA 24401 at 2:00pm to solicit feedback on the Annual Action Plan development. This hearing was to solicit input from the public on the needs and priorities for the City.

A second public hearing was held on July 12, 2021. This hearing allowed for the public to review the proposed projects in the 2021 Annual Action Plan. Both hearings were advertised in the *News Leader* and on the City's website in accordance with the City's Citizen Participation Plan.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A complete summary of comments received is included in the Citizen Participation Appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted. A complete summary of comments received is included in the Citizen Participation Appendix.

7. Summary

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator		STAUNTON	Department of Community and Economic Development

Table 1 – Responsible Agencies

Narrative (optional)

The City, a relatively new designated HUD entitlement grantee, is required by HUD to prepare an Annual Action Plan that meets the Consolidated Plan regulations in order to receive grant program funds. The lead agency responsible for overseeing the development of these plans and reports is the City's Community and Economic Development Departments.

Consolidated Plan Public Contact Information

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

As a new Entitlement grantee, the City encouraged a high level of public communication and agency consultation when developing the 2019-2023 Consolidated Plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. In line with the process during the Consolidated Plan, these stakeholders were invited to participate in public meetings held to develop the 2021 Annual Action Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City participates in the Virginia Balance of State Continuum of Care (CoC) and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the City will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies.

The City anticipates continuing its coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community.

The City continues to fund non-profit organizations that provide services to person’s experiencing homelessness.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City does not receive ESG funds.

City staff will continue to work with the local planning group of the Balance of State CoC to undertake the establishment of performance measurements for homeless programs. Members of the CoC provided valuable input during public outreach, plan drafting, and project selection process of the Con Plan. The CoC administers the local HMIS.

The City's Citizen Participation Plan allows for citizens, community agencies, and the local CoC to provide input on the use of all funding. Notifications of the public hearings are published in Staunton's newspaper of largest distribution, the *News Leader*. Information is also made available at the City's office of Community Development and is displayed on the City's website.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Renewing Homes Greater Augusta
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
2	Agency/Group/Organization	United Way Greater Augusta
	Agency/Group/Organization Type	Services-Children Services-Health Services-Education
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
3	Agency/Group/Organization	Staunton Redevelopment & Housing Authority
	Agency/Group/Organization Type	PHA

	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
4	Agency/Group/Organization	City of Staunton
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Public Works-Engineering Office was consulted through a one-on one meeting and brought several community needs to the attention of City staff that have been incorporated into the plan. The Community & Economic Development Department was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
5	Agency/Group/Organization	Valley Program for Aging Services
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
6	Agency/Group/Organization	Staunton Augusta Waynesboro Habitat for Humanity
	Agency/Group/Organization Type	Services-Low-income Households

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
7	Agency/Group/Organization	Community Foundation of Central Blue Ridge
	Agency/Group/Organization Type	Community Foundation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
8	Agency/Group/Organization	Valley Supportive Housing
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.

9	Agency/Group/Organization	Blue Ridge CASA
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through a stakeholder meeting and brought several community needs to the attention of City staff that have been incorporated into the plan.
10	Agency/Group/Organization	Blue Ridge legal Services, Inc.
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted through public meetings and brought several community needs to the attention of City staff that have been incorporated into the plan.

Identify any Agency Types not consulted and provide rationale for not consulting

All entities were considered for consultation. The City of Staunton attempted to reach out to broadband providers. Data was collected using Federal Communications Commission data and the Brookings Institute *Closing the digital and economic divides in rural America*. Hazard mitigation information was collected from the Central Shenandoah Planning District Commission's website.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
ALICE Report	United Way Greater Augusta	The ALICE Report was developed to identify challenges faced by the "working poor," those who are employed and/or have income, are above the federal poverty guidelines, but still have difficulty achieving basic needs. The goals of the Strategic Plan are aligned with the goals of ALICE, to improve access to opportunity for Staunton residents.
Capital Improvement Plan	City of Staunton	The City's Capital Improvement Plan, updated in 2018, informed the Strategic Plan sections aimed at public infrastructure improvements.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

During April 2020, the City of Staunton updated the Citizen Participation Plan to include information on how the City will collect citizen participation in the event of an emergency. During the development of the Annual Action Plan, the state of Virginia was under stay at home orders and could not hold public hearings. The City of Staunton conducted public hearings virtually, utilizing video conferencing software that had the ability to allow live questions to be asked and comments in real time

Public Hearings—A public hearing was held on June 7, 2021 to solicit feedback on the Annual Action Plan development. This hearing was to solicit input from the public on the needs and priorities for the City. No one from the public was in attendance and no comments were made.

A second public hearing was held on July 12, 2021. This hearing presented the draft Annual Action Plan for public comment. Both hearings were advertised in the *News Leader* and on the City's website in accordance with the City's Citizen Participation Plan.

The City underwent extensive citizen participation in the development of the Consolidated Plan in 2019, which included stakeholder meetings, public hearings and an online survey. Results from this process outlined the five-year strategic goals for the City of Staunton. These were used in the creation of the 2021 Annual Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	0	n/a	All comments accepted.	
2	Internet Outreach	Non-targeted/broad community	Annual Action Plan was uploaded on the City's website during the 30-day public comment period.	n/a	n/a	https://www.ci.staunton.va.us/home/showpublisheddocument/10216/637596171006330000
3	Public Meeting	Non-targeted/broad community	0	See appendix.	All comments accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City of Staunton will utilize the CDBG allocation for Program Year 2021 for Admin and Planning, Housing, Public Infrastructure Improvements, and/or Public Services

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	344,362	0	0	344,362	688,724	The estimated expected amount available for the remainder of the Con Plan is two times the 2021 annual allocation
Other	public - federal	Other	0	0	0	0	0	

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next three years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provides these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2019	2023	Affordable Housing Public Housing	City-Wide	Increase Access to Affordable Housing	CDBG: \$183,836	Rental units rehabilitated: 150 Household Housing Unit Homeowner Housing Rehabilitated: 3 Household Housing Unit
2	Provide Public Services	2019	2023	Homeless Non-Homeless Special Needs	City-Wide	Provide Public Services	CDBG: \$51,654	Public service activities other than Low/Moderate Income Housing Benefit: 197 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 5 Households Assisted
3	Improve Public Facilities and Infrastructure	2019	2023	Non-Housing Community Development	City-Wide	Improve Public Facilities and Infrastructure	CDBG: \$40,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 541 Persons Assisted
5	Planning and Administration	2019	2023	Non-Housing Community Development	City-Wide	Planning and Administration	CDBG: \$68,872	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	
2	Goal Name	Provide Public Services
	Goal Description	
3	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	
5	Goal Name	Planning and Administration
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The following project information for the FY2021 provides a comprehensive overview of CDBG activities.

Projects

#	Project Name
1	CDBG Program Administration
2	Valley Mission Inc., Initial Housing Support Program
3	VPAS Senior Transportation Program (STP)
4	VPAS Meals on Wheels
5	Blue Ridge Legal Services, Inc.
6	Blue Ridge CASA
7	A Street Aging in Place Project-Canceled
8	Public Facility Improvements-West Beverly St Sidewalk
9	Re-Roofing Staunton
10	SRHA-HVAC Replacement

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	CDBG Program Administration
	Target Area	City-Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$68,872
	Description	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Other
	Location Description	Citywide
	Planned Activities	This funding is used to support the general administration and planning activities for the Community Development Block Grant Program.
2	Project Name	Valley Mission Inc., Initial Housing Support Program
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$5,000
	Description	Formally homeless individuals who move into housing within Staunton City limits after exiting Valley Mission will be assisted with approximately \$500 to \$1,000 each initial housing support or other funds necessary to facilitate moving into safe, affordable, permanent, and appropriate housing.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	5 persons
	Location Description	Citywide

	Planned Activities	Subsistence payments to assist formally homeless individuals more into safe housing. Payments will be made to the landlord or utility company directly.
3	Project Name	VPAS Senior Transportation Program (STP)
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$10,000
	Description	VPAS's Senior Transportation Program (STP) provides elderly Staunton residents and those under 60 with a disability transportation services to medical and other life necessary destinations when there is no other reliable or affordable transportation option available to them.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	30 people
	Location Description	Citywide
	Planned Activities	Funding will pay for outreach activities and develop multi-passenger ride scheduling.
4	Project Name	VPAS Meals on Wheels
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$10,000
	Description	Meals on Wheels (MOW) program provides a nutritious hot meal five days per week to frail, older Staunton residents who are at nutritional risk.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	95 people

	Location Description	Citywide
	Planned Activities	Provides nutritious hot meal five days per week to elderly (62 or older) Staunton residents who are at nutritional risk.
5	Project Name	Blue Ridge Legal Services, Inc.
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$11,654
	Description	BRLS will use CDBG funding for FY21 to provide free legal assistance to low-income Staunton residents facing civil legal issues as a result of the pandemic and subsequent economic crisis.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	12 people
	Location Description	Citywide
	Planned Activities	Funds will cover the costs of providing free civil legal assistance to approximately 12 residents of Staunton facing critical legal issues, with a special focus on those facing eviction or foreclosure.
6	Project Name	Blue Ridge CASA
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$15,000
	Description	Provide advocacy for abused and neglected children. The proposed activities will directly benefit at least 60 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect and have special needs.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	60 people

	Location Description	Citywide
	Planned Activities	Funding for Program Engagement Manager.
7	Project Name	A Street Aging in Place Project-Canceled
	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	:
	Description	Funding will be used to develop streets, gutters, sidewalks and water lines for no less than 23 new homes at the end of A Street in Staunton, Virginia. Funding from multiple years being redirected to a new project which will replace HVAC units at Staunton Public Housing.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	
8	Project Name	Public Facility Improvements-West Beverly St Sidewalk
	Target Area	
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$40,000
	Description	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility. Requesting additional funding for an existing project previously funded by CDBG in FY20.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 518 low-income households will benefit from proposed project.

	Location Description	West Beverley from Grubert Westward to Dollar General
	Planned Activities	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility.
9	Project Name	Re-Roofing Staunton
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$30,000
	Description	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 homeowners
	Location Description	Citywide
	Planned Activities	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
10	Project Name	SRHA-HVAC Replacement
	Target Area	
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$153,836 CDBG-CV: \$46,221
	Description	Project involves replacement of HVAC units at public housing units owned and operated by Staunton Housing and Redevelopment Authorities.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	300 public housing residents will benefit from the proposed activity

	Location Description	Elizabeth Miller Gardens; Farrier Court
	Planned Activities	Public Housing Modernization Matrix Code 14C

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Staunton does not allocate funds by target areas. Rather, the City allocates funds based upon the priorities that have been identified by citizens participating in the public input process and through the regular planning contacts made with elected officials and staff. The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units.

The special needs population will be served through grants to local service providers. The homeless population will be served through assistance grants to local service providers.

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	3
Special-Needs	0
Total	8

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	3
Acquisition of Existing Units	0
Total	8

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

Valley Mission will receive \$5,000 to provide subsistence payments to assist 5 formally homeless individuals more into safe housing. Re-Roofing Staunton will receive \$30,000 to provide roof replacement for approximately 3 low-income homeowners.

AP-60 Public Housing – 91.220(h)

Introduction

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five-bedroom townhouses. Rent is based on income and utilities are included.

Actions planned during the next year to address the needs to public housing

SR&HA converted all of its public housing units into Section 8 units under the Rental Assistance Demonstration Program.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project-based vouchers under the Rental Assistance Demonstration program in 2016.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

SR&HA is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As a participant in the Virginia Balance of State Continuum of Care (CoC), the City is a partner in addressing homelessness and the priority needs of homeless individuals and families, including homeless subpopulations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Balance of State Continuum of Care (BoS CoC) has an established Coordinated Entry System, which offers a central point of entry for households experiencing homelessness or at-risk of homelessness. During an initial phone call, a housing counselor asks questions that will help determine eligibility for services with local agencies. The BoS CoC uses two assessment tools for prioritization of services. Prevention assessment: The BoS created a prevention prioritization tool that includes both homeless vulnerability and housing barriers. Once a household's housing crisis is triaged and it is determined that the household is at imminent risk of homeless (14 days or less), then the coordinated entry staff will conduct the prevention prioritization assessment. Based on eligibility and assessment score prevention providers are guided on service needs of households. The BoS CoC uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common standardized assessment tool for those who are literally homeless. This assessment is conducted no more than 3 to 5 days after the household has been referred to shelter or once an outreach worker is able to establish rapport with an unsheltered or un-engaged household.

Each January, the CoC conducts a Point-in-Time (PIT) count of the City's sheltered and unsheltered homeless to ascertain the number and characteristics of the homeless population and to assess their needs. Staunton's continued participation in the PIT study will give the City the ability to collect information to be used in setting priorities, written standards, and performance measures for the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

During 2021, the City's federal funds will support Valley Mission, which offers emergency shelter and services for homeless individuals and families. Valley Mission will receive \$5,000 to provide subsistence payments to assist 5 formally homeless individuals more into safe housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that

individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue will use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

During PY2021, Valley Mission will be awarded funds to assist formally homeless households' transition into safe, permanent housing. Blue Ridge Legal Services will also receive funding to assist households with free legal services to reduce the threat of homelessness in the City by using the courts to prevent evictions or foreclosures and keep City residents in their homes.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue will use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

The City utilized federal CARES Act funds support the following homeless shelter and prevention programs:

- Valley Mission
- Salvation Army Homeless Prevention
- Community Foundation of Blue Ridge Homeless Prevention

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Staunton has prepared an Analysis of Impediments to Fair Housing Choice to satisfy requirements of the Housing and Community Development Act of 1974, as amended, in 2020. This act requires that any community receiving Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds affirmatively further fair housing.

A summary of the impediments to fair housing choice that emerged from the data analysis, public engagement initiatives, and policy review were identified. They are the results of primary and secondary research that define the underlying conditions, trends, and context for fair housing planning in Staunton. The impediments were assigned three priority levels based on the amount and strength of the supporting evidence that initially identified the factor:

- High – factors that limit or deny fair housing choice or access to opportunity, as well as other factors that are urgent or establish a foundation for future actions
- Medium – moderately urgent or building on prior actions
- Low – limited impact on fair housing issue

(See unique appendix for chart)

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Impediment: Location and type of affordable housing

The City and other local organizations should address the diverse housing needs for the City's various subpopulations, including low-and moderate-income households, persons with disabilities, and large families. They will do so by Continuing to invest in housing in a wide geographic area throughout the City. This will be measured by the number of affordable units created/rehabilitated by location and unit type. The City should expand affordable housing in areas of higher opportunities.

During FY2020, the City's federal funds supported A Street Aging In Place to develop infrastructure that benefited 25 households. The City will continue to fund this project in FY2021 and develop infrastructure for a minimum of 23 new homes. The A Street project is located in Census Tract 3, which is within one of the Lowest Opportunity tracks, however it is directly bordering Census Track 4, which is

the only “Higher Opportunity” track in the City.

Impediment: Lack of policies and procedures related to fair housing.

During FY2020, the City created an Anti-Displacement and Relocation Plan in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325.

Impediment: Fair housing education, outreach, and enforcement

During FY2021, the City will work toward designating a Fair Housing liaison and adding a new fair housing page to the City’s website.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Staunton will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City's ability to meet underserved needs is the limited amount of funding to address identified priorities. The City will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Programs funded through the CDBG program will assist the elderly and children living in unstable and inadequate housing conditions, who have been victims of abuse or neglect.

Actions planned to foster and maintain affordable housing

The City will continue to support its goals of maintaining and expanding affordable housing. In FY 2021, the City will allocate CDBG funds to increase access to and the creation of affordable housing.

The City will utilize CDBG funds to complete the necessary infrastructure to accommodate the construction of a minimum of 23 ADA units for elderly in the community. As part of a partnership with Habitat for Humanity, DHCD and VHDA.

In 2021, the Staunton Redevelopment and Housing Authority (SRHA) is accepting proposals from developers to provide affordable, permanent new construction housing for families within the City of Staunton. SRHA anticipates awarding a maximum of 23 projects to one or more developers under this RFP.

Actions planned to reduce lead-based paint hazards

The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

Actions planned to reduce the number of poverty-level families

The City will collaborate with human service, social service, and economic development agencies and

organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes.

The Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) is the community action agency designated in July 2009 by Virginia's governor to serve the citizens of Augusta County, the City of Staunton, and the City of Waynesboro. CAPSAW administers funds made available annually to designated community action agencies through the Federal Community Services Block Grant, the State Community Services Block Grant, and Federal Temporary Assistance to Needy Families (TANF) funds, along with required match funds provided by each of three localities. In 2020, CAPSAW worked across all three communities to provide financial and technical support to partner agencies directly responding to the devastating impact of the pandemic and will continue to do so moving forward. In 2020, 64% of the 4,036 families served were low-income families.

Actions planned to develop institutional structure

Although the City feels that the existing institutional structure is sufficient for carrying out activities to address identified community development needs, the City Manager's Office plans to continue to strengthen its working relationships with local social service agencies. Public and non-profit agencies that are critical to the institutional structure must work cooperatively, and agency staff have the ability and expertise to deliver services efficiently and effectively, often with years of expertise in their respective fields.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to improve coordination among its partners to promote a broadly shared understanding of community needs, collaborative, and complementary approaches to addressing needs, and responsiveness to changes in conditions.

The City anticipates coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City will also continue to coordinate its housing efforts with the Staunton Redevelopment and Housing Authority (SR&HA).

In January 2020, the Staunton City Schools received a donation of 200 hotspots to help improve internet access for families during the school year. There are now a total of 400 hotspots that are in the area to help reduce the digital divide.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

2019-2023
Consolidated Plan, Annual Action Plan
And Citizen Participation Plan

Community Development Block Grant Program



City of Staunton, Virginia

**Substantial Amendment for CDBG-CV for Public
Review**

11/12/2024-12/11/2024

December 2024 Amendment reallocates \$46,221.34 from administration to the Staunton Redevelopment & Housing Authorities for the purpose of replacing HVAC units to ensure proper ventilation in public housing units. Screens updated include PR15 for citizen participation, AP 20 and AP 35.

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Staunton is a new federal entitlement community under the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement community, the City is required to prepare a Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, community development and economic development within the community. The Staunton CP covers the period from FY 2019 through FY 2023 (October 1, 2019 through September 30, 2024).

This CP consolidates into a single document the planning and application requirements for the following federal program:

- Community Development Block Grant (CDBG)

Funds are provided under the following program:

- **Community Development Block Grant (CDBG):** The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, acquisition of existing housing or land, homeownership assistance, lead-based paint detection and removal, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, water and efficiency improvements, abatement of hazards such as lead based paint or asbestos, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses.

Purpose of the Consolidated Plan

The purpose of the Consolidated Plan (CP) is to guide federal funding decisions in the next five years. The CP is guided by three overarching goals that are applied according to a community's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive

housing for those with special needs, and transitioning homeless persons and families into housing.

- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low- and moderate- income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate- income persons to achieve self-sufficiency.

The overall priority for the investment of federal funds is to increase self-sufficiency and economic opportunity for lower income residents and individuals with special needs so that they can achieve a reasonable standard of living.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Strategic Plan provides a framework to address the needs of the City for the next five years using approximately \$354,433 annually in Community Development Block Grant (CDBG) funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit low- and moderate- income areas of a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG program are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

All future activities funded in the next five years will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership

3. Evaluation of past performance

The City of Staunton is a newly designated federal entitlement community, and therefore, no evaluation of past performance is available.

4. Summary of citizen participation process and consultation process

Public Hearings – Public hearings were held on June 4 and August 8, 2019 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City's website and social media accounts in accordance with the City's Citizen Participation Plan.

The first public hearing specifically for the Con Plan was held on June 4, 2019. A final public hearing was held on August 8th, at the culmination of the 30-day public comment period. City Council considered the Con Plan and FY19 Annual Plan for approval at its regular meeting on August 8, 2019.

Stakeholder Interviews – From June 4th through 5th, 2019, a series of stakeholder interviews and consultations were conducted for the Consolidated Plan. Over the course of these two days, approximately 20 individuals from organizations whose mission involves housing, community and/or economic development in one facet or another provided feedback. Individuals representing government and policy makers, nonprofit organizations, affordable housing providers, and other interested parties were invited to participate to ensure that as many points-of-view as possible were heard. A complete summary is included in the Citizen Participation Appendix.

Web-based Citizen Surveys – Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City's website, as well as publicized on the City's social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

All sign-in sheets, advertisements, and comments received are included in the Citizen Participation Appendix.

5. Summary of public comments

Many of the comments received were related to needs that the City needs to address with this five-year plan. Those needs include affordable housing, housing and services for the homeless and folks with special needs, public facility (ADA) improvements, and public infrastructure (sidewalks)

improvements. A complete summary of comments received is included in the Citizen Participation Appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were not accepted. A complete summary of comments received is included in the Citizen Participation Appendix.

7. Summary

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	STAUNTON	Department of Community and Economic Development

Table 1 – Responsible Agencies

Narrative

The City, a newly designated HUD entitlement grantee, is required by HUD to prepare a Consolidated Plan and Annual Action Plan that meets the Consolidated Plan regulations in order to receive grant program funds. The lead agency responsible for overseeing the development of these plans and reports is the City's Community and Economic Development Departments.

Consolidated Plan Public Contact Information

Mr. William L. Vaughn, Director

Community and Economic Development Departments

116 W. Beverly Street

Staunton, VA 24401

Office: 540.332.3869

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

As a new Entitlement grantee, the City encouraged a high level of public communication and agency consultation when developing this plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. These stakeholders were invited to participate in group interviews held to develop the Con Plan.

The City plans to continue this level of engagement with all interested parties beyond the consolidated planning process, enhancing general coordination of the service delivery system throughout the year and for each Annual Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the City will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies.

The City anticipates continuing its coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

City staff will continue to work with the local planning group of the Balance of State CoC to undertake the establishment of performance measurements for homeless programs. Members of the CoC provided valuable input during public outreach, plan drafting, and project selection process of the Con Plan. The CoC administers the local HMIS.

The City's Citizen Participation Plan allows for citizens, community agencies, and the local CoC to provide input on the use of all funding. Notifications of the public hearings are published in Staunton's newspaper of largest distribution, the *News Leader*. Information is also made available at the City's office of Community Development and is displayed on the City's website.

The City does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	United Way Greater Augusta
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
2	Agency/Group/Organization	Staunton Redevelopment & Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In person meeting and multiple emails were exchanged to identify current housing needs in Staunton, including Public Housing needs.

3	Agency/Group/Organization	Habitat for Humanity SAW
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity Staunton Augusta Waynesboro attended both the public needs meeting as well as a stakeholder interview specifically focused on affordable housing. Habitat identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
4	Agency/Group/Organization	Renewing Homes Greater Augusta
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Renewing Homes Greater Augusta attended a stakeholder interview specifically focused on affordable housing. Renewing Homes identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
5	Agency/Group/Organization	Community Foundation of Central Blue Ridge
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Foundation

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
6	Agency/Group/Organization	Valley Community Services Board
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VCSB attended a stakeholder workshop focused on health and human services, as well as homeless needs. VCSB serves as the CoC representative and the HMIS lead for the Local Planning Group of the VA Balance of State Continuum of Care.
7	Agency/Group/Organization	Valley Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Supportive Housing attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides permanent supportive housing and services to homeless individuals and families.
8	Agency/Group/Organization	Valley Mission
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Mission attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides emergency shelter and services to homeless individuals and families.
9	Agency/Group/Organization	Blue Ridge CASA
	Agency/Group/Organization Type	Services-Children Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Blue Ridge CASA attended a stakeholder workshop focused on health and human services, as well as homeless needs. CASA provides special advocacy services for at-risk children and families.
10	Agency/Group/Organization	Valley Program for Aging Services
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VPAS attended a stakeholder workshop focused on health and human services, as well as homeless needs. VPAS provides services for the elderly and disabled, including transportation, meals on wheels, and other aging in place services.
11	Agency/Group/Organization	City of Staunton
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City staff, including public works, parks and recreation, economic development, planning/zoning/codes, and emergency management attended a stakeholder workshop focused on the non-housing community development needs of the City.

Identify any Agency Types not consulted and provide rationale for not consulting

All entities were considered for consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
ALICE Report	United Way Greater Augusta	The ALICE Report was developed to identify challenges faced by the "working poor," those who are employed and/or have income, are above the federal poverty guidelines, but still have difficulty achieving basic needs. The goals of the Strategic Plan are aligned with the goals of ALICE, to improve access to opportunity for Staunton residents.
Capital Improvement Plan	City of Staunton	The City's Capital Improvement Plan, updated in 2018, informed the Strategic Plan sections aimed at public infrastructure improvements.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

In accordance with 24 CFR 91.100(4), the City will notify adjacent units of local government of the non-housing community development needs included in its Con Plan. The City will continue to interact with public entities at all levels to ensure coordination and cooperation in the implementation of the Con Plan and thereby maximize the benefits of the City's housing and community development activities for the residents being served.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Public Hearings – Public hearings were held on June 4 and August 8, 2019 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City’s website and social media accounts in accordance with the City’s Citizen Participation Plan.

The first public hearing specifically for the Con Plan was held on June 4, 2019. A final public hearing was held on August 8th, at the culmination of the 30-day public comment period. City Council considered the Con Plan and FY19 Annual Plan for approval at its regular meeting on August 8, 2019.

Stakeholder Interviews – From June 4th through 5th, 2019, a series of stakeholder interviews and consultations were conducted for the Consolidated Plan. Over the course of these two days, approximately 20 individuals from organizations whose mission involves housing, community and/or economic development in one facet or another provided feedback. Individuals representing government and policy makers, nonprofit organizations, affordable housing providers, and other interested parties were invited to participate to ensure that as many points-of-view as possible were heard. A complete summary is included in the Citizen Participation Appendix.

Web-based Citizen Surveys – Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City’s website, as well as publicized on the City’s social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

All sign-in sheets, advertisements, and comments received are included in the Citizen Participation Appendix.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The first public meeting held on June 4 was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units.	Needs identified during the first public meeting ranged from public infrastructure improvements to the creation of affordable housing units. A complete summary of comments received is included in the Citizen Participation Appendix.	No comments were not accepted.	

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	Four potential subrecipients attended the hearing, representing public service and home repair agencies.	Each entity provided a brief update on their organizational goals and progress for the year. No comments received were specifically related to the Consolidated Plan.	No comments were not accepted.	

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City's social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were	A complete report of the survey results is included in the Citizen Participation Appendix.	No comments were not accepted.	

Demo

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Non-targeted/broad community	Three people participated in the public hearing.	No comments were received.	No comments were received.	
5	Newspaper Ad	Non-targeted/broad community	public notice advertised availability of substantial amendment to the City's 2019 AAP for the allocation of unallocated CDBG-CV funds.	None	N/A	
6	Public Hearing	Non-targeted/broad community	Public hearing was held December 3 in City Council Chambers.	N/A	N/A	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Based on U.S. Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy (CHAS) data (2011-2015) and analysis included within this section of the Strategic Plan, in addition to interviews and group discussions held with service providers, the following conclusions relative to housing needs in the City of Staunton for all household types, income groups and racial/ethnic groups can be made.

Racial/ethnic groups with disproportionate *housing problems* as defined by HUD include housing units lacking complete kitchen facilities and/or complete plumbing facilities, overcrowding (more than 1.5 person per room), and/or cost burden greater than **30%** include the following:

Housing Problems

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Racial/ethnic groups with disproportionate *housing problems* defined as housing units lacking complete kitchen facilities and/or complete plumbing facilities, overcrowding (more than 1.5 person per room), and/or cost burden greater than **50%** include the following:

Severe Housing Problems

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

Racial/ethnic groups with disproportionate *housing cost burden* include the following:

Housing Cost Burden

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: very small sample size). Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The Housing Needs Assessment is based on data provided by HUD through the Comprehensive Housing Affordability Strategy (CHAS) data, with supplemental data used when available. Although the CHAS data is somewhat dated, it provides a glimpse of the housing needs within the City. This data, in combination with supplemental data and interviews with agencies and housing providers in the City, can provide a snapshot view of the housing needs.

Lower-income households in the City have been greatly impacted by high housing costs, which reduce economic opportunities and access to prosperity. Real incomes in the area have declined while housing costs have risen, resulting in an increase in the need for affordable housing options. Between 2000 and 2015, median income for City residents *declined* by almost a third (29.7%) after adjusting for inflation, while median rent *increased* by 28% and median home values *increased* by 7%.

Median income decreasing while median home values and rents continue to rise contributes to a diminished ability for households to reside in the City. Given an inadequate supply of decent, affordable housing options, the area's lower-income households often face a choice between substandard housing and housing cost burden.

As the data below show, the most significant housing issue identified is cost burden, defined as spending over 30% of household income on housing costs, such as mortgage and rent payments. According to CHAS data, 31.3% of households in the City are cost burdened. Similarly, severe cost burden is defined as spending over 50% of household income on housing. In Staunton, over 15.89% of households are severely cost burdened.

Renter and owner households:

- Large number of households between 0-30% of AMI with housing cost burden greater than 50%

Households by Household Type

Renter households paying more than 30% of their gross income on housing costs:

- All households between 0-30% of AMI.

Owner households paying more than 30% of their gross income on housing costs:

- Elderly households between 31-50% of AMI.

Renter households paying more than 50% of their gross income on housing costs:

- All households between 0-30% of AMI.

Owner households paying more than 50% of their gross income on housing costs:

- Elderly households between 0-30% of AMI

Demographic indicators are essential to understanding a community's housing needs. The data provides a snapshot of the City's growth and highlights the ongoing increase in population and households.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	23,739	24,195	2%
Households	9,909	10,385	5%
Median Income	\$42,713.00	\$40,842.00	-4%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Housing Costs Table (SUPPLEMENTAL)

	Base Year: 2000	Most Recent Year: 2015	% Change
Median Home Value	\$155,200 <i>(\$210,969 in 2015 dollars)</i>	\$165,400	+7% <i>(-21.6% adjusted)</i>
Median Contract Rent	\$510 <i>(\$693 in 2015 dollars)</i>	\$655	+28% <i>(-5.5% adjusted)</i>

Data Source: 2000 Census (Base Year), 2011-2015 ACS (Most Recent Year)

Housing Costs Table (Supplemental)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,260	1,560	1,660	1,145	4,760
Small Family Households	290	230	440	265	2,440
Large Family Households	35	125	10	60	295
Household contains at least one person 62-74 years of age	195	360	265	375	1,075
Household contains at least one person age 75 or older	255	410	550	140	355

Demo

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Households with one or more children 6 years old or younger	135	215	125	120	455

Table 6 - Total Households Table

Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	70	45	0	0	115	0	0	0	25	25
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	0	0	0	0	4	0	0	4
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	35	30	10	4	79	0	0	0	10	10
Housing cost burden greater than 50% of income (and none of the above problems)	580	400	120	15	1,115	150	185	15	15	365
Housing cost burden greater than 30% of income (and none of the above problems)	55	355	330	60	800	75	35	250	195	555

Demo

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	140	0	0	0	140	80	0	0	0	80

Table 7 – Housing Problems Table

Data 2011-2015 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	685	475	130	20	1,310	150	190	15	50	405
Having none of four housing problems	130	635	720	285	1,770	75	260	790	790	1,915
Household has negative income, but none of the other housing problems	140	0	0	0	140	80	0	0	0	80

Table 8 – Housing Problems 2

Data 2011-2015 CHAS
Source:

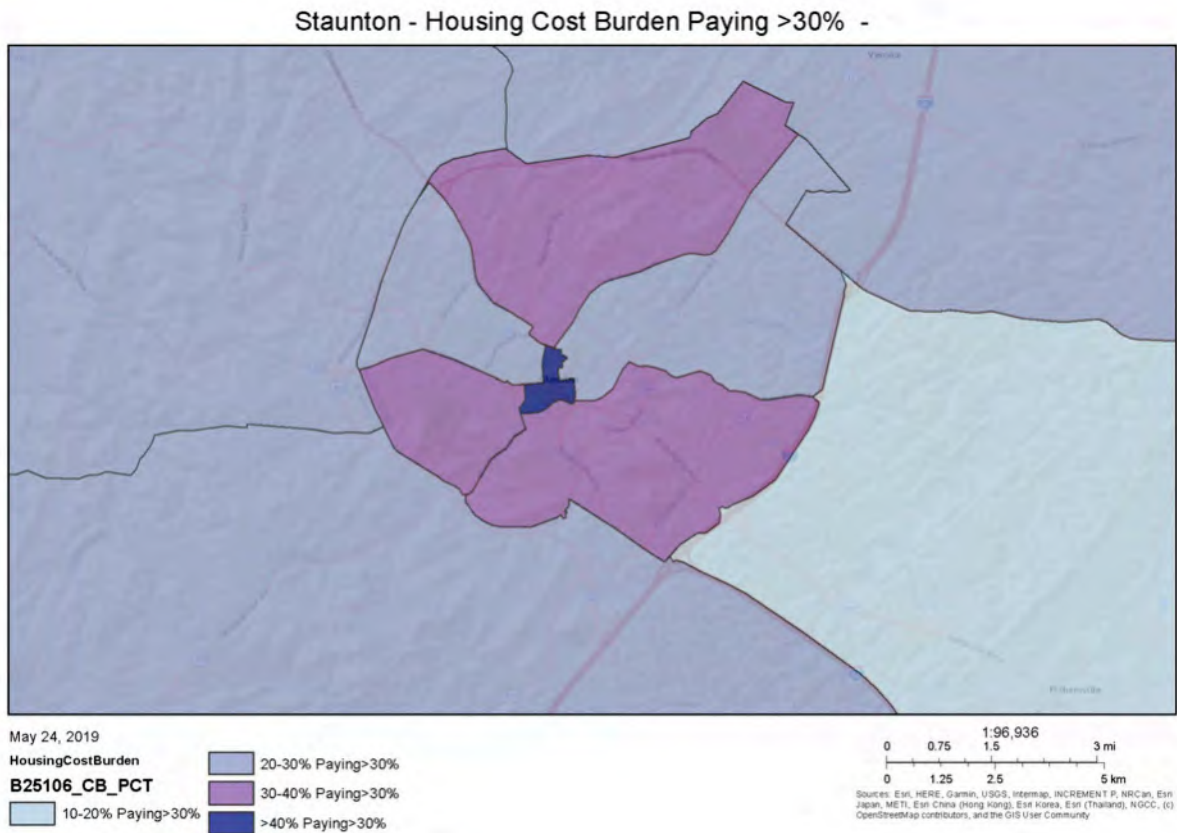
3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	210	115	160	485	20	45	160	225
Large Related	25	90	0	115	0	0	0	0
Elderly	205	210	130	545	165	155	64	384
Other	295	390	160	845	45	15	45	105
Total need by income	735	805	450	1,990	230	215	269	714

Table 9 – Cost Burden > 30%

Demo

Data 2011-2015 CHAS
Source:



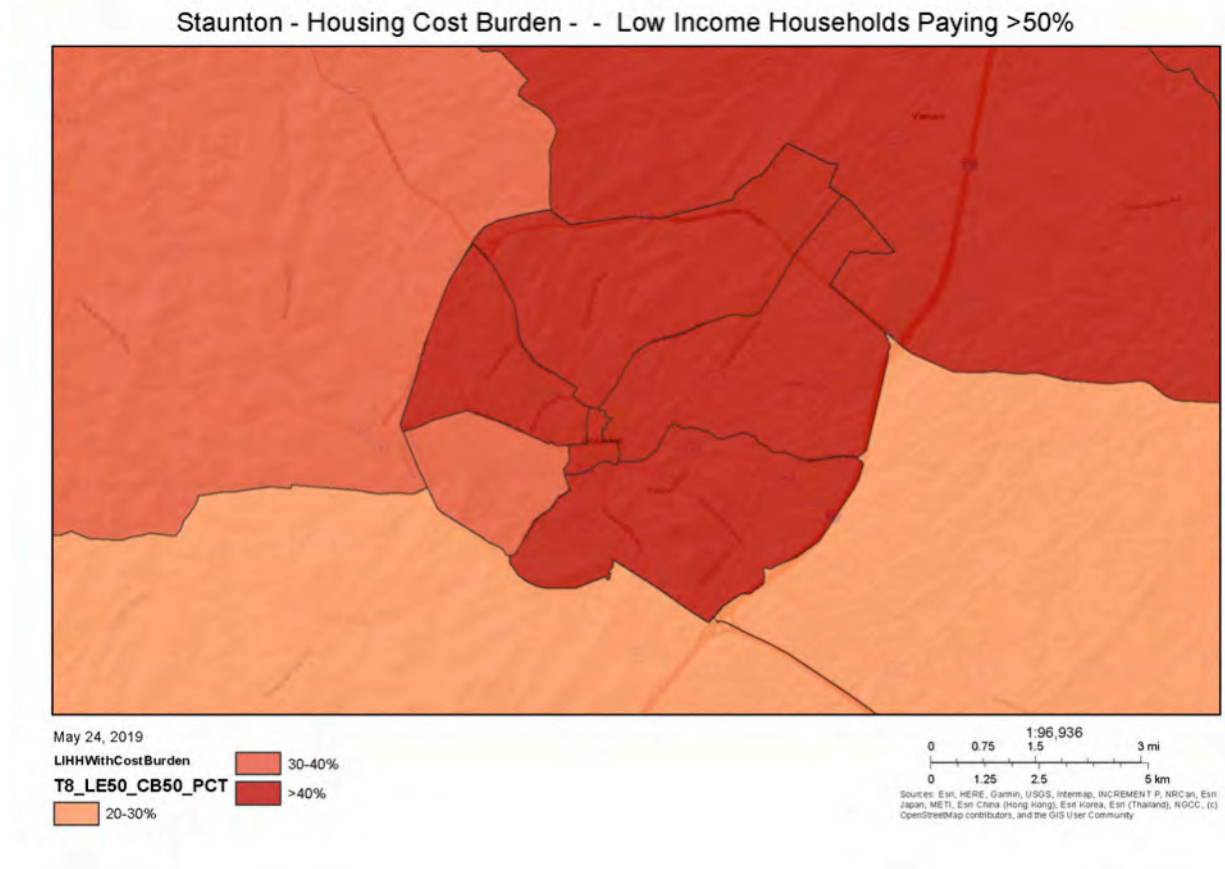
Cost Burden >30%

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	210	35	0	245	20	45	10	75
Large Related	25	55	0	80	0	0	0	0
Elderly	165	90	70	325	115	120	10	245
Other	265	260	50	575	20	15	0	35
Total need by income	665	440	120	1,225	155	180	20	355

Table 10 – Cost Burden > 50%

Data 2011-2015 CHAS
Source:



Cost Burden >50%

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	20	30	0	4	54	0	4	0	10	14
Multiple, unrelated family households	0	0	10	0	10	0	0	0	0	0
Other, non-family households	15	0	0	0	15	0	0	0	0	0
Total need by income	35	30	10	4	79	0	4	0	10	14

Table 11 – Crowding Information – 1/2

Data 2011-2015 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source

Comments:

Describe the number and type of single person households in need of housing assistance.

According to CHAS data, there are 4,600 single person households in Staunton, 46.04% of which are cost-burdened. This is higher than the citywide rate of household cost burden (33.63%), which means households comprised of single persons in general have more difficulty in affording housing costs than larger households. When considering tenure, about 33.71% of single person homeowners are cost-burdened, compared to 54.92% of single person renters.

According to 2017 American Community Survey (ACS) data, there are 3,854 householders living alone in Staunton, 667 of which (17.3%) have income below the poverty level. This is higher than the citywide rate of household poverty (7.9%), which means households comprised of single persons have more difficulty in affording housing costs than larger households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

In 2017, 3,544 individuals in Staunton, or 15% of the population, reported a disability. About 48.4% were over the age of 65. Across the City, approximately 30% of persons with a disability also live in poverty. Median earnings for people with a disability were \$14,552, compared to \$28,760 for earners without a disability. These figures underscore the struggle that many Staunton households that include a person with a disability experience in finding and maintaining suitable affordable housing.

What are the most common housing problems?

The most common housing problem in Staunton is cost burden, especially for renters. There are 1,009 renter-occupied households with housing costs greater than 50% of their income. Additionally, 21.93% of renter households are severely cost-burdened, compared to 6.3% of owner-occupied households.

Repeatedly during the public outreach process the poor condition of existing housing stock was also identified as a concern, particularly among the elderly who lack the financial resources to maintain their property.

Are any populations/household types more affected than others by these problems?

“Other” renter households are the largest cost-burdened category, with these 845 households accounting for 42% of all cost-burdened households.

Severe cost burden follows a very similar distribution, although “other” households (both renters and homeowners) are slightly more affected by severe cost burden (46% of severely burdened households) than regular cost burden (39%).

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

No data exists that would specifically enumerate or describe the at-risk population within the City’s jurisdiction.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

No estimate of at-risk populations in Staunton is currently available.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Staunton’s high housing costs, evident through the CHAS estimate that 73.7% of all households earning less than 50% of AMI are cost-burdened, make it difficult for low-income individuals and families to maintain a stable household. According to 2013-2017 ACS 5-Year Estimates, 13.3% of the City’s population lives below poverty level and 2.4% of the population is unemployed. Inability to obtain stable employment and earn sufficient wages make it extraordinarily difficult to obtain and maintain stable housing.

Discussion

The following section, Narrowing the Digital Divide, is now required by HUD to be included in the Consolidated Plan. The Consolidated Planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD’s formula block grant programs. This rule amends HUD’s Consolidated Plan regulations to require that jurisdictions, including Staunton, consider two additional concepts in their planning efforts:

Narrowing the Digital Divide and Natural Hazard Risk. Note: the Natural Hazard Risk section is in MA-20: Housing Market Analysis-Condition of Housing.

Narrowing the Digital Divide (91.210(a)(4))

Per FCC data on residential wired broadband access provided by PolicyMap, there are a few small areas through-out the City with limited access to broadband internet, indicated by the lighter colored areas in the map included in the Unique Appendix. The areas with more limited broadband access are the western neighborhoods of Staunton, which also tend to be low- and moderate income (LMI) areas. The downtown area appears to have the highest level of broadband internet access. Note the map included in the Unique Appendix.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The bullet points below summarize the percentage of each racial/ethnic group experiencing housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than one person per room)
- Housing costs greater than 30% of income (i.e., cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. According to the above definitions, three racial/ethnic groups in Staunton experience one or more housing problems at a disproportionate level:

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Given the very small number of Hispanics included in the data, results for this group are likely highly error-prone. Racial/ethnic groups with disproportionately greater housing problems are noted in bold with a frame around the data:

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	865	210	170
White	660	155	110
Black / African American	170	55	50
Asian	10	0	10
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

	0-30% AMI	31-50%	51-80%	81-100%
Racial/ Ethnic Group	% with one or more housing problems			
White	81.0%	62.1%	38.2%	26.2%
Black/ African American	75.6%	58.8%	53.8%	21.9%
Asian	100.0%	0.0%	0.0%	0.0%
American Indian, Alaska Native	0.0%	0.0%	0.0%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	100.0%	0.0%	100.0%	100.0%
Jurisdiction as a Whole	80.5%	67.0%	38.8%	26.3%

Source: CHAS 2011-2015

Disproportionate Housing Problems**30%-50% of Area Median Income**

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,025	505	0
White	820	500	0
Black / African American	200	4	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	630	995	0
White	585	945	0
Black / African American	35	30	0
Asian	0	0	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	10	0	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	305	855	0
White	275	775	0
Black / African American	14	50	0
Asian	0	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	0	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The data table below, based on 2011-2015 CHAS data, summarizes the percentage of each racial/ethnic group experiencing severe housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than 1.5 people per room)
- Housing costs greater than 50% of income (i.e., severe cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. The following racial/ethnic groups in Staunton experienced one or more housing problems at a disproportionate level:

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	620	460	170
White	425	390	110
Black / African American	160	70	50
Asian	10	0	10
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	370	1,160	0
White	335	985	0
Black / African American	35	170	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	170	1,460	0
White	160	1,370	0
Black / African American	10	55	0
Asian	0	0	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	0	10	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	19	1,140	0
White	15	1,035	0
Black / African American	4	65	0
Asian	0	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	15	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

	0-30% AMI	31-50%	51-80%	81-100%
Racial/ Ethnic Group	% with one or more severe housing problems			
White	52.1%	25.4%	10.5%	1.4%
Black/ African American	69.6%	17.1%	15.4%	5.8%
Asian	100.0%	0.0%	0.0%	0.0%
American Indian, Alaska Native	0.0%	0.0%	0.0%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	100.0%	0.0%	0.0%	0.0%
Jurisdiction as a Whole	57.4%	24.2%	10.4%	1.6%
<i>Source: CHAS 2011-2015</i>				

Disproportionate Severe Housing Problems

Discussion

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. Cost-burdened is defined as paying 30-50% of the household income to housing, and severely cost burdened is defined as paying greater than 50% of the household income to housing. The data table below summarizes the percentage of each racial/ethnic group experiencing cost burden at various levels.

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: very small sample size). Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	6,635	1,960	1,139	170
White	6,095	1,690	895	110
Black / African American	455	220	205	50
Asian	30	0	10	10
American Indian, Alaska Native	15	0	0	0
Pacific Islander	0	0	0	0
Hispanic	10	40	25	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

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	Less than 30% (No Cost Burden)	30-50%	More than 50%	No/ negative income (not computed)
Racial/ Ethnic Group		% with housing cost burden		%
White	65.1%	15.6%	19.3%	2.6%
Black/ African American	53.9%	20.0%	26.0%	2.4%
Asian	45.7%	16.5%	37.8%	43.3%
American Indian, Alaska Native	64.9%	22.7%	12.3%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	58.6%	23.5%	17.9%	1.2%
Jurisdiction as a Whole	60.5%	18.8%	20.7%	2.8%
Source: CHAS 2009-2013				

Disproportionate Housing Cost Burden

Discussion:

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The impact of housing problems in Staunton varies primarily by income level. However, the following groups within an income tier and race/ethnicity category experienced problems at a rate at least 10 percentage points higher than the City as a whole:

Housing Problems

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Severe Housing Problems

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

Cost Burden

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition. Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

If they have needs not identified above, what are those needs?

The needs among races/ethnicities are indicated above. Households in the lower income categories have more general needs, as described in NA-10 and the Housing Market Analysis.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.2% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.2% Black.

In Staunton no census tracts meet this definition. Census Tract 2 has the closest concentration with 19.6% of its residents identified as Black. This is in the southwestern area of Staunton, which is also

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predominately an LMI area. A map depicting these areas of concentration is included in the Unique Appendix.

NA-35 Public Housing – 91.205(b)

Introduction

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five bedroom townhouses. Rent is based on income and utilities are included.

The data in this plan is provided by HUD and the SR&HA.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	146	198	0	198	0	0	0

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	10,165	12,046	0	12,046	0	0
Average length of stay	0	0	5	4	0	4	0	0
Average Household size	0	0	2	2	0	2	0	0
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	29	36	0	36	0	0
# of Disabled Families	0	0	43	57	0	57	0	0
# of Families requesting accessibility features	0	0	146	198	0	198	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	95	146	0	146	0	0	0
Black/African American	0	0	51	50	0	50	0	0	0
Asian	0	0	0	1	0	1	0	0	0
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	0	1	0	1	0	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	2	2	0	2	0	0	0
Not Hispanic	0	0	144	196	0	196	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Based on information provided by the Staunton Redevelopment & Housing Authority (SR&HA), there are few requests for reasonable accommodations when it comes to accessibility. When a household with a disability approaches the top of the waiting list for Public Housing, the SR&HA addresses their needs and identifies a unit that will meet the requirements of the household.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The greatest needs of households currently living in publicly supported housing continue to be stable, decent living conditions and access to opportunity, in the form of employment, education, or transportation connections to neighborhood amenities. SR&HA continues to address the most immediate needs of its residents by keeping the maximum number of housing units available and in good condition.

How do these needs compare to the housing needs of the population at large

The population at large includes households that share the needs of SR&HA residents and voucher holders because the resources available to SR&HA are insufficient to meet local need. Until a unit or voucher becomes available, the households on SR&HA's waiting list continue to subsist on extremely low incomes in housing conditions that are likely unaffordable, inadequate, or both.

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County, for which raw data was provided following the 2019 Point in Time Survey. The data indicates that only three unsheltered adult individuals were identified in the City of Staunton. (Note that the sheltered numbers reported below represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	3	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	3	16	0	0	0	0
Chronically Homeless Individuals	0	1	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	1	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 26 - Homeless Needs Assessment

Data Source Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Shelters serving the City of Staunton have seen an increase in family homelessness, particularly single fathers with one or more children, but also among the elderly who are not able to get disability assistance but are too young for assisted living facilities. Shelters see a 17% recidivism rate, meaning 17% of folks who exit the shelter are back within a year. Chronic homelessness was not reported as a major problem in Staunton; however, transition-age youth are a growing population of homeless. Organizations like Blue Ridge Court Appointed Special Advocate are working to prevent youth aging out of the foster care system into homelessness.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	12	3
Black or African American	7	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	0	0
Not Hispanic	19	3

Data Source

Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Only two unsheltered households (three individuals) were identified in the City of Staunton during the 2019 Point in Time Count. No unsheltered households contained children, and one head of household indicated he was a Veteran. Only one sheltered household identified contained children; no households contained Veterans. (Note that the sheltered numbers represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Seven of the City's 19 sheltered homeless individuals are Black/African American (37%). No individuals identified as Hispanic. (Note that the sheltered numbers represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

An overwhelming majority of the 22 persons surveyed in the 2019 Point in Time count (PIT) were sheltered. Only three of those individuals did not have shelter at the time of the survey, and only one unsheltered individual was a Veteran.

Discussion:

Homelessness in the City of Staunton is not widespread, likely due to the fact that services and shelter are located in neighboring Augusta County. Nevertheless, the City recognizes the need to coordinate and support services for homeless individuals and families and those at-risk of becoming homeless.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Persons with special needs include the elderly and frail elderly; persons with mental health, intellectual/developmental and physical disabilities; persons suffering from drug and alcohol addiction; and persons living with HIV/AIDS. Individuals who have special needs are typically extremely low income and face tremendous challenges finding housing that they can afford. Individuals with special needs also require supportive services in addition to housing that they can afford. Public and private sources have much smaller funds available for these purposes, making it difficult for non-profit organizations to develop and operate housing and supportive service programs.

Describe the characteristics of special needs populations in your community:

Elderly

Elderly persons are more likely to live on fixed, very low incomes and/or require special supportive service to complete their daily routines. This means elderly residents especially need access to affordable housing options and easy access to service providers. In addition, the elderly are more likely to encounter physical disabilities and require either accessible units or access to resources to help make their home more accessible. The elderly are also less likely to be able to earn sufficient income to be able to financially support improvements to their home to ensure it remains in decent, safe and sanitary condition.

According to CHAS data, 15.9% of City households contain at least one person age 65 or over. Eighteen percent of these households are living below the poverty level. In addition, the Census reported that 41.4% of persons 65 years and over had at least one disability in 2015.

People Living with Disabilities

There were 9,260 persons with disabilities in Staunton in 2015, representing 16.7% of the population. The most common disabilities reported were ambulatory; independent living difficulties; and cognitive, meaning difficulties with various types of mental tasks. Individuals with ambulatory disabilities generally require accessible housing units, and individuals with independent living and cognitive disabilities may require assisted living facilities. Approximately 33% of persons with a disability also live in poverty.

Individuals with a mental health or intellectual/developmental disability represent 5.9% of the population of Staunton. Often, this population faces barriers to affordable housing including criminal history, poor landlord history, poor credit history and stigma associated with a mental health diagnosis.

Substance Abuse and Addiction

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) issues a Report on Substance Abuse Services every two years. According to the 2015 report, alcohol is both the most used and most abused drug in the state. In Virginia, the rate of alcohol use (55.15%) is slightly higher than the nation's (52.13%).

In addition, more than 6% of Virginia's youth engaged in binge drinking the month prior to the survey, and more than 40% of those between 18 and 25 drank to this excess. For those who are 26 and older, more than one in five engaged in binge drinking in the month prior to the survey. Young adults in Virginia exhibit higher rates of alcohol dependence than in the general population. Those same age groups also have higher rates of needing but not receiving treatment.

When viewed by age group, the incidence of current illicit drug use is significantly higher than that of alcohol dependence in Virginia. Whereas around 20% of Virginians ages 12-25 are currently abusing or dependent on alcohol, almost 30% are illicit drug users.

The Office of the Chief Medical Examiner 2013 Annual Report indicates that the number of drug-caused deaths since 2010 has increased 31.8%.

Individuals served by publicly funded substance abuse services were predominantly male (63%). The average age for service recipients was 34. Forty percent of these individuals were in the 26 to 40 age range. Most individuals served reported their race as White (61%), with 28% reporting their race as Black/African American. The most common sources of referral were from components of the criminal justice system (39%), which along with self-referrals (29%), accounted for over half of the individuals served. Almost 35% of service recipients reported alcohol as their primary drug of abuse. Marijuana/Hashish (21%) and Heroin/Methadone/Other Opiates (21%) were the second and third most commonly reported drugs.

Specific data regarding substance abuse and addiction rates in Staunton are unavailable.

What are the housing and supportive service needs of these populations and how are these needs determined?

Summarizing the above estimates and input received during stakeholder interviews held in preparing the Five Year Consolidated Plan, the most significant needs for these populations are:

- Access to medical care, including substance abuse and psychiatric care
- Access to transportation to major community facilities and employers to get to employment opportunities
- Assistance for housing accessibility modifications by homeowners, especially elderly homeowners

- Rental and utility assistance payments
- Creation of new, quality affordable rental units

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the Virginia Department of Health, as of December 31, 2014, there were 24,962 persons, or about one in 334 Virginia residents, who were living with HIV. Males represent 74% of the total HIV-positive population. Between the years of 2005 and 2014, males were almost three times more likely to be living with HIV disease than females. As of December 31, 2014, males were living with HIV disease at a rate of 452 per 100,000, with females at a rate of 152 per 100,000.

By December 31, 2014, nearly three-quarters of persons living with HIV disease were ages 40 and older. Age distribution rates were highest among the 50-54 age group at 733 per 100,000, followed by the 45-49 age group at 721 per 100,000. As medical treatment continues to improve, individuals are living longer with HIV.

Approximately 60% of all persons living with HIV disease as of December 31, 2014 were Black, non-Hispanic, followed by White, non-Hispanic persons living with HIV/AIDS at 30%. Black, non-Hispanic persons were almost 7 times more likely to be living with HIV disease at the end of 2014 than White, non-Hispanic persons. Hispanic persons were 2 times more likely to be living with HIV disease as White, non-Hispanic persons.

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Through CDBG funds, Staunton can fund the construction, rehabilitation, or installation of public facilities. Eligible public facilities include neighborhood facilities (such as educational centers, parks, recreation centers, and libraries) and facilities for special needs populations (such as homeless shelters, elderly facilities, or centers for disabled persons).

Public Facilities needs include:

- Improved park and recreational amenities, specifically ADA accessibility to park amenities
- Improved ADA access to public buildings

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan.

Describe the jurisdiction's need for Public Improvements:

Through CDBG funds, the City can also fund the construction, rehabilitation, or installation of public improvements. Public improvements include, but are not limited to, street and sidewalk improvements, water and sewer installation, and maintenance and ADA compliance construction and rehabilitation.

Public Improvements needs include:

- Accessibility improvements to curbs, sidewalks
- General improvements to City infrastructure, including streets, water/sewer lines
- Other improvements as identified in the City's Capital Improvement Plan

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Describe the jurisdiction's need for Public Services:

Through CDBG funds, Staunton can fund an array of public services. Eligible public services include, but are not limited to, homeless services, education and workforce development programs, homebuyer counseling, elderly care and programs, and child care and health services.

Public Services needs include:

- Increased transit service to employment opportunities and major community amenities
- Transportation for elderly and LMI residents
- Services for elderly and persons with disabilities (physical, mental health, ID)
- Services for at-risk youth
- Assistance with rental and utility payments
- Services for homeless individuals/families

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

This analysis identifies the need to preserve existing affordable housing opportunities while advancing efforts to create a diverse supply of additional affordable units. Ultimately, the City is working to ensure that a mix of housing types exists within all areas to accommodate households of all types and at all places across the income spectrum. The City's housing strategies will be especially informed by the increasing mismatch between incomes and housing costs, the shortage of affordable housing, and the specific accommodations necessary to ensure that special needs populations have adequate affordable housing options with appropriate supportive services where needed.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The housing stock in Staunton is mostly single-family (70%) and owner-occupied (57.5%). The majority of multi-family units are located in medium-sized structures (2 to 19 units). Given the number of households that are cost burdened, as described in the Needs Assessment, and the length of the Housing Authority's waiting lists, it is clear that the number of affordable units in the City is insufficient to meet the level of demand. With 13.3% of the City's population living in poverty, the need for more affordable housing, both owner- and renter-occupied, is strong throughout the community.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	8,055	68%
1-unit, attached structure	195	2%
2-4 units	1,300	11%
5-19 units	1,315	11%
20 or more units	865	7%
Mobile Home, boat, RV, van, etc	55	0%
Total	11,785	100 %

Table 27 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	40	1%	140	3%
1 bedroom	45	1%	1,110	25%
2 bedrooms	985	17%	1,830	41%
3 or more bedrooms	4,830	82%	1,405	31%
Total	5,900	101 %	4,485	100 %

Table 28 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The City is committed to allocating funds that serve the needs of the lowest-income and most disadvantaged residents. Households with incomes less than 80% of the area median income, particularly those with extremely low incomes (less than 30% of area median income), are priorities.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

According to HUD's Multifamily and Section 8 database on expiring project-based rental assistance (PBRA), which includes project-based Section 8, Section 202, Section 811, RAP, LIHTC, and HOME, there are no actively subsidized units in the City at-risk for conversion to market-rate units within the next ten years. However, looking longer term, there are 391 units at-risk for conversion in the next twenty years, 110 of which could occur within 15 years. In the absence of intervention to preserve the affordability of these units, conversion would occur as the rental assistance or affordability periods expire and these units would be lost from the affordable housing inventory. The following is a table of units expected to be lost from the inventory based on HUD's database.

Does the availability of housing units meet the needs of the population?

The current availability of housing units does not meet the needs of the population. The Staunton Redevelopment & Housing Authority (SR&HA) has a waiting list of 162 families for its Section 8 Housing Choice Voucher program and 483 for public housing. This aligns with the nationwide trend of communities experiencing a significant shortage of affordable and available rental units for extremely low-, low-, and moderate-income households. There is also a concern for providing housing for lower income renters as federal housing subsidies expire.

Describe the need for specific types of housing:

There is a need for safe, sanitary, accessible, and affordable housing throughout the City. Specifically, there is a strong need for housing affordable to households earning less than 50% of the median income, and practical options are needed to ensure the availability of accessible units for the elderly and people with physical disabilities.

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Housing costs in Staunton have increased since 2009, while median incomes decreased in the same time period. The HUD-provided table below indicates the number of affordable units available to households with various income levels. The 1,315 rental units identified as costing \$500 or less account for nearly 30% of the inventory. There are only 215 rental units affordable to those earning up to 30% of HAMFI.

In the City of Staunton, the FMR for a two-bedroom apartment in 2019 is \$875. The annual income required to make this rent affordable (no more than 30% of monthly income) is \$35,000. In order to keep a two-bedroom apartment at the FMR affordable, a household would have to earn at least \$2,916 per month, or \$16.82 per hour. At the minimum wage working 40 hours a week this would require 2.3 workers. The monthly rent affordable at minimum wage for a 40-hour work week in the City is \$375, about 40% of the actual two-bedroom Fair Market Rent.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	155,200	165,400	7%
Median Contract Rent	510	655	28%

Table 29 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	1,315	29.3%
\$500-999	2,540	56.6%
\$1,000-1,499	260	5.8%
\$1,500-1,999	180	4.0%
\$2,000 or more	200	4.5%
Total	4,495	100.2 %

Table 30 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	215	No Data
50% HAMFI	1,100	204
80% HAMFI	2,645	1,149

Number of Units affordable to Households earning	Renter	Owner
100% HAMFI	No Data	1,964
Total	3,960	3,317

Table 31 – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	657	661	875	1,178	1,183
High HOME Rent	657	661	875	1,165	1,183
Low HOME Rent	606	649	778	900	1,003

Table 32 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

No. The table above shows that there is insufficient housing for extremely low- and low-income households in the City. According to CHAS data analyzed in the Needs Assessment, there are 2,820 households earning between 0% and 50% of the median family income. However, there are only 1,315 housing units affordable to these households, accommodating less than half (46%) of this population.

How is affordability of housing likely to change considering changes to home values and/or rents?

According to the table above, between 2009 and 2015 the median home value and median contract rent in Staunton increased by 7% and 28%, respectively, after adjusting for inflation. Over the same time period, the median household income has decreased in terms of real dollars by nearly 30%. This means that housing has become less affordable overall during the past ten years. If these trends continue, then housing affordability will become an even higher barrier for most City residents, particularly affordability for renters as rents continue to rise while income decreases.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The City's Fair Market Rent (\$875) is equal to the High HOME rent for a two-bedroom apartment. This means that the HOME rents are roughly aligned with what's available in the market; anecdotally, however, the stakeholder interviews revealed that market rents are significantly higher, causing an affordable housing challenge to ensure sufficient units for the low- moderate-income population.

This also does not mean that the supply of median priced homes is sufficient to satisfy everyone receiving a subsidy. In fact, stakeholders described a situation in which residents have a difficult time securing affordable housing for a number of reasons, including rents that are higher than fair market standards, criminal backgrounds, poor credit, lack of transportation, poor quality of housing, etc.

As detailed above, housing costs in the City are increasing at much faster rates than incomes. As housing construction and rehabilitation costs rise, it will be increasingly difficult to produce much needed affordable housing.

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The following data provides an overview on the condition of housing in Staunton, particularly as it relates to housing that is or is in the process of becoming unsafe or obsolete. The data below indicate significant inventory of older housing stock (built before 1979). Feedback garnered through the stakeholder interview process indicate that there is a significant number of housing units, both owner- and renter-occupied that require substantial improvements to be code-compliant. Although both owner and rental units may require rehabilitation from normal wear and tear, the need is slightly greater for renter-occupied units. This does not reflect on the affordability or availability of housing, however, especially given the City's rapid population growth.

Describe the jurisdiction's definition of "standard condition" and "substandard condition but suitable for rehabilitation":

Standard Condition: No major structural defects; adequate plumbing and kitchen facilities; appearance which does not create a blighting influence; and the house meets additional, more stringent, local standards and building codes, including lead-based paint clearance.

Substandard Condition but Suitable for Rehabilitation: The nature of the substandard condition makes rehabilitation both financially and structurally feasible.

Housing Conditions: Condition of units is assessed using the same criteria as in the Needs Assessment. This includes: 1) lacks complete plumbing facilities, 2) lacks complete kitchen facilities, 3) more than one person per room, 4) cost burden (amount of income allocated to housing) is greater than 30%, and 5) complies with applicable building code standards.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,255	21%	2,005	45%
With two selected Conditions	0	0%	80	2%
With three selected Conditions	0	0%	85	2%
With four selected Conditions	0	0%	0	0%
No selected Conditions	4,645	79%	2,315	52%
Total	5,900	100 %	4,485	101 %

Table 33 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	615	10%	820	18%
1980-1999	635	11%	1,120	25%
1950-1979	3,110	53%	1,410	31%
Before 1950	1,545	26%	1,135	25%
Total	5,905	100 %	4,485	99 %

Table 34 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	4,655	79%	2,545	57%
Housing Units build before 1980 with children present	550	9%	235	5%

Table 35 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

<TYPE=[text] REPORT_GUID=[F8DC4D3147433947165558A235C46686]
PLAN_SECTION_ID=[1313801000]>

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Lead-based paint was banned from residential uses in 1978. All houses constructed before 1978 are, therefore, considered at risk for containing lead-based paint.

According to 2011-2015 CHAS data for Staunton, 264 low- and moderate-income households (80% HAMFI and below) with at least one child age 6 or younger live in housing units built before 1980. These households, 2.5% of all households, are at risk for lead-based paint hazards.

Discussion

Based on feedback received in stakeholder interviews, public meeting and online survey, a consistent identified need was assistance for property owners to help improve the condition of their buildings. This was primarily identified as a need among the elderly, who lack financial resources to keep up with regular and routine maintenance on an aging home, but was also identified among renter households. Units that are deemed affordable are often in poor condition, while units in good condition are well outside the price range of low-moderate income households.

The following section, Natural Hazard Risks, is now required by HUD to be included in the Consolidated Plan. The Consolidated Planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's formula block grant programs. This rule amends HUD's Consolidated Plan regulations to require that jurisdictions, including Staunton, to consider two additional concepts in their planning efforts: Natural Hazard Risk and Narrowing the Digital Divide. Note: the Narrowing the Digital Divide section is in NA-10: Needs Assessment.

Natural Hazard Risks (91.210(a)(5))

According to Staunton's Office of Emergency Management, a Regional All Hazard Plan was completed in 2013, with an update planned for 2021. The Central Shenandoah Valley All Hazards Mitigation Plan includes mitigation planning for natural disasters, terrorism, hazardous materials, flood management.

- Flooding is considered a significant risk for the Valley, including Staunton
- As of 2011, seven declared disasters have affected Staunton, the most recent being a severe winter storm in December 2009. An update to this figure is expected with the next iteration of the All Hazard Plan.
- 9,676 housing units in the City of Staunton are at risk of flood hazards (approx. 2% of the housing stock)
- Staunton has low drought vulnerability given that more than half of the residents are on public water systems
- Staunton is low-risk for snow and ice vulnerability
- A majority of Staunton sits on karst geology, increasing its risk for sink holes. Per the 2013 hazard plan, the last sink hole was in 2001

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			150	234			0	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five bedroom townhouses. Rent is based on income and utilities are included.

The units owned and managed by SR&HA are in good condition; only 20 units required rehabilitation during the RAD conversion process, per the SR&HA Executive Director.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The units owned and managed by SR&HA are in good condition; only 20 units required rehabilitation during the RAD conversion process, according to the SR&HA Executive Director.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The SR&HA will continue to pursue capital funds to improve the physical condition of the units it owns and manages.

Discussion:

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. This CoC promotes a Housing First approach, which means that priority is placed on getting someone into permanent housing as quickly as possible, and then wraparound supportive services, such as substance abuse treatment, employment, supportive living, etc are provided to encourage stability in housing.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	125	0	0	0	0
Households with Only Adults	0	0	0	32	18
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relief Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Various supportive housing needs of the non-homeless have been identified by service providers who were interviewed during the Consolidated Plan process. Identified housing needs include home repair and maintenance for the elderly; accessibility improvements to enable people with disabilities to remain in their homes; housing for the mentally disabled; and affordable housing for all sub-populations

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Supportive housing is defined as living units that provide a planned services component with access to a wide range of services needed for the resident to achieve personal goals and stability in housing. Various populations with special needs require supportive housing. The specific needs of local special needs subpopulations are described in NA-45, Non-Homeless Special Needs Assessment.

In general, stakeholders interviewed expressed an overall shortage of various types of permanent supportive housing, but particular gaps were identified for the homeless and those at risk of becoming homeless, adults with mental disabilities, and elderly homeowners wishing to retain independent living. The Valley Community Services Board does have 30 scattered site beds available for permanent supportive housing, 21 of which are occupied. A proposal for ten additional units is being prepared for funding under the Continuum of Care program, but even if awarded, it is still insufficient to meet the need; stakeholders indicated, for example, that 48 households are on the discharge list from the state hospital, but cannot be discharged without a place to live. Another particular service that was identified as lacking was workforce and job training for these populations.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

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Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public servicesVPAS - Meals on WheelsVPAS-Transportation ServicesBlue Ridge CASA-Advocate Training
- Goal: Improve access to and quality of housingCity-Wide-Homeowner occupied housing rehabilitationValley Supportive Housing-acquisition for purpose of creating new units

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public servicesVPAS - Meals on WheelsVPAS-Transportation ServicesBlue Ridge CASA-Advocate TrainingGoal: Improve access to and quality of housingCity-Wide-Homeowner occupied housing rehabilitationValley Supportive Housing-acquisition for purpose of creating new units

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

In determining priorities for the allocation of federal funds, the City has recognized the need to foster a competitive local economy that expands economic opportunities for current and future residents. This section describes the local workforce, the nature of current employment, and activities that coordinate economic development activities across local and regional agencies.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	61	3	1	0	-1
Arts, Entertainment, Accommodations	1,351	1,563	16	17	1
Construction	450	266	5	3	-2
Education and Health Care Services	1,766	2,367	21	26	5
Finance, Insurance, and Real Estate	349	475	4	5	1
Information	188	124	2	1	-1
Manufacturing	1,105	524	13	6	-7
Other Services	397	608	5	7	2
Professional, Scientific, Management Services	666	793	8	9	1
Public Administration	0	0	0	0	0
Retail Trade	1,433	1,912	17	21	4
Transportation and Warehousing	459	308	5	3	-2
Wholesale Trade	337	298	4	3	-1
Total	8,562	9,241	--	--	--

Table 40 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	11,970
Civilian Employed Population 16 years and over	11,295
Unemployment Rate	5.65
Unemployment Rate for Ages 16-24	14.80
Unemployment Rate for Ages 25-65	2.99

Table 41 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	2,315
Farming, fisheries and forestry occupations	525
Service	1,529
Sales and office	2,710
Construction, extraction, maintenance and repair	780
Production, transportation and material moving	630

Table 42 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	8,165	76%
30-59 Minutes	2,375	22%
60 or More Minutes	200	2%
Total	10,740	100 %

Table 43 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	545	105	505
High school graduate (includes equivalency)	2,460	165	1,245
Some college or Associate's degree	2,490	65	560

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Bachelor's degree or higher	3,420	30	710

Table 44 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	40	0	20	240	410
9th to 12th grade, no diploma	135	255	170	475	625
High school graduate, GED, or alternative	850	905	1,120	1,870	1,425
Some college, no degree	1,125	505	480	1,235	930
Associate's degree	50	370	165	365	235
Bachelor's degree	170	995	510	1,065	650
Graduate or professional degree	105	365	200	1,025	570

Table 45 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	23,533
High school graduate (includes equivalency)	25,155
Some college or Associate's degree	30,546
Bachelor's degree	36,500
Graduate or professional degree	46,531

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest employment sectors in Staunton in terms of worker share are Education and Health Care Services (20%); Retail Trade (16%); Arts, Entertainment, and Accommodation (15%); Education and Health Care Services (15%); and Manufacturing (12%).

Describe the workforce and infrastructure needs of the business community:

The Staunton Crossing site is currently being developed into hotel, retail and restaurant space. In addition, the City hopes to recruit light manufacturing and employers with high-paying jobs. This will require site development to include roadway infrastructure, demolition, relocation of existing resources to attract development. In addition, the City has identified developing incentives for local businesses as a priority to attract and retain existing businesses that pay sustainable wages.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Continuous population growth has brought economic opportunities to the region alongside challenges for local governments and service providers tasked with accommodating it. As development of the Staunton Crossing site continues to progress, the need for workers in the hotel, retail, manufacturing and logistics industries will continue to grow. The need for workforce training to increase the skills of these residents and open new employment opportunities to them will only become more important in the future.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

A skillful and well-educated workforce is essential to attracting and retaining employers and growing the City's economy. According to ACS data, the City's unemployment rate in 2017 was 3.9%. This is significantly lower than the unemployment rate in 2012, which was 5.65%.

Residents with a Bachelor's degree or higher were less likely to be unemployed or not in the labor force than residents with less educational attainment. Residents without a high school diploma or those with only a high school diploma or equivalent were more likely to be out of the labor force altogether.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Workforce pipelines are an essential part of recruiting, preparing, and placing Staunton-area residents in good-paying jobs through partnerships with employers, community colleges, and other community-based partners. The City's community colleges and universities collaborate closely with local employers to develop responsive workforce training programs. Local technical training programs currently include:

- Mechatronics
- Bioprocessing
- Aviation Power Plant Maintenance

- Packaging
- Welding
- Commercial Driving
- Hospitality

Further, the following local community partners operate workforce training programs:

- The Shenandoah Valley Workforce Development Board (SVWDB) was established in 2000 to provide oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) in the Shenandoah Valley. Adult career seekers and those who have been laid off can find a wide range of services to improve job readiness, education, and job searching skills through Virginia Career Works networks. All career seekers may participate in workshops, classes, and events offered through Virginia Career Works free of charge. Other specialized services are based on eligibility.
- Blue Ridge Community College in Weyers Cave, VA offers career training, certification/licensure prep, and professional development in programs including health care, business, commercial driving, manufacturing, and trades.
- The Virginia Employment Commission (VEC), a partner in the Virginia Workforce Network (VWN), is the public employment service established to assist employers in finding qualified workers and to assist workers in finding suitable jobs. There are no fees charged to the employer or applicant for services. VEC staff will assist employers by screening and referring applicants to job openings, providing critical labor market information for business and economic planning, and coordinating statewide Employer Advisory Committee activities.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

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Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. Sixty to seventy percent of households earning below 30% of the AMI and living in the north, east and southeastern parts of the City experience one of the severe housing conditions (cost burden, severe cost burden, overcrowding, substandard housing). African American, Asian and Hispanic households experience these conditions at disproportionate rate.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.2% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.2% Black.

In Staunton no census tracts meet this definition. Census Tract 2 has the closest concentration with 19.6% of its residents identified as Black.

What are the characteristics of the market in these areas/neighborhoods?

Census Tract 2 contains two block groups that are LMI. In these block groups, there is a high concentration of households that are cost burdened where more than 30% of residents are paying more than 50% of their income toward rent.

Are there any community assets in these areas/neighborhoods?

Montgomery Hall Park, a large community facility is located in this neighborhood and provides significant recreation opportunities for the neighborhood, the City and the region.

Are there other strategic opportunities in any of these areas?

Based on feedback received during stakeholder interviews, there are some improvements that can be made to ADA accessibility at the Montgomery Hall Park, located in this neighborhood.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The purpose of the Strategic Plan is to guide the use of CDBG funds in Staunton over the next five years.

The principal goals of Staunton's CDBG program is to:

- provide safe, decent, sanitary, and affordable housing
- create and maintain a suitable living environment
- create or expand economic development opportunities for residents

Staunton will fund eligible projects that meet the needs of low- and moderate-income residents. Progress in meeting the housing and community development needs of the City will be made by ensuring that partnerships are formed with other governmental entities, community based, and faith based organizations, and local nonprofit housing developers, who can contribute funds, expertise, and experience that address the priorities set by the City.

The strategies set forth in this plan also work towards furthering the City's goal of affirmatively furthering fair housing.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 47 - Geographic Priority Areas

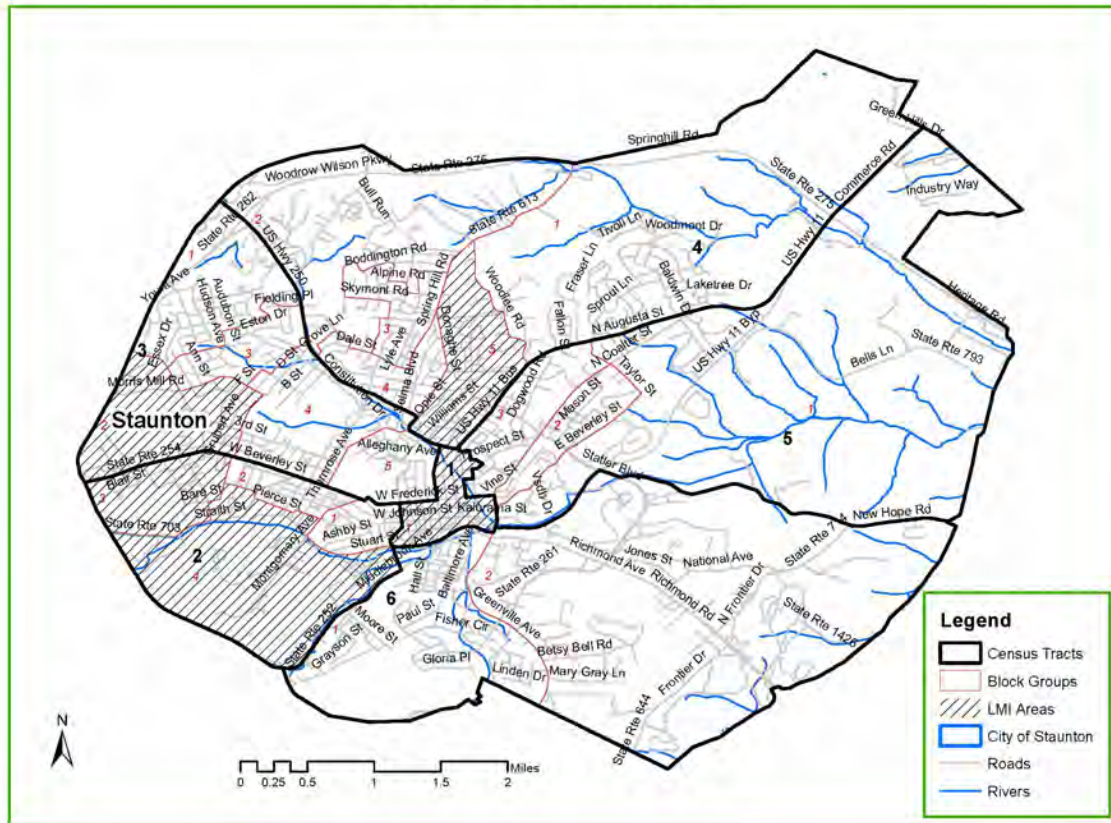
1	Area Name:	City-Wide
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Federal funds are intended to provide low- and moderate-income (LMI) households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Staunton's programs focus on growth and development in areas where at least 51% of the population are LMI persons. According to the most recent American Community Survey data, there are five block groups where 51% or more of the population earns below 80% of Area Median Income. Census Tract 2, Block Group 4 is the nearest to a racially concentrated area of poverty as defined in the Market Analysis section of this Plan.

City of Staunton, Virginia



Low Mod Income Areas

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 48 – Priority Needs Summary

1	Priority Need Name	Increase Access to Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-Wide
	Associated Goals	Improve Access to and Quality of Housing
	Description	New construction and preservation of quality affordable housing
	Basis for Relative Priority	The City places a high priority on the development and maintenance of affordable housing in the community. This need was identified during the development of the housing market analysis, identified as a high priority in the resident and stakeholder surveys, and in discussions with area affordable housing stakeholders.
2	Priority Need Name	Housing and Services to Decrease Homelessness
	Priority Level	High

	Population	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-Wide
	Associated Goals	Provide Public Services
	Description	Provide support for facilities and services that are targeted at those experiencing homelessness and/or at risk of homelessness
	Basis for Relative Priority	Homeless shelters, transitional living centers and permanent supportive housing have been given a high priority based on the needs identified by the Valley Mission, Valley Supportive Housing and Valley Community Services Board, the data in the Point in Time count and the Housing Inventory, and the results of the resident and stakeholder surveys and interviews.
3	Priority Need Name	Improve Public Facilities and Infrastructure
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-Wide
	Associated Goals	Improve Public Facilities and Infrastructure
	Description	Improvements to public facilities and infrastructure and facilities that deliver public services. Infrastructure improvements include: flood drains, water/sewer, streets, sidewalks, lighting, neighborhood facilities, and parks and recreational facilities. Examples of public facilities include parks, facilities that serve seniors and youth/children, abused and neglected children, persons with disabilities and other vulnerable populations.
	Basis for Relative Priority	There is a need to make improvements, particularly in low- and moderate-income areas. Outdated and deteriorating infrastructure needs to be repaired or replaced, and existing public facilities are in need of upgrading and expansion.
4	Priority Need Name	Provide Public Services
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Families with Children Persons with Physical Disabilities Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City-Wide
	Associated Goals	Provide Public Services

	Description	Delivery of public services for seniors, persons with disabilities, youth, victims of domestic violence, abused and neglected children as well as childcare services, health and mental health services, transportation, non-homeless special needs and employment training.
	Basis for Relative Priority	A variety of public services are needed including services for seniors, youth and children, those needing mental health services, health services, services for persons with disabilities, services for victims of domestic violence and non-homeless special needs. Public transportation is a significant need to enable individuals to access services.
5	Priority Need Name	Affirmatively Furthering Fair Housing Choice
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-Wide
	Associated Goals	Improve Access to and Quality of Housing
	Description	Provide education and outreach to the community regarding fair housing laws
	Basis for Relative Priority	There is the continued need for education and outreach for the general public, those in the real estate industry, landlords and property managers regarding fair housing laws.
6	Priority Need Name	Economic Development
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-Wide
	Associated Goals	Economic Development
	Description	Economic development activities for job creation and business development.
	Basis for Relative Priority	Economic development through direct technical and business assistance are the catalyst for the retention and creation of new jobs. Specific job readiness and training is a high priority to move people from being working poor into self-sufficiency. Resident and stakeholder surveys rated workforce development and vocational training programs as a high priority.
7	Priority Need Name	Planning and Administration
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City-Wide
	Associated Goals	Planning and Administration
	Description	Administrative and planning costs to operate the CDBG program successfully.
	Basis for Relative Priority	Effective and efficient implementation of CDBG funding requires adequate resources for program planning and administration.

Narrative (Optional)

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	As shown in the Needs Assessment and Market Assessment, there is need for rental housing assistance throughout the City. The Staunton housing market does not provide a sufficient amount of affordable housing to meet the needs of all the households that require it.
TBRA for Non-Homeless Special Needs	When faced with other daily costs – essential services such as health care and medical costs, transportation, and even basic nutrition - many persons with special needs in the City depend on rental assistance to afford decent, accessible housing.
New Unit Production	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities.
Rehabilitation	Owner-occupied rehabilitation assistance is an effective way to preserve the City's affordable housing inventory, and also encourages aging in place. Renter-occupied rehabilitation assistance can be effective in ensuring low-income households have an affordable, decent, safe and sanitary place to live.
Acquisition, including preservation	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities. Acquisition of existing units for this purpose can be more cost effective than building new, dependent upon the condition of the existing stock.

Table 49 – Influence of Market Conditions

Housing Costs Table (SUPPLEMENTAL)

	Base Year: 2000	Most Recent Year: 2015	% Change
Median Home Value	\$155,200 <i>(\$210,969 in 2015 dollars)</i>	\$165,400	+7% <i>(-21.6% adjusted)</i>
Median Contract Rent	\$510 <i>(\$693 in 2015 dollars)</i>	\$655	+28% <i>(-5.5% adjusted)</i>

Data Source: 2000 Census (Base Year), 2011-2015 ACS (Most Recent Year)

Housing Costs Table (Supplemental)

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	354,433	0	0	354,433	1,417,732	The estimated expected amount available for the remainder of the Con Plan is four times the 2019 annual allocation.
Other	public - federal	Other	332,726	0	0	332,726	0	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus

Table 50 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Staunton	Government	Economic Development Homelessness Non-homeless special needs Ownership Planning Public Housing Rental neighborhood improvements public facilities public services	Jurisdiction

Table 51 - Institutional Delivery Structure
Assess of Strengths and Gaps in the Institutional Delivery System

The City manages its CDBG allocation within the City Manager’s Office, which, as the lead entity/agency, will be responsible for the implementation of the Consolidated Plan. The City Manager’s Office coordinates with many other City departments and agencies in assessing need and implementing projects, including the Department of Planning and Community Development, Department of Economic Development, Department of Parks and Recreation, Department of Public Transportation, Department of Public Utilities, Public Works Department, Staunton Redevelopment and Housing Authority, and others.

In addition to the state and local government agencies, an important part of the institutional structure for affordable housing and community development in Staunton is represented by a core group of concerned residents, non-profit organizations, service providers, government agencies, and other parties who are deeply committed to improving the quality of life for LMI persons in the City. The City currently works with many community-based organizations, including:

- Blue Ridge CASA
- Blue Ridge Legal Services
- Community Action Partnership of Staunton-Augusta-Waynesboro
- Community Housing Partners
- Greater Augusta Wellness Partnership

- Habitat for Humanity of Staunton-Augusta-Waynesboro
- Renewing Homes of Greater Augusta
- Shenandoah Valley Workforce Investment Board
- Staunton Redevelopment and Housing Authority
- The Community Foundation
- United Way of Greater Augusta
- Valley Community Services Board
- Virginia Department of Health
- Valley Mission
- Valley Program for Aging Services
- Valley Supportive Housing

Strengths

One key strength is that the City is committed to continuing its participation and coordination with federal, state, county, and local agencies, as well as with the private and non-profit sectors, to serve the needs of low- and moderate-income individuals and families. The City Manager's Office continues to strengthen its working relationships with the agencies listed above. In particular, the City's strong working relationship with SR&HA continues to benefit both organizations and serve the needs of the City's LMI households well.

Gaps

The primary gaps in the City's housing and community development delivery system are due to inadequate financial resources. Stakeholder interviews also revealed regulatory and operational challenges to collaboration with other governmental entities.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics		X	
Other Street Outreach Services		X	

Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X		
Other			
	X		

Table 52 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. The CoC operates a Coordinated Entry System as a central point of entry for households in the area experiencing homelessness or at-risk of homelessness. The following is a summary of the traditional services and facilities that meet the needs of homeless persons in the Staunton Area:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Strengths

The Virginia Balance of State Continuum of Care is an active network of homeless and special needs service providers in the region. The City is very supportive of and maintains strong working relationships with the CoC. The CoC does not have a 10-year plan to end homelessness, but it does establish priorities in its by-laws for eliminate chronic homelessness and reduce overall homelessness in the City.

Gaps

One of the goals of the CoC is to create permanent supportive housing as a solution to chronic homelessness. The CoC, and the stakeholder interviews conducted during development of this Plan, noted that the homeless often face multiple barriers to housing stability, including mental disabilities, chemical dependencies, and other chronic health conditions. Further, criminal histories, poor credit history and poor rental history often prevent the homeless from returning to stable housing.

There are social service agencies in the Staunton area that provide the services required by the homeless; what is needed is the development of more permanent supportive housing units. The participating agencies of the CoC will continue to look for additional agencies with which to form partnerships to facilitate the creation of new permanent housing beds.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2019	2023	Affordable Housing Public Housing	City-Wide	Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: \$375,000	Homeowner Housing Rehabilitated: 50 Household Housing Unit
2	Provide Public Services	2019	2023	Homeless Non-Homeless Special Needs	City-Wide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: \$265,000	Public service activities other than Low/Moderate Income Housing Benefit: 595 Persons Assisted
3	Improve Public Facilities and Infrastructure	2019	2023	Non-Housing Community Development	City-Wide	Improve Public Facilities and Infrastructure	CDBG: \$777,730	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5580 Persons Assisted
4	Economic Development	2019	2023	Non-Housing Community Development	City-Wide	Economic Development		Businesses assisted: 5 Businesses Assisted
5	Planning and Administration	2019	2023	Non-Housing Community Development	City-Wide	Planning and Administration	CDBG: \$354,435	Other: 1 Other

Table 53 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnerships with SR&HA.
2	Goal Name	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
4	Goal Name	Economic Development
	Goal Description	Provide loan and technical assistance to small businesses to promote the creation and retention of jobs in the City of Staunton.
5	Goal Name	Planning and Administration
	Goal Description	Includes administration of the CDBG program, planning activities and activities to affirmatively further fair housing choice.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Over the course of the next five years, it is expected 100 households will benefit from the creation of new or preservation of existing affordable housing units.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not Applicable

Activities to Increase Resident Involvements

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project based vouchers under the Rental Assistance Demonstration program in 2016.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

Not applicable, as SR&HA is not troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year, and with it develop an action plan for overcoming those impediments.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Individuals and families can access support services either by self-presenting at most of the shelter facilities or through referrals. Regional emergency shelters refer participants to agencies that will assist them in obtaining mainstream resources so that they will have the financial ability to start along the road to self-sufficiency. Transitional housing programs generally refer participants to permanent housing programs/locations and provide the assistance necessary in obtaining resources to be successful when they make this transition.

Addressing the emergency and transitional housing needs of homeless persons

Each year, the CoC conducts a Point-in-Time count of the persons residing in emergency shelters, transitional housing facilities and places not meant for human habitation. This information is used to understand the emergency needs of homeless persons so that they can be addressed adequately and efficiently. The City plans to continue to fund non-profit organizations such as Valley Mission and Valley Supportive Housing who provide housing and supportive services to homeless individuals and families.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Increasing the inventory of permanent housing with supportive services is a priority for the City. The majority of chronically homeless persons have severe mental illness and/or substance abuse issues. They require long-term, affordable housing options with supportive services to make the transition to residential stability. In addition to permanent affordable housing, the City's strategy for ending chronic homelessness addresses each of the issues that most often cause this problem:

- The high prevalence of substance abuse among chronically homeless individuals
- Inadequate education and/or job skills among many homeless persons
- The shortage of affordable rental housing in Staunton

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its CDBG funds to assist non-profit organizations that serve homeless individuals and families in the region.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Virginia has in place policies to ensure that individuals discharged from state mental health facilities and state mental retardation training centers are not discharged into homelessness. Policies are developed by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). Policies (entitled "Discharge Protocols for Community Services Boards and State Mental Health Facilities" and "Admission and Discharge Protocols for Persons with Mental Retardation Served in State Mental Retardation Facilities") are available at the agency's website. Local implementation of these policies is the responsibility of Valley Community Services Board (CSB). CSB case managers and discharge liaisons work closely with Western State Hospital and Central Virginia Training Center to ensure that individuals who are clinically ready for discharge are provided opportunities for safe, affordable housing that meets their unique needs. Individuals are not discharged without such planning. While discharge planning is a statutory responsibility of the CSB, discharge planning is most effective when carried out as a collaborative effort of both CSB and state facility staff.

The City of Staunton plans to use a portion of its CDBG funding to indirectly provide assistance to persons who are at risk of homelessness and/or homeless. The City's funds help support community based organizations that provide rental assistance and essential services to the homelessness.

The CoC encourages its agency partners, the local Department of Social Services (DSS), Staunton City, as well as United Way, to follow the service plan policy developed by the Virginia Department of Social Services for youth aging out of foster care.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City seeks to reduce the hazards associated with lead-based paint as much as possible. The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton’s building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

How are the actions listed above related to the extent of lead poisoning and hazards?

While the City does not have the resources to ensure that lead risk is eliminated from the entirety of housing stock within its borders, it is compelled by federal and state regulations to ensure that its programs are carried out in ways that protect program participants, especially low income families with children, from exposure.

How are the actions listed above integrated into housing policies and procedures?

Lead abatement in housing, especially units occupied by LMI households, is integrated into the City’s affordable housing policies and programs. This involves first and foremost those projects applying for City funding for rehabilitation of units built before 1978. This includes a requirement that a provision be made for lead testing and, if necessary, proper abatement will be a condition for funding. For new construction on vacant lots, proper environmental testing is required and approved remedial action must be taken before construction of the new units.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

In July 2017, the United Ways of Virginia released the ALICE Report (Asset Limited, Income Constrained, Employed), which describes the financial hardships faced by Virginians earning above Federal Poverty Guidelines, but still less than is necessary to afford the basic costs of living (housing, child care, food, transportation and health care). The Report indicated that 46% of Staunton residents are considered ALICE, compared to 39% of Virginia households considered poverty-level and ALICE. Women, LGBT individuals, people of color, those with disabilities, those with the least education, young veterans, formerly incarcerated and immigrants facing language barriers are all more likely to be ALICE households.

The Report's Economic Viability Dashboard presents variables that ALICE households must navigate. The three indices focus on housing affordability, job opportunities and community resources. Index scores range from 1 (worse) to 100 (better), and are meant for comparison among Virginia households only. For the three indices, Staunton achieved index scores of 64, 41 and 47, respectively.

The City recognizes the best way to assist people in improving their economic positions is to provide employment opportunities, and this is reflected in the City's Economic Viability score of 41 for job opportunities. Through its policies and planning, the City will continue to encourage business growth and the availability of workforce training and educational opportunities in the community. It will also continue to encourage agencies that provide services to LMI persons to reduce poverty and create job opportunities for themselves. These programs will assist City residents with services such as job searching, resume creation, and interview skills.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Households are often forced to choose between affordable housing and a desirable location (low-crime, close to employment and other amenities). This typically results in housing cost-burden; households paying low-rent in a less desirable area far from jobs, grocery stores, public transportation, and childcare; or households living in substandard conditions. In all of these instances, other basic needs suffer. As noted in the Needs Assessment of this Consolidated Plan, cost burden (paying more than 30% of household income for housing) is the most common housing problem for low- and moderate-income residents and is especially common among extremely low-income residents. Staunton will continue to support organizations that provide supportive services to encourage local economic development, and to preserve and improve affordable housing options as part of its strategy to prevent and alleviate poverty. By combining job creation, workforce development, and other income-raising activities with efforts to increase the supply of affordable housing, fewer residents will experience housing cost burden.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

As a new Entitlement grantee, the City will develop a plan and process for monitoring all CDBG activities to ensure appropriate use of funds.

Each subrecipient of City CDBG funds will be required to maintain records of all project expenses, activities, correspondence, and other information as requested by the City, for a period of no less than five years from the date of the final project report. All documentation is maintained in the City's CDBG files.

Additionally, the City may make site visits to inspect the progress of each project and review subrecipient records.

During each fiscal year, the City will track efforts made to achieve its Strategic Plan goals relative to their individual metrics and milestones. These accomplishments will be described through the narrative included in each annual CAPER.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	354,433	0	0	354,433	1,417,732	The estimated expected amount available for the remainder of the Con Plan is four times the 2019 annual allocation.
Other	public - federal	Other	332,726	0	0	332,726	0	CDBG-CV funds to be used to prevent, prepare for and respond to the Coronavirus

Table 54 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2019	2023	Affordable Housing Public Housing	City-Wide	Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: \$95,000 CDBG CV: \$46,221	Homeowner Housing Rehabilitated: 10 Household Housing Unit Rental Rehabilitated: 150 Household Housing Unit
2	Provide Public Services	2019	2023	Homeless Non-Homeless Special Needs	City-Wide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: \$50,000	Public service activities other than Low/Moderate Income Housing Benefit: 119 Persons Assisted
3	Improve Public Facilities and Infrastructure	2019	2023	Non-Housing Community Development	City-Wide	Increase Access to Affordable Housing Improve Public Facilities and Infrastructure	CDBG: \$138,546	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1116 Persons Assisted
5	Planning and Administration	2019	2023	Non-Housing Community Development	City-Wide	Planning and Administration	CDBG: \$70,887	Other: 1 Other

Table 55 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnership with SR&HA.
2	Goal Name	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
5	Goal Name	Planning and Administration
	Goal Description	Activities to administer the CDBG program.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following project information for FY 2019 provides a comprehensive overview of CDBG activities.

Projects

#	Project Name
1	Public Service-Blue Ridge CASA
2	Valley Supportive Housing-Permanent Supportive Housing
3	Public Service-VPAS Meals on Wheels
4	Public Service-VPAS Transportation Assistance
5	Public Service-Valley Mission Financial Assistance
6	Public Facility Improvements-Rockway Street Waterline
7	Owner-Occupied Housing Rehabilitation-Reroofing Staunton
8	CANCELED: Owner-Occupied Housing Rehabilitation-Critical Home Repair
9	Program Administration
10	Public Facility Improvements-West Beverly St Sidewalk
11	CV Salvation Army Homeless Prevention (rent/utilities/mortgage payments)
12	CV Salvation Army Food Assistance
13	CV Community Foundation of Blue Ridge Homeless Prevention (rent/utilities/mortgage payments)
14	CV Blue Ridge Legal Services
15	CV Shelter Operations Valley Mission
16	CV Health Education and Services
17	CV Program Administration
18	A Street Aging in Place Project
19	CV VPAS COVID Testing
20	SRHA-HVAC Replacement

Table 56 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Staunton has directed its FY 2019 CDBG activities to low/moderate income neighborhoods where concentrations of poverty, deteriorated infrastructures and community facilities, and poor housing conditions are most prevalent.

The following are obstacles to meeting underserved needs in the City:

- The reduction of funding at the local, state, and federal levels will significantly limit the resources available to meet the needs of low and moderate income residents. With declining resources from various sources, the City and non-profit organizations will be unable to serve all persons who are in need of services.

As the population of Staunton continues to grow, continuing limitations on affordable housing will become a major barrier.

AP-38 Project Summary
Project Summary Information

1	Project Name	Public Service-Blue Ridge CASA
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$15,000
	Description	Project activities include selection and training of seven (7) new advocates.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	The proposed activities will directly benefit at least 70 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect and have special needs. The proposed activities will also directly benefit up to 35 adults who volunteer to be trained as Advocates and assigned a case.
	Location Description	City-Wide
	Planned Activities	Project activities include recruitment, selection and training of seven (7) new advocates.
2	Project Name	Valley Supportive Housing-Permanent Supportive Housing
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$30,000
	Description	Valley Supportive Housing will use CDBG funding to replace the metal roof at an 8-unit supportive housing development for formally homeless individuals with mental health disabilities.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	8 formally homeless individuals.
	Location Description	Kalorama Street

	Planned Activities	Valley Supportive Housing will use CDBG funding to replace the metal roof at an 8-unit supportive housing development for formally homeless individuals with mental health disabilities.
3	Project Name	Public Service-VPAS Meals on Wheels
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$10,000
	Description	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Fifty low-income senior individuals are expected to benefit from the program activities.
	Location Description	City-wide
4	Planned Activities	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
	Project Name	Public Service-VPAS Transportation Assistance
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG: \$10,000

	Description	VPAS's Senior Transportation Program (STP) provides Staunton residents 60 years and older and those under 60 with a disability transportation services to medical and other life necessary destinations when there is no other reliable or affordable transportation option available to them. Almost all VPAS riders are unable to use public transportation for a variety of reasons including needing hand held, door through door assistance, or having cognitive impairments that prevent them from successfully navigating public transportation on their own.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	A minimum of 40 low-income seniors will benefit from the program.
	Location Description	City-wide
	Planned Activities	Transportation vouchers or services will be provided to seniors with disabilities to help them get to medical appointments and other destinations.
5	Project Name	Public Service-Valley Mission Financial Assistance
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Housing and Services to Decrease Homelessness Provide Public Services
	Funding	CDBG: \$5,000
	Description	This program will be used to provide financial and utility assistance to low- to moderate-income individuals exiting a transitional or emergency shelter.
	Target Date	12/31/2020
	Estimate the number and type of families that will benefit from the proposed activities	Three-six new low- moderate-income households will benefit from the proposed activities.
	Location Description	City-Wide

	Planned Activities	This program will be used to provide financial and utility assistance to low-to moderate-income individuals exiting a transitional or emergency shelter.
6	Project Name	Public Facility Improvements-Rockway Street Waterline
	Target Area	City-Wide
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$125,796
	Description	This project will provide funding for approximately 810 lf of waterline along Rockway Street from Lambert Street.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 40 low-income households in the City will benefit from the proposed project.
	Location Description	Rockway Street from Lambert Street in the City.
7	Planned Activities	This project will provide funding for approximately 810 lf of waterline along Rockway Street from Lambert Street.
	Project Name	Owner-Occupied Housing Rehabilitation-Reroofing Staunton
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG: \$50,000
	Description	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 low income households (primarily seniors) will benefit from the proposed activities.
	Location Description	City-Wide

	Planned Activities	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
8	Project Name	CANCELED: Owner-Occupied Housing Rehabilitation-Critical Home Repair
	Target Area	City-Wide
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	:
	Description	AMENDMENT: PROJECT CANCELED; FUNDS ALLOCATED TO A STREET PROJECT. This project will provide critical home repair (roof, electrical, foundation, HVAC) to low-income homeowners.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	Approximately ten households will benefit from the proposed activity.
	Location Description	City-wide; West End
	Planned Activities	This project will provide critical home repair (roof, electrical, foundation, HVAC) to low-income homeowners.
9	Project Name	Program Administration
	Target Area	City-Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$70,887
	Description	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	City Wide
	Planned Activities	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
10	Project Name	Public Facility Improvements-West Beverly St Sidewalk
	Target Area	City-Wide
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$12,750
	Description	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	518 low income households will benefit from the proposed project.
	Location Description	W. Beverley Street from Grubert westward to Dollar General
	Planned Activities	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility.
11	Project Name	CV Salvation Army Homeless Prevention (rent/utilities/mortgage payments)
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$60,000
	Description	City of Staunton residents have experienced significant financial hardship due to social distancing restrictions imposed in response to the COVID-19 public health emergency. The goal of the subsistence payments program would be to provide low-moderate income, qualifying households short term (no more than 3 months) rental and/or utility assistance
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	The Salvation Army estimates serving 300 people with rent/utilities/mortgage payments with a total budget of \$60,000.
	Location Description	Citywide
	Planned Activities	The Salvation Army estimates serving 300 people with rent/utilities/mortgage payments.
12	Project Name	CV Salvation Army Food Assistance
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$14,482
	Description	The City of Staunton residents have experienced significant financial hardship due to social distancing restrictions imposed in response to the COVID-19 public health emergency. The Salvation Army's volunteers distribute groceries twice a week to local school stops and once a week delivering groceries to residents unable to leave their homes. This program will benefit low-to-moderate income households within the City of Staunton.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	800 people
	Location Description	Citywide
	Planned Activities	The Salvation Army's volunteers distribute groceries twice a week to local school stops and once a week delivering groceries to residents unable to leave their homes. This program will benefit low-to-moderate income households within the City of Staunton
13	Project Name	CV Community Foundation of Blue Ridge Homeless Prevention (rent/utilities/mortgage payments)
	Target Area	City-Wide

	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$42,342
	Description	City of Staunton residents have experienced significant financial hardship due to social distancing restrictions imposed in response to the COVID-19 public health emergency. The goal of the subsistence payments program would be to provide low-moderate income, qualifying households short term (no more than 3 months) rental and/or utility assistance.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	20 people
	Location Description	Citywide
	Planned Activities	Community Foundation of Blue Ridge estimates serving 20 people with rent/utilities/mortgage payments
14	Project Name	CV Blue Ridge Legal Services
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$24,680
	Description	The City of Staunton has recognized the need to provide legal aid services to persons at risk of homelessness as a result of COVID-19. Such services include legal services to provide legal aid to low- and moderate-income households facing evictions. Blue Ridge Legal Services will hire an additional attorney for the balance of 2020 to add the capacity needed to meet the anticipated demand for legal aid for City of Staunton residents when the courts reopen.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	30 people

	Location Description	Citywide
	Planned Activities	Such services include legal services to provide legal aid to low- and moderate-income households facing evictions. Blue Ridge Legal Services will hire an additional attorney for the balance of 2020 to add the capacity needed to meet the anticipated demand for legal aid for City of Staunton residents when the courts reopen.
15	Project Name	CV Shelter Operations Valley Mission
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Housing and Services to Decrease Homelessness
	Funding	CDBG-CV: \$95,241
	Description	The City of Stanton has recognized the need to assist Valley Mission's effort in providing emergency shelter for persons experiencing homelessness during the pandemic. As a result of increased shelter space needs resulting from social distancing measures, there is a need for additional emergency shelter staff support. Financial support will provide 10 weeks of gross salary for emergency shelter staff. May 2022 Amendment Increases Shelter Operations by \$35,240.28. Funds will be used to support increased operating expenses associated with needs at the emergency shelter in order to provide social distancing, sanitized space, and space for shelter guests needing to quarantine.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	80 people
	Location Description	Citywide
	Planned Activities	As a result of increased shelter space needs resulting from social distancing measures, there is a need for additional emergency shelter staff support. Financial support will provide 10 weeks of gross salary for emergency shelter staff.
16	Project Name	CV Health Education and Services

	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$21,768
	Description	Funds will be used to hire a Community Health Worker (CHW) to provide education and resources on COVID-19 to underserved areas in the City of Staunton. Funds will support the CHW salary, and this position can be used for both outreach and contact tracing for Staunton. Funds will also be used to support purchase of hand sanitizer, masks and other items that help with COVID prevention to distribute to communities as well as printing of educational materials. CHW can also work with the Office of Health Equity (VDH) to develop maps of neighborhoods at high risk for severe COVID disease due to age/chronic medical conditions/low income/high density housing and develop strategies to reach these populations. May 2022 Amendment reduces funding for this activity The Central Shenandoah Health District indicated it was no long in need of this funding.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	500 people
	Location Description	Citywide
	Planned Activities	Funds will be used to hire a Community Health Worker (CHW) to provide education and resources on COVID-19 to underserved areas in the City of Staunton. Funds will support the CHW salary, and this position can be used for both outreach and contact tracing for Staunton. Funds will also be used to support purchase of hand sanitizer, masks and other items that help with COVID prevention to distribute to communities as well as printing of educational materials.
17	Project Name	CV Program Administration
	Target Area	City-Wide
	Goals Supported	Planning and Administration
	Needs Addressed	Planning and Administration
	Funding	CDBG-CV: \$20,000

	Description	In order to provide oversight and programmatic technical assistance to grantees, The City of Staunton will use the maximum allowed percentages for both CDBG-CV to pay for program administration.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Citywide
	Planned Activities	The City of Staunton will use the maximum allowed percentages for both CDBG-CV to pay for program administration.
18	Project Name	A Street Aging in Place Project
	Target Area	City-Wide
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$25,000
	Description	Provide 500 feet of water lines and 300 feet of water lines and road/curbs/gutter with turnaround. Project will provide water access for no less than 23 new units to be built at the end of A street for elderly/special needs housing. Street/curb/sidewalks for new housing units extended A Street. This is a multi-year project with total funding \$271,149.
	Target Date	6/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	23 households
	Location Description	A Street from Hickory SE
19	Planned Activities	Infrastructure Improvements
	Project Name	CV VPAS COVID Testing
	Target Area	
	Goals Supported	Provide Public Services

	Needs Addressed	Provide Public Services
	Funding	CDBG-CV: \$7,991
	Description	Funds will be used by Valley Program for Aging Services to purchase and distribute testing kits to the elderly and disabled.
	Target Date	9/30/2022
	Estimate the number and type of families that will benefit from the proposed activities	VPAS expects to distribute test kits to 283 Staunton seniors (age 62 and older).
	Location Description	VPAS will work with the management of 4 senior apartment complexes (Garber Manor, Gypsy Hill House, The Hilltop, and Valley View) to offer free COVID-19 rapid tests (a pack of 2 tests for each person) to any eligible resident who signs up. VPAS will also automatically distribute a pack of 2 tests to each eligible Staunton resident who is currently receiving Meals on Wheels.
	Planned Activities	
20	Project Name	SRHA-HVAC Replacement
	Target Area	
	Goals Supported	Improve Access to and Quality of Housing
	Needs Addressed	Increase Access to Affordable Housing
	Funding	CDBG-CV: \$46,221
	Description	Project involves replacement of HVAC units at public housing units owned and operated by Staunton Housing and Redevelopment Authorities.
	Target Date	12/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 households occupying public housing units will benefit from the proposed activities.
	Location Description	Elizabeth Miller Gardens, Farrier Court
	Planned Activities	Public Housing Modernization Matrix Code 14C

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Funds will be directed city-wide.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	100

Table 57 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Staunton does not allocate funds by target areas. Rather, the City allocates funds based upon the priorities that have been identified by citizens participating in the public input process and through the regular planning contacts made with elected officials and staff. The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units and create new affordable units for individuals with special needs.

The special needs population will be served through grants to local service providers. The homeless population will be served through assistance grants to local service providers. The following estimates have been based on the information in SP-45.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	0
Special-Needs	110
Total	120

Table 58 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	24

Table 59 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The Staunton Redevelopment and Housing Authority (SRHA) converted its public housing units to multifamily under the Rental Assistance Demonstration Program in October 2016. The most recently submitted PHA Plan provided by SRHA was submitted in 2012.

Actions planned during the next year to address the needs to public housing

Per the SRHA Executive Director, only 20 units were rehabilitated during conversion under the Rental Assistance Demonstration. Other units had been updated prior to conversion. As such, capital needs for the units are minimal, though safety improvements, updates to HVAC systems and updates to common areas/amenities are scheduled for the upcoming years.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project-based vouchers under the Rental Assistance Demonstration program in 2016.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PHA is not designated troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As a participant in the Virginia Balance of State Continuum of Care (CoC), the City is a partner in addressing homelessness and the priority needs of homeless individuals and families, including homeless subpopulations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Balance of State Coordinated Entry System offers a central point of entry for households experiencing homelessness or at-risk of homelessness. During an initial phone call, a housing counselor asks questions that will help determine eligibility for services with local agencies.

Each January, the CoC conducts a Point-in-Time (PIT) count of the City's sheltered and unsheltered homeless to ascertain the number and characteristics of the homeless population and to assess their needs. Staunton's continued participation in the PIT study will give the City the ability to collect information to be used in setting priorities, written standards, and performance measures for the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

During 2019, the City's federal funds will support the Valley Mission and Valley Supportive Housing Program. The former offers emergency shelter and services for homeless individuals and families while the latter provides permanent supportive housing and wraparound services for the same population.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue will use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

During FY 2019, the City's federal funds support the following affordable housing programs:

- Valley Mission
- Valley Supportive Housing Program

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City recognizes a need for neighborhood-based homelessness prevention programs, such as crisis response and stabilization, street outreach, housing search and placement specialists, and increased employment opportunities that provide temporary rental assistance and other services.

During FY 2019, the City's federal funds support the following supportive service programs

- VPAS - Meals on Wheels
- VPAS-Transportation Services
- Blue Ridge CASA-Advocate Training
- Valley Mission-case management services
- Valley Supportive Housing-acquisition for purpose of creating new units

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Staunton will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City's ability to meet underserved needs is the limited amount of funding to address identified priorities. The City will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Actions planned to foster and maintain affordable housing

The City will continue to support its goals of maintaining and expanding affordable housing. In FY 2019 the City will allocate CDBG funds for rehabilitation of homeowner-occupied units and acquisition for development of new affordable units for individuals with special needs.

Actions planned to reduce lead-based paint hazards

The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

Actions planned to reduce the number of poverty-level families

The City will collaborate with human service, social service, and economic development agencies and organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes. In addition, the City will work with these agencies to further the goals and address the challenges identified in the 2017 United Way ALICE Report.

Actions planned to develop institutional structure

Although the City feels that the existing institutional structure is sufficient for carrying out activities to address identified community development needs, the City Manager's Office plans to continue to strengthen its working relationships with local social service agencies. Public and non-profit agencies that are critical to the institutional structure must work cooperatively, and agency staff have the ability

and expertise to deliver services efficiently and effectively, often with years of expertise in their respective fields.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to improve coordination among its partners to promote a broadly shared understanding of community needs, collaborative and complementary approaches to addressing needs, and responsiveness to changes in conditions.

The City anticipates coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City will also continue to coordinate its housing efforts with the Staunton Redevelopment and Housing Authority (SR&HA).

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
<TYPE=[text] REPORT_GUID=[A698417B4C924AE0218B42865313DACF] DELETE_TABLE_IF_EMPTY=[YES]>	
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

1. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)). <TYPE=[text]
REPORT_GUID=[A0BBB986408D8C25582AC4BE59FA99C5]>

Because Staunton is a new Entitlement, there is no program income carried over from the previous program year and there are no Section 108 loan payments. The City has not identified urgent need activities for the program year.

Appendix - Alternate/Local Data Sources

Sort order	Type	Data Source Name	List the name of the organization or individual who originated the	Provide a brief summary of the data set.	What was the purpose for developing this data set?	Provide the year (and optionally month, or month and day)	Briefly describe the methodology for the data collection.	Describe the total population from which the sample was	Describe the demographics of the respondents or characteristics of the unit of measurement	How comprehensive is the coverage of this administrative data? Is data collection	What time period (provide the year, and optionally month	What is the status of the data set (complete, in progress, or

			data set.			for when the data was collec ted.		taken.	e, and the number of respond ents or units surveye d.	concentr ated in one geograp hic area or among a certain populati on?	h, or mont h and day) is cover ed by this data set?	plann ed)?
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2024-2028 Consolidated Plan and 2024 Annual Action Plan

Substantial Amendment for Public Review

11/12/2024-12/11/2024

Community Development Block Grant Program



City of Staunton, Virginia

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Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

As a HUD entitlement community, the City is required to prepare a Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, community development and economic development within the community. The Staunton CP covers the period from FY 2024 through FY 2028 (October 1, 2024 through September 30, 2029).

This CP consolidates into a single document the planning and application requirements for the following federal program:

- Community Development Block Grant (CDBG)

Funds are provided under the following program:

- **Community Development Block Grant (CDBG):** The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, acquisition of existing housing or land, homeownership assistance, lead-based paint detection and removal, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, water and efficiency improvements, abatement of hazards such as lead based paint or asbestos, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses.

Purpose of the Consolidated Plan

The purpose of the Consolidated Plan (CP) is to guide federal funding decisions in the next five years. The CP is guided by three overarching goals that are applied according to a community's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing.
- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low- and moderate- income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.

- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate- income persons to achieve self-sufficiency.

The overall priority for the investment of federal funds is to increase self-sufficiency and economic opportunity for lower income residents and individuals with special needs so that they can achieve a reasonable standard of living.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Strategic Plan provides a framework to address the needs of the City for the next five years using approximately \$328,268 annually in Community Development Block Grant (CDBG) funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit low- and moderate- income areas of a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG program are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

All future activities funded in the next five years will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership

3. Evaluation of past performance

During FY2022 the City of Staunton completed the following activities that were considered high priority:

- Persons benefiting from Public Services: 188 persons served, of those were:
 - 12 low-income residents facing critical civil legal issues benefited from free legal

service

- o 6 clients exiting Valley Mission received initial housing support
- o 27 Staunton residents age 62 or older who did not have access to other forms of transportation received benefited from transportation services to medical and other life necessary destinations
- o 103 seniors or persons with disabilities benefited from the Meals on Wheels program
- o Approximately 36 youth were assisted with advocacy services
- Housing Units identified for rehabilitation/completed rehabilitation: 6 homes identified/6 homes completed and passed inspection.
- Facilities improvements on the Salvation Army soup kitchen and service delivery space were completed, including new kitchen cabinets, counters, and floors; a new dishwasher, kitchen sink, and plumbing; painting in the kitchen and gym; and replacement of sound proofing fabric in the gym.
- The Rockway Street Waterline was completed, which improves direct water service to 26 homes and 14 multi-family units.

In 2022, the City of Staunton continued to utilize CARES Act funding for the prevention of, and response to Coronavirus. The City of Staunton continues to expend CARES Act funds in 2022 to address the following objectives:

- Providing emergency payments for rental, mortgage and utility assistance to low- to moderate-income households. 43 households received this type of assistance in 2022.
- Provide funding for increasing shelter operations costs. Valley Mission was awarded additional funding in September 2022.
- Providing additional legal aid services through Blue Ridge Legal to persons at risk of homelessness to low- and moderate-income households facing evictions. 6 households were assisted.
- Provide at-home COVID tests to 20 seniors or disabled persons
- CDBG-CV Program Administration

4. Summary of citizen participation process and consultation process

Stakeholder Consultations - The City encouraged a high level of public communication and agency consultation when developing this plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. These stakeholders were invited to participate in group interviews held to develop the Con Plan. The City conducted four group stakeholder sessions to include four categories of service providers to be included in the Plan: 1) Affordable/Accessible Housing, 2) Human Service Providers, 3) Homeless Service Providers, and 4) Community Organizations.

The City also conducted separate interviews with the Staunton Redevelopment and Housing Authority (SR&HA) and various city staff to gain more information about the state of the City's public housing and any other City infrastructure or facility needs.

Public Hearings – Public hearings were held on April 1 and July 10, 2024, 2024 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 7 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The meeting was at Montgomery Hall Park, which is an LMI census tract. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City's website and social media accounts in accordance with the City's Citizen Participation Plan.

City Council considered the Con Plan and FY24 Annual Plan for approval at its regular meeting on July 25th, 2024.

Web-based Citizen Surveys – A web-based survey for the general public other interested stakeholders was distributed via email, public meeting agenda, via news outlets and publicized on the City's Facebook page. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 68 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

5. Summary of public comments

Comments included a need for both rehab of existing housing and building of new housing. There was also concern about the rising number of evictions in the city and the need for more workforce

development, job training, and GED/literacy programs. A complete summary of comments received is included in the Citizen Participation Appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no comments or views that were not accepted.

7. Summary

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	STAUNTON	Department of Community and Economic Development

Table 1 – Responsible Agencies

Narrative

The City is required by HUD to prepare a Consolidated Plan and Annual Action Plan that meets the Consolidated Plan regulations in order to receive grant program funds. The lead agency responsible for overseeing the development of these plans and reports is the City's Community Development Department.

Consolidated Plan Public Contact Information

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PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The City encouraged a high level of public communication and agency consultation when developing this plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. These stakeholders were invited to participate in group interviews held to develop the Con Plan. The City conducted four group stakeholder sessions to include four categories of service providers to be included in the Plan: 1) Affordable/Accessible Housing, 2) Human Service Providers, 3) Homeless Service Providers, and 4) Community Organizations.

The City also conducted separate interviews with the Staunton Redevelopment and Housing Authority (SR&HA) and various city staff to gain more information about the state of the City’s public housing and any other City infrastructure or facility needs.

The City plans to continue this level of engagement with all interested parties beyond the consolidated planning process, enhancing general coordination of the service delivery system throughout the year and for each Annual Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the City will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies.

The City anticipates continuing its coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

City staff will continue to work with the local planning group of the Balance of State CoC to undertake the establishment of performance measurements for homeless programs. Members of the CoC provided valuable input during public outreach, plan drafting, and project selection process of the Con Plan. The CoC administers the local HMIS.

The City's Citizen Participation Plan allows for citizens, community agencies, and the local CoC to provide input on the use of all funding. Notifications of the public hearings are published in Staunton's newspaper of largest distribution, the *News Leader*. Information is also made available at the City's office of Community Development and is displayed on the City's website.

The City does not receive ESG funds

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Several housing and social service agencies participated in the four stakeholder meetings. Groups representing the homeless, housing rehabilitation programs, elderly populations, survivors of domestic violence, and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	United Way Greater Augusta
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy Hazard Mitigation
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
2	Agency/Group/Organization	Staunton Redevelopment & Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In person meeting and multiple emails were exchanged to identify current housing needs in Staunton, including Public Housing needs.

3	Agency/Group/Organization	Habitat for Humanity SAW
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity Staunton Augusta Waynesboro attended both the public needs meeting as well as a stakeholder interview specifically focused on affordable housing. Habitat identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
4	Agency/Group/Organization	Renewing Homes Greater Augusta
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Renewing Homes Greater Augusta attended a stakeholder interview specifically focused on affordable housing. Renewing Homes identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
5	Agency/Group/Organization	Community Foundation of Central Blue Ridge
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Foundation

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
6	Agency/Group/Organization	Valley Community Services Board
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VCSB attended a stakeholder workshop focused on health and human services, as well as homeless needs. VCSB serves as the CoC representative and the HMIS lead for the Local Planning Group of the VA Balance of State Continuum of Care.
7	Agency/Group/Organization	Valley Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Supportive Housing attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides permanent supportive housing and services to homeless individuals and families.
8	Agency/Group/Organization	Valley Mission
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Mission attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides emergency shelter and services to homeless individuals and families.
9	Agency/Group/Organization	Blue Ridge Court Appointed Special Advocates (CASA)
	Agency/Group/Organization Type	Services-Children Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Blue Ridge CASA attended a stakeholder workshop focused on health and human services, as well as homeless needs. CASA provides special advocacy services for at-risk children and families.
10	Agency/Group/Organization	Valley Program for Aging Services (VPAS)
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VPAS attended a stakeholder workshop focused on health and human services, as well as homeless needs. VPAS provides services for the elderly and disabled, including transportation, meals on wheels, and other aging in place services.
11	Agency/Group/Organization	City of Staunton
	Agency/Group/Organization Type	Other Government-Local
	What section of the Plan was addressed by Consultation?	Non-Housing Community Development Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City staff, including public works, parks and recreation, economic development, planning/zoning/codes, and emergency management attended a stakeholder workshop focused on the non-housing community development needs of the City.
12	Agency/Group/Organization	New Directions Center
	Agency/Group/Organization Type	Services – Survivors of Domestic Violence Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	New Directions attended a stakeholder workshop focused on health and human services, as well as homeless needs and affordable/accessible housing. New Directions provides services for survivor of domestic violence.
13	Agency/Group/Organization	Blue Ridge Legal Services

	Agency/Group/Organization Type	Services-Housing Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Blue Ridge attended a stakeholder workshop focused on accessible/affordable housing and homeless/special needs housing. Blue Ridge Legal provides legal services to low-income individuals regarding leasing disputes, family disputes, employment concerns and other legal matters.
14	Agency/Group/Organization	Shenandoah Valley Workforce Development Board
	Agency/Group/Organization Type	Economic Development Services-Workforce Development
	What section of the Plan was addressed by Consultation?	Non-homeless special needs Economic Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Shenandoah Valley Workforce Development Board attended a stakeholder workshop focused on community organizations. SVWDB provides oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) in the Shenandoah Valley.
15	Agency/Group/Organization	Central Shenandoah Health District, Virginia Dept of Health
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Services – health Hazard mitigation Non-homeless special needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Central Shenandoah Health District, Virginia Dept of Health participated in a stakeholder workshop centered around the needs of human services providers. CSHD serves the counties of Rockbridge, Bath, Augusta, Highland and Rockingham and the cities of Harrisonburg, Staunton, Waynesboro, Lexington and Buena Vista.
16	Agency/Group/Organization	Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW)

	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Broadband needs Non-homeless special needs Homeless needs Housing needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	CAPSAW attended all offered stakeholder consultation sessions, which encompassed subjects such as affordable/accessible housing, human service provision, homeless service provision, and community organizations. CAPSAW serves low-income residents of the city of Staunton, Augusta County, and the City of Waynesboro.

Identify any Agency Types not consulted and provide rationale for not consulting

All entities were considered for consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
ALICE Report	United Way Greater Augusta	The ALICE Report was developed to identify challenges faced by the "working poor," those who are employed and/or have income, are above the federal poverty guidelines, but still have difficulty achieving basic needs. The goals of the Strategic Plan are aligned with the goals of ALICE, to improve access to opportunity for Staunton residents.
Comprehensive Plan	City of Staunton	The City's Comprehensive Plan, updated in 2018, informed the Strategic Plan and Market Analysis sections aimed at economic development and affordable housing.
Central Shenandoah CEDS	Central Shenandoah Planning District Commission	The CEDS informed all plan sections regarding economic development strategies in the area.
Regional Digital Opportunity Plan	Community Action Partnership of Staunton, Augusta, Waynesboro	The Regional Digital Opportunity Plan informed the Needs Assessment Sections regarding broadband access.
Analysis of Impediments to Fair Housing Choice	City of Staunton	The 2020 AI was referenced to inform any previously identified barriers to fair housing.
Central Shenandoah Hazard Mitigation Plan	Central Shenandoah Planning District Commission	The Central Shenandoah HMP includes an analysis on the expected effects of climate change and potential hazards on the quality of life of the region's residents, and within that, attention to issues of climate justice.
Climate Adaptation	James Madison University	This report includes a detailed analysis on the potential impacts of climate change on the region.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

In accordance with 24 CFR 91.100(4), the City will notify adjacent units of local government of the non-housing community development needs included in its Con Plan. The City will continue to interact with public entities at all levels to ensure coordination and cooperation in the implementation of the Con Plan and thereby maximize the benefits of the City's housing and community development activities for the residents being served.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Public Hearings – Public hearings were held on April 1 and July 10, 2024, 2024 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 7 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The meeting was at Montgomery Hall Park, which is an LMI census tract. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City’s website and social media accounts in accordance with the City’s Citizen Participation Plan.

City Council considered the Con Plan and FY24 Annual Plan for approval at its regular meeting on July 25th, 2024.

Web-based Citizen Surveys – A web-based survey for the general public other interested stakeholders was distributed via email, public meeting agenda, via news outlets and publicized on the City’s Facebook page. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 68 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

All sign-in sheets, advertisements, and comments received are included in the Citizen Participation Appendix.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The first public meeting held on April 1 was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 7 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units.	Comments included a need for both rehab of existing housing and building of new housing. There was also concern about the rising number of evictions in the city and the need for more workforce development, job training, and GED/literacy programs. A complete summary of comments received is included in the Citizen Participation Appendix.	No comments were not accepted.	
2	Public Hearing	Non-targeted/broad community	The second hearing was held on [date] to present the final plan and budget to City Council.	A complete summary of comments received is included in the Citizen Participation Appendix.	No comments were not accepted/	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	A web-based survey was distributed via email, public meeting agenda, via news outlets and posted on the City's website, as well as publicized on the City's social media pages.	A complete report of the survey results is included in the Citizen Participation Appendix.	No comments were not accepted.	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Housing

Housing problems include cost burden (paying more than 30% of monthly income towards monthly housing costs), severe cost burden (paying more than 50% of monthly income towards monthly housing costs), overcrowding, and low-quality housing stock. The most common housing problem is cost burden. Black, Asian, and American Indian households experienced these problems at disproportionately high levels.

Disproportionately Greater Need

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate greater than 10% more than for the income level as a whole. Disproportionately greater need was identified among Black households at any income level up to 100% AMI, Asian moderate-income households, and Hispanic low-income households experiencing one or more housing problems.

Additionally, disproportionately greater need was identified among extremely low-income and low-income Black/African households, low-income, low-moderate income and middle-income Asian households, and extremely low-income Hispanic households experiencing one or more severe housing problems. The results of this data for American Indian and Asian households should be used with caution considering the small numbers in these two minority groups, the age of the data, and the limited sample size in Staunton.

Public Housing

All public housing units in Staunton have been converted to RAD units. According to the Staunton Redevelopment and Housing Authority, there were 248 housing choice vouchers (HCV) in use as of May 2024.

Homeless

Staunton is a member of the Virginia Balance of State CoC. The region's homeless population decreased slightly by 3.3% between 2022 and 2023. The 2023 Point-in-Time (PIT) survey indicated that 1,088 individuals were homeless on the night of January 25th, 2023. A total of 25 persons were identified as chronically homeless.

In 2023, 529 homeless persons stayed in emergency shelters, 147 stayed in transitional housing, and 412 were living unsheltered on the night of the Point-in-Time survey. 49% of the population stayed in emergency shelters on the night of the count while 13.5% were in transitional housing programs and 38% were identified as unsheltered. Individuals and households that were sheltered in hotels and other non-congregate settings on the night of the PIT are included in the sheltered count above.

Non-Homeless Special Needs Populations

Individuals with special needs but are not homeless include the elderly and frail elderly needing assistance to modify their homes to age-in-place; persons with substance abuse issues needing better support services and rehabilitation programs; and persons with disabilities needing accessible and secure housing.

Non-Housing Community Development

Non-housing community development needs were identified by the stakeholders, including traffic calming measures on busy, pedestrian-frequented areas; economic development assistance; public transportation expansion; and public services such as senior services and homeless prevention/support services.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The Housing Needs Assessment is based on data provided by HUD through the Comprehensive Housing Affordability Strategy (CHAS) data, with supplemental data used when available. Although the CHAS data is somewhat dated, it provides a glimpse of the housing needs within the City. This data, in combination with supplemental data and interviews with agencies and housing providers in the City, can provide a snapshot view of the housing needs.

Lower-income households in the City have been greatly impacted by high housing costs, which reduce economic opportunities and access to prosperity. Incomes are not keeping pace with rising housing costs even as median income has increased, resulting in an increase in the need for affordable housing options. Between 2009 and 2017, median income for City residents only increased by 11% after adjusting for inflation, while median rent *increased* by 27%. 69% of respondents to the housing needs survey distributed to the public and stakeholders assigned affordable housing to the “high” priority category.

Median income not keeping pace with the increasing rent costs contributes to a diminished ability for households to reside in the City. Given an inadequate supply of decent, affordable housing options, the area’s lower-income households often face a choice between substandard housing and housing cost burden.

As the data below show, the most significant housing issue identified is cost burden, defined as spending over 30% of household income on housing costs, such as mortgage and rent payments. According to CHAS data, 24% of households in the City are cost burdened. Similarly, severe cost burden is defined as spending over 50% of household income on housing. In Staunton, over 10.3% of households are severely cost burdened.

Housing needs in the City of Staunton include:

- More affordable, accessible housing, particularly for the following populations: youth aging out of foster care, previously incarcerated individuals, individuals with disabilities, seniors, and Veterans.
- Home rehabilitation programs for seniors and low/mod income residents.
- Temporary supportive housing

Demographic indicators are essential to understanding a community’s housing needs. The data provides a snapshot of the City’s growth and highlights the ongoing increase in population and households.

The following are HUD-generated tables using 2013-2017 CHAS data that are part of the Consolidated Plan tool. These tables are automatically generated when creating the Consolidated Plan. Please note that HAMFI refers to “HUD Adjusted Median Family Income,” which is the median family income

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calculated by HUD for each jurisdiction, in order to determine Fair Market Rents and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes such as a simple Census number due to a series of adjustments that are made. Where the HUD tables below report AMI (Area Median Income), they refer to HAMFI.

Demographics	Base Year: 2009	Most Recent Year: 2017	% Change
Population	24,195	24,660	2%
Households	10,385	10,640	2%
Median Income	\$40,842.00	\$52,292.00	28%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)

Demographics	Base Year: 2010	Most Recent Year: 2022	% Change
Population	24,273	25,750	6%
Households	10,477	11,064	5.6%
Median Income	\$46,435	\$57,731	24.3%

Table 6a - Housing Needs Assessment Demographics (supplemental)

The above table is included to supplement the HUD-generated data with more recent numbers.

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,325	1,485	2,210	1,025	4,595
Small Family Households	185	350	955	280	2,275
Large Family Households	15	90	40	40	295
Household contains at least one person 62-74 years of age	515	360	480	260	1,055
Household contains at least one person age 75 or older	255	315	425	150	575
Households with one or more children 6 years old or younger	135	163	460	145	250

Table 7 - Total Households Table

Data Source: 2013-2017 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	30	80	0	15	125	4	0	0	0	4
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	4	0	4	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	10	20	35	65	0	0	0	10	10
Housing cost burden greater than 50% of income (and none of the above problems)	455	160	25	15	655	405	85	45	0	535

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	140	400	280	65	885	25	180	235	75	515
Zero/negative Income (and none of the above problems)	25	0	0	0	25	30	0	0	0	30

Table 8 – Housing Problems Table

Data 2013-2017 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	485	250	50	60	845	410	85	45	10	550
Having none of four housing problems	345	635	1,135	360	2,475	85	515	975	590	2,165
Household has negative income, but none of the other housing problems	0	0	0	0	0	0	0	0	0	0

Table 9 – Housing Problems 2

Data 2013-2017 CHAS
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	125	170	135	430	55	105	65	225
Large Related	15	10	4	29	0	15	0	15
Elderly	225	235	120	580	315	104	115	534
Other	254	230	45	529	65	40	100	205
Total need by income	619	645	304	1,568	435	264	280	979

Table 10 – Cost Burden > 30%

Data 2013-2017 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	0	0	40	40	40	0	0	40
Large Related	0	0	0	0	0	0	0	0
Elderly	125	135	25	285	300	45	20	365
Other	0	250	50	300	65	0	0	65
Total need by income	125	385	115	625	405	45	20	470

Table 11 – Cost Burden > 50%

Data 2013-2017 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	10	20	45	75	0	0	0	0	0

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Multiple, unrelated family households	0	0	0	0	0	0	0	0	10	10
Other, non-family households	0	0	4	0	4	0	0	0	0	0
Total need by income	0	10	24	45	79	0	0	0	10	10

Table 12 – Crowding Information – 1/2

Data 2013-2017 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present								

Table 13 – Crowding Information – 2/2

Describe the number and type of single person households in need of housing assistance.

According to 2022 American Community Survey (ACS) data, there are 4,096 householders living alone in Staunton, 884 of which (21.5%) have income below the poverty level. This is higher than the citywide rate of household poverty (11.4%), which means households comprised of single persons have more difficulty in affording housing costs than larger households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

In 2022, 3,772 individuals in Staunton, or 15.1% of the population, reported a disability. About 49.4% were over the age of 65. Across the City, approximately 17.9% of persons with a disability also live in poverty. Median earnings for people with a disability were \$27,244, compared to \$38,088 for earners without a disability (2022 ACS 5-Year Estimates). These figures underscore the struggle that many Staunton households that include a person with a disability experience in finding and maintaining suitable affordable housing.

What are the most common housing problems?

The most common housing problem in Staunton is cost burden, especially for renters. There are 655 renter-occupied households with housing costs greater than 50% of their income and no other housing problems. Additionally, 21.93% of renter households are severely cost-burdened, compared to 6.3% of owner-occupied households.

Repeatedly during the public outreach process the poor condition of existing housing stock was also identified as a concern, particularly among the elderly who lack the financial resources to maintain their property.

Are any populations/household types more affected than others by these problems?

Based on this analysis, the population below experience disproportionately greater need according to the HUD definition:

Housing Problems

- Black households at any income level up to 100% of AMI
- Asian households earning 0-80% of AMI (this is a very small sample size).
- Hispanic households earning 31-50% of AMI (This is a very small sample size. It should be noted that the estimates do not list any Hispanic households in the 50-100% of AMI income bracket.)

Severe Housing Problems

- Black households earning 0-50% of AMI
- Asian households earning 0-80% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

Cost Burden

Asian and American Indian/Alaska Native households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: these are very small sample sizes).

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

No specific data is available on the characteristics and needs of low-income individuals and families with children who are currently housed but are at imminent risk of homelessness. However, it can reasonably be assumed households that are already cost-burdened and have low incomes are going to be the first to be forced from the housing market by escalating housing costs. Those threatened with eviction, unemployment, foreclosure, or termination of utilities could become homeless when they no longer have a cushion against the rising costs of living. Stakeholders reported a need for a utility assistance program that are not capped at a certain amount per person. This is particularly important, because a family may be able to pay rent, but rely on services to cover other essential bills. Utility shutoffs are a risk factor for eviction among renters. Some working poor families may only be able to pay the rent because they have two wage earners, or because the primary wage earner works two jobs. Many housing arrangements are unstable and temporary. Stakeholders repeatedly identified transition-age youth as a population at-risk of homelessness, including but not limited to those aging out of the foster care system.

Most commonly, “at-risk” families live paycheck to paycheck without any savings for emergencies. If a family experiences a lost paycheck, a small rent increase, one incident of mental or physical illness, or a temporary layoff from work, it can result in a loss of housing. Unemployment or underemployment results in a lack of sufficient income to meet the costs of food, housing, transportation, and childcare.

Additionally, individuals or families who fall into one or more of the following categories are most likely to become homeless:

- Persons leaving institutions such as mental hospitals or prisons
- Young adults aging out of the foster care system
- Households with incomes less than 30% of the median family income
- Households paying in excess of 50% of income for housing costs
- Victims of domestic violence
- Special needs populations such as persons with AIDS, disabilities, drug and/or alcohol addictions
- Single parent households who are unemployed
- Large low-income families
- Renters facing eviction
- Homeowners facing foreclosure
- Households with catastrophic medical expenses
- Households experiencing physical hardships, i.e. flooding or fire

Temporary supportive housing exists in Staunton, but stakeholders expressed the need for more places to temporarily house those at risk of homelessness while they make other living arrangements.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Staunton uses the definition of at-risk homeless populations found at 24 CFR Part 91.5 and included below:

An individual or family who:

- (i) Has an annual income below 30% of median family income for the area, as determined by HUD;
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter; and
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Stakeholders identified different populations that are at particular risk of homelessness in Staunton and the surrounding region. Those who are medically vulnerable need additional support and funding for medical needs. Justice-involved individuals who are exiting

incarceration often have not been able to arrange housing pre-release and may need temporary supportive housing, or a more permanent solution. Similarly, transition age minors (age 19-25) are at-risk of becoming homeless, and there is a gap in services in the City for this population specifically. Stakeholders expressed the need to reach this population before they become homeless or involved with the criminal justice system.

Discussion

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The bullet points below summarize the percentage of each racial/ethnic group experiencing housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than one person per room)
- Housing costs greater than 30% of income (i.e., cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. According to the above definitions, three racial/ethnic groups in Staunton experience one or more housing problems at a disproportionate level:

- Black households at any income level up to 0-50% and 80-100% of AMI
- Asian households earning 0-80% of AMI (this is a very small sample size).
- Hispanic households earning 31-50% of AMI (This is a very small sample size. It should be noted that the estimates do not list any Hispanic households in the 50-100% of AMI income bracket.)

Given the very small number of Hispanic people included in the data, results for this group are likely highly error-prone.

	0-30% AMI	30- 50% AMI	50- 80% AMI	80-100% AMI
Racial/ Ethnic Group	% with one or more housing problems			
White	88.6%	66.9%	45.5%	22.7%
Black/ African American	100.0%	88.0%	19.4%	33.3%
Asian	100.0%	100.0%	100.0%	0.0%
Hispanic	100.0%	100.0%	0.0%	0.0%
Jurisdiction as a Whole	91.0%	70.5%	44.3%	23.1%
Source: CHAS 2013-2017				

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	805	80	120
White	620	80	110
Black / African American	160	0	10
Asian	20	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	0	0

Table 14 - Disproportionally Greater Need 0 - 30% AMI

Data 2013-2017 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,030	430	0
White	840	415	0
Black / African American	110	15	0
Asian	40	0	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	30	0	0

Table 15 - Disproportionally Greater Need 30 - 50% AMI

Data 2013-2017 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	795	1,000	0
White	690	825	0
Black / African American	35	145	0
Asian	20	0	0
American Indian, Alaska Native	4	4	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 16 - Disproportionally Greater Need 50 - 80% AMI

Data 2013-2017 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	265	880	0
White	250	850	0
Black / African American	15	30	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 17 - Disproportionally Greater Need 80 - 100% AMI

Data 2013-2017 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

In Staunton, minority race households at lower income levels bear a disproportionate burden of housing problems. Housing problems overall lessen in number as income increases.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The data table below, based on 2013-2017 CHAS data, summarizes the percentage of each racial/ethnic group experiencing severe housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than 1.5 people per room)
- Housing costs greater than 50% of income (i.e., severe cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. The following racial/ethnic groups in Staunton experienced one or more housing problems at a disproportionate level:

- Black households earning 0-50% of AMI
- Asian households earning 0-80% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).
- American Indian/Alaska Native Households earning 50-80% of AMI (very small sample size)

	0-30% AMI	30-50% AMI	50-80% AMI	80-100% AMI
Racial/ Ethnic Group	% with one or more severe housing problems			
White	76.3%	31.5%	8.3%	3.1%
Black/ African American	90.3%	65.4%	0.0%	0.0%
Asian	100.0%	100.0%	100.0%	0.0%
American Indian, Alaska Native	0.0%	0.0%	50.0%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	100.0%	0.0%	0.0%	0.0%
Jurisdiction as a Whole	79.7%	36.5%	8.4%	3.0%

Source: CHAS 2003-2017

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	705	180	120
White	530	165	110
Black / African American	140	15	10
Asian	20	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	0	0

Table 18 – Severe Housing Problems 0 - 30% AMI

Data 2013-2017 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	535	930	0
White	395	860	0
Black / African American	85	45	0
Asian	40	0	0
American Indian, Alaska Native	4	0	0
Pacific Islander	0	0	0
Hispanic	0	30	0

Table 19 – Severe Housing Problems 30 - 50% AMI

Data 2013-2017 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	150	1,640	0
White	125	1,380	0
Black / African American	0	180	0
Asian	20	0	0
American Indian, Alaska Native	4	4	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 20 – Severe Housing Problems 50 - 80% AMI

Data 2013-2017 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	34	1,110	0
White	34	1,065	0
Black / African American	0	45	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 21 – Severe Housing Problems 80 - 100% AMI

Data 2013-2017 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

Minority groups earning up to 80% of AMI suffer disproportionately from living situations where one or more severe housing problems are present.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. Cost-burdened is defined as paying 30-50% of the household income to housing, and severely cost burdened is defined as paying greater than 50% of the household income to housing. The data table below summarizes the percentage of each racial/ethnic group experiencing cost burden at various levels.

Asian and American Indian/Alaska Native households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: these are very small sample sizes).

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	7,235	1,720	1,404	120
White	6,390	1,510	1,075	110
Black / African American	615	125	220	10
Asian	20	0	80	0
American Indian, Alaska Native	4	0	4	0
Pacific Islander	0	0	0	0
Hispanic	120	34	15	0

Table 22 – Greater Need: Housing Cost Burdens AMI

Data Source: 2013-2017 CHAS

Demo

	Less than 30% (No Cost Burden)	30-50%	More than 50%	No/ negative income (not computed)
Racial/ Ethnic Group	% with housing cost burden			%
White	71.2%	16.8%	12.0%	1.2%
Black/ African American	64.1%	13.0%	22.9%	1.0%
Asian	20.0%	0.0%	80.0%	0.0%
Hispanic	71.0%	20.1%	8.9%	0.0%
American Indian, Alaska Native	0.0%	0.0%	50.0%	0.0%
Jurisdiction as a Whole	69.8%	16.6%	13.6%	1.2%

Source: CHAS 2009-2013

Discussion:

Asian and American Indian/Alaska Native are disproportionately severely cost burdened by housing costs.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The impact of housing problems in Staunton varies primarily by income level. However, the following groups within an income tier and race/ethnicity category experienced problems at a rate at least 10 percentage points higher than the City as a whole:

Housing Problems

- Black households earning 0-50% and 80-100% of AMI
- Asian households earning 0-80% of AMI (this is a very small sample size).
- Hispanic households earning 31-50% of AMI (This is a very small sample size. It should be noted that the estimates do not list any Hispanic households in the 50-100% of AMI income bracket.)

Severe Housing Problems

- Black households earning 0-50% of AMI
- Asian households earning 0-80% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).
- American Indian/Alaska Native Households earning 50-80% of AMI (very small sample size)

Cost Burden

Asian and American Indian/Alaska Native households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: these are very small sample sizes).

If they have needs not identified above, what are those needs?

The needs among races/ethnicities are indicated above. Households in the lower income categories have more general needs, as described in NA-10 and the Housing Market Analysis.

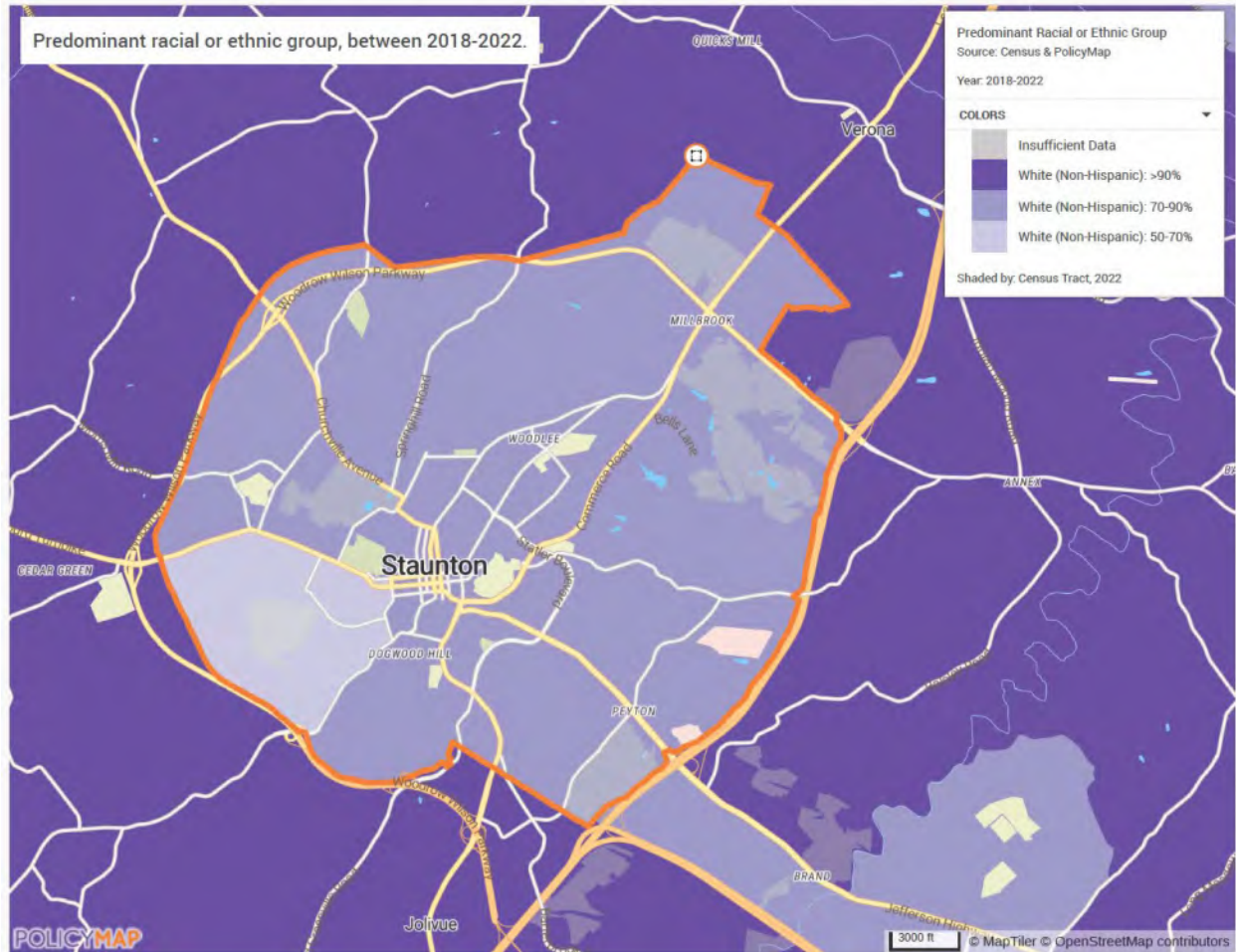
Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.4% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.4% Black.

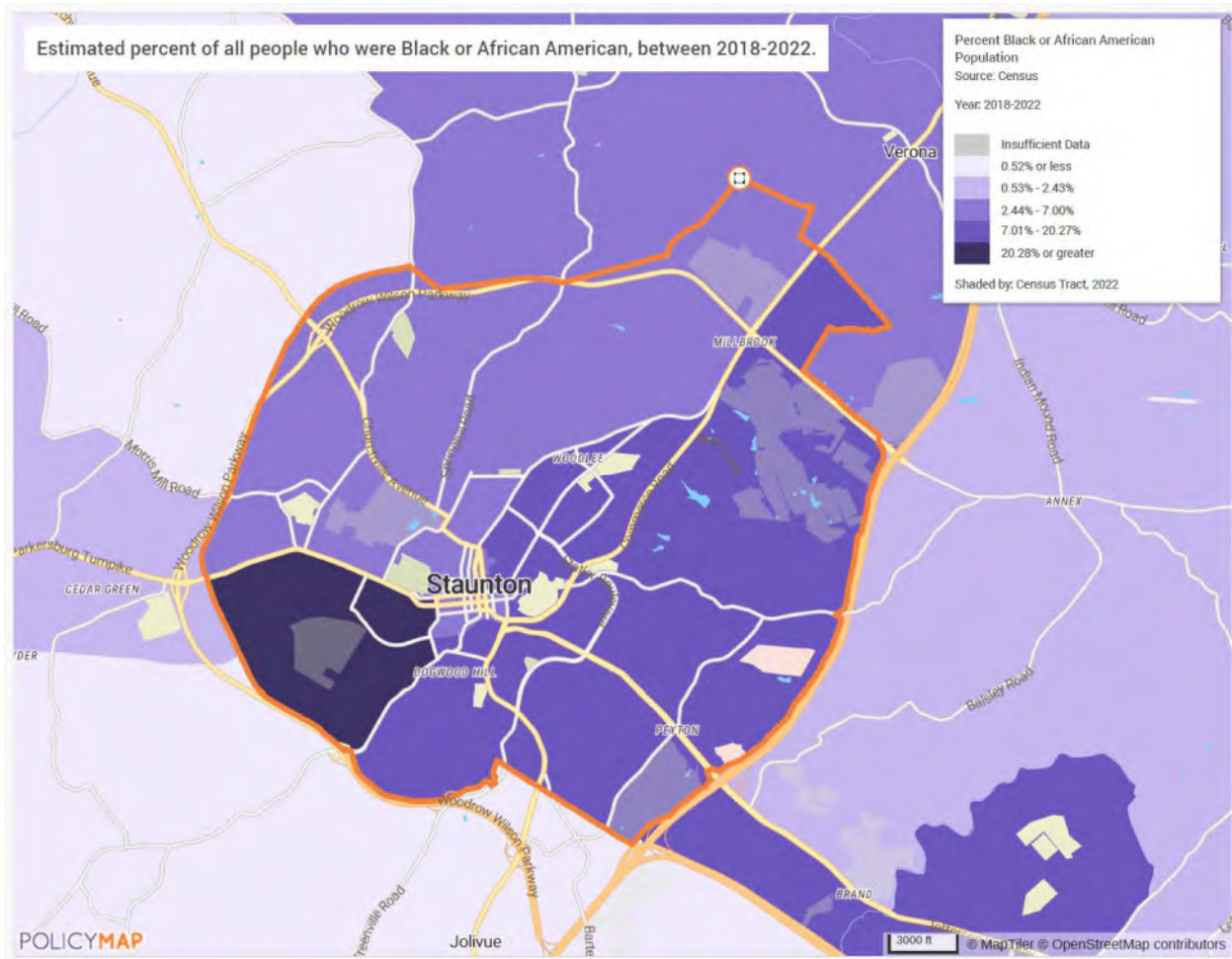
Demo

In Staunton, Census Tract 2 meet this definition, with 22.3% of its residents identified as Black. This is in the southwestern area of Staunton, which is also predominately an LMI area.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)



NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)



NA-35 Public Housing – 91.205(b)

Introduction

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into multifamily units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five bedroom townhouses. Rent is based on income and utilities are included.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total*	Project - based	Tenant - based*	Veterans Affairs Supportive Housing*	Family Unification Program	Disabled ***
# of units vouchers in use				248 total	8 total	235 total	10 total		
	0	0	0	214 in use	8 in use	201 in use	5 in use	0	0

Table 23 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: SRHA- Section 8 Program (All info as of 2/12/24 except where marked with a *. These are effective 4/5/24); **= 'Homeless' has not been consistently tracked in system, numbers may not be accurate)

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher	
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	0	\$18,393	\$10,495	\$18,631	\$23,563	0
Average length of stay	0	0	0	5.82*	.47*	6.09*	2.31	0
Average Household size	0	0	0	2.13	4	2.06	1.34	0
# Homeless at admission	0	0	0	10	1	4	5*	0
# of Elderly Program Participants (>62)	0	0	0	68	0	67	2*	0
# of Disabled Families	0	0	0	90*	4*	86*	1*	0
# of Families requesting accessibility features	0	0	0	6	0	6	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	1	0	1	0	0

Table 24 – Characteristics of Public Housing Residents by Program Type

Data Source: SRHA- Section 8 Program

Race of Residents

Race	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled ***
White	0	0	0	222	17	202	4*	0	0
Black/African American	0	0	0	182	6	175	1	0	0
Asian	0	0	0	0	0	0	0	0	0
American Indian/Alaska Native	0	0	0	2	1	1	0	0	0
Pacific Islander	0	0	0	0	0	0	0	0	0
Other	0	0	0	28	8	20	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25 – Race of Public Housing Residents by Program Type

Data Source: SRHA- Section 8 Program

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project - based	Tenant - based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled ***
Hispanic	0	0	0	26	0	26	0	0	0
Not Hispanic	0	0	0	417	30	383	5*	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 26 – Ethnicity of Public Housing Residents by Program Type

Data Source: SRHA- Section 8 Program

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Section 504 of the Rehabilitation Act of 1973 and 24 CFR Part 8 requires that 5% of all public housing units be accessible to persons with mobility impairments. Another 2% of public housing units must be accessible to persons with sensory impairments. The Uniform Federal Accessibility Standards (UFAS) is the standard against which residential and non-residential spaces are judged to be accessible.

Staunton meets the minimum number of accessible units required by Section 504. Despite this, there are still some challenges in the region related to providing accessible units to those who need them. First, the population in the area in general is aging, and there will be greater demand for elderly-accessible units in the future as seniors grow in number. Additionally, there are many seniors in the area that are not able to maintain their homes. Renewing Homes of Greater Augusta works to rehabilitate homes whose owners cannot afford to do so, however, there will still be many seniors who need housing as their homes deteriorate.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The SRHA expressed that a major challenge in providing housing to residents in need is that, although their payment standard is currently set at 110% of Fair Market Rate, HUD has not increased the voucher budget. As rent costs rise in general, the City is able to cover more of it, but they are now using a larger portion of their budget to do so, decreasing the number of tenants they are able to serve.

During COVID, the SHRA also had to instruct landlords to allow tenants to go nine months without rent payment. This damaged the relationship that landlords had with the City, which the SHRA is now working to repair. They hope to use Moving to Work funding to recoup some of the rent losses incurred by the landlords.

How do these needs compare to the housing needs of the population at large

The population at large includes households that share the needs of SR&HA residents and voucher holders because the resources available to SR&HA are insufficient to meet local need. Until a unit or voucher becomes available, the households on SR&HA's waiting list continue to subsist on extremely low incomes in housing conditions that are likely unaffordable, inadequate, or both.

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. This information was pulled from the Virginia Balance of State Continuum of Care 2023 Point-in-Time survey, which includes all of the jurisdictions covered by the CoC. More granular data that covers only Staunton is not available at this time.

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	253	83				
Persons in Households with Only Children	0	0				
Persons in Households with Only Adults	423	329				
Chronically Homeless Individuals	10	15				
Chronically Homeless Families	0	0				
Veterans	10	23				
Unaccompanied Child ¹	24	33				
Persons with HIV	3	2				
Severely Mentally Ill	43	53				
Chronic Substance Abuse	112	103				
Victims of Domestic Violence	90	33				

¹ This number includes unaccompanied youth aged 18-24. There were no unaccompanied children under 18 counted in the 2023 PIT Survey.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Staunton is a member of the Virginia Balance of State Continuum of Care. Persons exiting homelessness include those who have obtained stable housing. Those becoming homeless are those who have lost stable housing and fall into the HUD definition of homelessness, specifically “(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
Ethnicity:	Sheltered:	Unsheltered (optional)

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

According to the BoS CoC's 2023 PIT count, there are 253 sheltered persons in families with children, and 10 sheltered and 23 unsheltered veterans who are experiencing homelessness.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The largest racial group represented by people experiencing homelessness were white, with 299 in emergency shelters and 272 unsheltered. There were also 206 Black/African American people and 17 of more than one race in emergency shelters. Despite these totals, Black/African American people are more highly represented in the count than White people when taken as a percentage of the overall Black population in the region.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The majority of those counted in the PIT survey were sheltered. Of the 1,088 individuals counted in the PIT survey, 676 sheltered people were counted vs. 412 unsheltered. This is to be expected, since the time of this count was in January, when emergency shelters (WARM in Waynesboro) accept those who are vulnerable to extreme cold temperatures. Despite the weather, unsheltered individuals still represent a large number of those counted in the PIT survey, for a variety of reasons.

Those who were unsheltered also could have been reached out to and refused shelter, which those who are experiencing homelessness may choose to do for a variety of reasons.

Discussion:

Homelessness in the City of Staunton is not widespread, likely because services and shelter are located in neighboring Augusta County. Nevertheless, the City recognizes the need to coordinate and support services for homeless individuals and families and those at-risk of becoming homeless. Stakeholders reported a need for transitional housing, as well as immediate housing options for households in crisis. Due to a lack of affordable inventory, shelter stays extend longer than they need to until suitable permanent housing can be found. Families and youth aging out of foster care often face challenges accessing shelter due to capacity.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Persons with special needs include the elderly and frail elderly; persons with mental health, intellectual/developmental and physical disabilities; persons suffering from drug and alcohol addiction; and persons living with HIV/AIDS. Individuals who have special needs are typically extremely low income and face tremendous challenges finding housing that they can afford. Individuals with special needs also require supportive services in addition to housing that they can afford. Public and private sources have much smaller funds available for these purposes, making it difficult for non-profit organizations to develop and operate housing and supportive service programs.

Describe the characteristics of special needs populations in your community:

Elderly

Elderly persons are more likely to live on fixed, very low incomes and/or require special supportive service to complete their daily routines. This means elderly residents especially need access to affordable housing options and easy access to service providers. In addition, the elderly are more likely to encounter physical disabilities and require either accessible units or access to resources to help make their home more accessible. The elderly are also less likely to be able to earn sufficient income to be able to financially support improvements to their home to ensure it remains in decent, safe and sanitary condition.

According to stakeholder comments, elderly residents of Staunton often own their homes, but do not have the funds to maintain them. Renewing Homes of Greater Augusta, through the Reroofing Staunton project, engages in housing rehabilitation so that these homes do not fall into unmitigated disrepair and can remain in the housing stock. Additional funding is needed to maintain this program. Additionally, seniors require transportation to doctor's appointments and other destinations. Valley Program for Aging Services runs a transportation program for seniors in need of transportation.

According to ACS 2018-2022 estimates, 38% of households consist of at least one person aged 65 or over. In addition, the Census reported that 36% of persons 65 years and over had at least one disability in 2022; 15.8% of whom experienced an independent living difficulty and 5.7% experienced a self-care disability.

Persons with Disabilities

There were 3,772 persons with disabilities in Staunton in 2022, representing 15.1% of the population. The most common disabilities reported were ambulatory; independent living difficulties; and cognitive, meaning difficulties with various types of mental tasks. Individuals with ambulatory disabilities generally require accessible housing units, and individuals with independent living and cognitive disabilities may require assisted living facilities. Approximately 18% of persons with a disability also live in poverty.

Individuals with a cognitive disability represent 6.7% of the population of Staunton. Often, this population faces barriers to affordable housing including criminal history, poor landlord history, poor credit history and stigma associated with a mental health diagnosis.

Stakeholders noted that affordable housing in Staunton is limited in general, and finding affordable, accessible housing is even more difficult for those with disabilities. Virginia School for the Deaf and Blind is also located in Staunton, so those with auditory or visual impairments may require housing nearby. Public transportation was identified as a barrier for all low-moderate income residents of Staunton and may be exacerbated for those with disabilities.

Substance Abuse and Addiction

The Virginia Department of Behavioral Health and Developmental Services Curb the Crisis organization reports that in 2022 State police opioid arrests were up 22.7% in Augusta County versus the prior 12 months, however fatal drug overdoses and opioid use incident cases were both down (1.9% and 17.2%, respectively). Age 35-44 was the age group most likely to die due to an opioid overdose.

In 2016, Virginia declared the opioid crisis in the state to be a public health emergency. In response, the State issued a standing bill that allowed anyone to obtain naloxone. Residents can access the drug by requesting it from a pharmacy, asking for a prescription from a doctor, or requesting it from their local health department and some Community Service Boards.

Valley Community Services Board provides crisis services, prevention services, and substance use services ranging from case management to intensive outpatient programs for residents of the region. These services are needed to continue assisting those with substance use disorders in Staunton and the surrounding region.

Individuals who have special needs are typically extremely low income and face tremendous challenges finding housing that they can afford. Individuals with special needs also require supportive services in addition to housing that they can afford. Public and private sources have limited funds available for these purposes, making it difficult for non-profit organizations to develop and operate housing and supportive service programs.

What are the housing and supportive service needs of these populations and how are these needs determined?

Summarizing the above estimates and input received during stakeholder interviews held in preparing the Five-Year Consolidated Plan, the most significant needs for these populations are:

- Affordable and accessible housing
- Support for meeting the cost of utilities
- Temporary supportive housing for those at immediate risk of homelessness

- Housing rehabilitation funds
- Substance abuse mitigation programs
- Public transportation

These needs were determined through stakeholder interviews and analysis of Census and other available data.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

In 2021, Staunton reported 61 living with HIV, or 384 per 100k population (AidsVu.org). Of these cases, 22 were Black, and 32 were White. The other cases were not reported to protect the privacy of the small number of people who were identified. 33 people were aged 55 or older, 7 people aged 45-54, and 13 people aged 35-44. As this population ages, they may have unique health care needs in addition to those that other seniors have.

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

N/A

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Through CDBG funds, Staunton can fund the construction, rehabilitation, or installation of public facilities. Eligible public facilities include neighborhood facilities (such as educational centers, parks, recreation centers, and libraries) and facilities for special needs populations (such as homeless shelters, elderly facilities, or centers for disabled persons).

Public facility needs include:

- Increased temporary supportive housing for those at immediate risk of homelessness.
- Public transportation for those who need reliable transportation for work at one of the industrial sites in town. This was cited as one of the greatest barriers for economic and business development in the area.
- ADA accessibility improvements for the City's park bathrooms

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan.

Describe the jurisdiction's need for Public Improvements:

Through CDBG funds, the City can also fund the construction, rehabilitation, or installation of public improvements. Public improvements include, but are not limited to, street and sidewalk improvements, water and sewer installation, and maintenance and ADA compliance construction and rehabilitation.

Public Improvements needs include:

- Traffic calming measures in areas where people regularly drive above the speed limit and where there is also a high concentration of pedestrians. Stakeholders cited the road between the hospital and Staunton crossing, and a resident mentioned the area near the library.

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Describe the jurisdiction's need for Public Services:

Through CDBG funds, Staunton can fund an array of public services. Eligible public services include, but are not limited to, homeless services, education and workforce development programs, homebuyer counseling, elderly care and programs, and childcare and health services.

Public Services needs include:

- Utility assistance funding for those who are cost burdened.
- Education and workforce development, including credential training for obtaining CDL's/other certificate programs.
- Affordable childcare. Households may have one parent who works night shifts because daytime childcare would not be affordable if both parents worked during the day.
- Transportation and meal services for seniors through Valley Program for Aging Services
- Street outreach for mentally ill residents without housing.
- Legal services for those considered low-income in civil matters, including landlord/tenant disputes, family disputes, access to healthcare, qualifying for and receiving public assistance, etc.
- Advocacy for youth in crisis through Blue Ridge CASA

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

This market analysis identifies the need to preserve existing affordable housing opportunities while advancing efforts to create a diverse supply of additional affordable units. Ideally, Staunton will have a mix of housing types to accommodate households of all types and income levels. The City's housing strategies will be especially guided by the increasing mismatch between incomes and housing costs and the specific accommodations necessary to ensure that special needs populations have adequate affordable housing options with appropriate supportive services where needed.

General conclusions about the market, as described in the following pages, include:

- The majority of the population in Staunton are homeowners, with renters occupying most of the multi-family structures in the city.
- Renters tend to be lower income than homeowners.
- The annual income required to make this rent affordable (no more than 30% of monthly income) is \$45,960.
- In order to afford a 2-bedroom apartment at the FMR with a minimum wage income, a household would require 3.3 full-time workers.
- Barriers to affordable housing include access to transit, accessibility for people with disabilities, high initial costs (application fees, first & last month's rent up front, security deposit), land use and zoning practices, and lack of multi-family housing.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The housing stock in Staunton is mostly single-family (70%) and owner-occupied (59%). The majority of multi-family units are located in medium-sized structures (2 to 19 units). Given the number of households that are cost burdened, as described in the Needs Assessment, and the length of the Housing Authority's waiting lists, it is clear that the number of affordable units in the City is insufficient to meet the level of demand. With 11.4% of the City's population living in poverty, the need for more affordable housing, both owner- and renter-occupied, is strong throughout the community.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	8,260	70%
1-unit, attached structure	470	4%
2-4 units	885	7%
5-19 units	1,400	12%
20 or more units	755	6%
Mobile Home, boat, RV, van, etc	80	1%
Total	11,850	100 %

Table 27 – Residential Properties by Unit Number

Data Source: 2013-2017 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	0	0%	160	4%
1 bedroom	85	1%	930	21%
2 bedrooms	1,180	19%	1,770	41%
3 or more bedrooms	5,010	80%	1,500	34%
Total	6,275	100 %	4,360	100 %

Table 28 – Unit Size by Tenure

Data Source: 2013-2017 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The City is committed to allocating funds that serve the needs of the lowest-income and most disadvantaged residents. Households with incomes less than 80% of the area median income, particularly those with extremely low incomes (less than 30% of area median income), are priorities for the 150 units.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

Looking longer term, there are 150 units at-risk for conversion in the next 15 years. In the absence of intervention to preserve the affordability of these units, conversion would occur as the rental assistance or affordability periods expire and these units would be lost from the affordable housing inventory. The following is a table of units expected to be lost from the inventory based on HUD's database.

Property Name	Subsidy End Date	Total Subsidized Units
Elizabeth Miller Gardens	October 31, 2035	88
Farrier Court	October 31, 2035	62

Does the availability of housing units meet the needs of the population?

The current availability of housing units does not meet the needs of the population. The Staunton Redevelopment & Housing Authority's (SR&HA) waiting list is always open and has 1,337 families for its Section 8 Housing Choice Voucher program and 325 for public housing as of May 2024. This aligns with the nationwide trend of communities experiencing a significant shortage of affordable and available rental units for extremely low-, low-, and moderate-income households. There is also a concern for providing housing for lower income renters as federal housing subsidies expire.

Describe the need for specific types of housing:

There is a need for safe, sanitary, accessible, and affordable housing throughout the City. Specifically, there is a strong need for housing affordable to households earning less than 50% of the median income, and practical options are needed to ensure the availability of accessible units for the elderly and people with physical disabilities.

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

The HUD-provided table below indicates the number of affordable units available to households with various income levels. The 375 rental units identified as affordable to households below 30% of the HUD-adjusted Median Family Income (HAMFI) represent only 7.6% of the rental housing inventory in the City of Staunton. Given that CHAS data indicates there are 1,330 households with incomes below 30% of HAMFI, there are more than three households that need affordable housing at this income level for each affordable unit available, representing a clear and demanding need for additional affordable housing units.

In the City of Staunton, the FMR for a two-bedroom apartment in 2024 is \$1,149. The annual income required to make this rent affordable (no more than 30% of monthly income) is \$45,960. In order to keep a two-bedroom apartment at the FMR affordable, a household would have to earn at least \$3,830 per month, or \$23.94 per hour. At the Virginia minimum wage of \$12 per hour working 40 hours a week this would require 2 workers. The monthly rent affordable at minimum wage for a 40-hour work week in the City is \$576, about 50% of the actual two-bedroom Fair Market Rent.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2017	% Change
Median Home Value	165,400	171,600	4%
Median Contract Rent	655	721	10%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2013-2017 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	940	21.5%
\$500-999	2,540	58.2%
\$1,000-1,499	505	11.6%
\$1,500-1,999	150	3.4%
\$2,000 or more	225	5.2%
Total	4,360	99.9 %

Table 30 - Rent Paid

Data Source: 2013-2017 ACS

Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	375	No Data

Number of Units affordable to Households earning	Renter	Owner
50% HAMFI	1,415	475
80% HAMFI	3,130	1,765
100% HAMFI	No Data	2,455
Total	4,920	4,695

Table 31 – Housing Affordability

Data Source: 2013-2017 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	\$981	\$987	\$1,149	\$1,616	\$1,922
High HOME Rent	\$824	\$829	\$989	\$1,380	\$1,533
Low HOME Rent	\$738	\$791	\$948	\$1,096	\$1,222

Table 32 – Monthly Rent

Data Source: 2024 HUD FMR and 2023 HOME Rents

Is there sufficient housing for households at all income levels?

No. The table above shows that there is insufficient housing for extremely low- and low-income households in the City. According to CHAS data analyzed in the Needs Assessment, there are 2,810 households earning between 0% and 50% of the median family income. However, there are only 1,750 housing units affordable to these households, accommodating 63% of these households. However, this presents an improvement over the start of the 2019-2023 five-year consolidated plan cycle, at which time under half (46%) of these households could be accommodated.

How is affordability of housing likely to change considering changes to home values and/or rents?

According to the table above, between 2013 and 2017 the median home value and median contract rent in Staunton increased by 4% and 10%, respectively, after adjusting for inflation. Over the same time period, the median household income has also increased in terms of real dollars by approximately 12.6%. Median wages are beginning to keep pace with the increase in housing costs; however, a significant portion of the population continues to be burdened by high housing costs. This data also does not account for the effect that the COVID-19 crisis had on wages, especially for those in service sector and other low-wage jobs.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The City's Fair Market Rent (\$1,149) is \$160 more than the High HOME rent for a two-bedroom apartment. This means that the HOME rents are set below what's available in the market; anecdotally, the stakeholder interviews concur, with the sentiment being that market rents are significantly higher, causing an affordable housing challenge to ensure sufficient units for the low- moderate-income population.

This also does not mean that the supply of median priced homes is sufficient to satisfy everyone receiving a subsidy. In fact, stakeholders described a situation in which residents have a difficult time securing affordable housing for a number of reasons, including rents that are higher than fair market standards, criminal backgrounds, poor credit, lack of transportation, poor quality of housing, etc.

As detailed above, housing costs in the City are increasing at a pace slightly under incomes, however as housing construction and rehabilitation costs rise, it will be increasingly difficult to produce much-needed affordable housing.

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The following data provides an overview on the condition of housing in Staunton, particularly as it relates to housing that is or is in the process of becoming unsafe or obsolete. The data below indicate significant inventory of older housing stock (built before 1979). Feedback garnered through the stakeholder interview process indicates that there is a significant number of housing units, both owner- and renter-occupied, that require substantial improvements to be code-compliant, especially those owned by the elderly who cannot afford upkeep. Although both owner and rental units may require rehabilitation from normal wear and tear, the need is slightly greater for renter-occupied units. This does not reflect on the affordability or availability of housing, however, especially given the City's rapid population growth.

Definitions

Standard Condition: No major structural defects; adequate plumbing and kitchen facilities; appearance which does not create a blighting influence; and the house meets additional, more stringent, local standards and building codes, including lead-based paint clearance.

Substandard Condition but Suitable for Rehabilitation: The nature of the substandard condition makes rehabilitation both financially and structurally feasible.

Housing Conditions: Condition of units is assessed using the same criteria as in the Needs Assessment. This includes: 1) lacks complete plumbing facilities, 2) lacks complete kitchen facilities, 3) more than one person per room, 4) cost burden (amount of income allocated to housing) is greater than 30%, and 5) complies with applicable building code standards.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,215	19%	1,710	39%
With two selected Conditions	0	0%	90	2%
With three selected Conditions	0	0%	45	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	5,055	81%	2,525	58%
Total	6,270	100 %	4,370	100 %

Table 33 - Condition of Units

Data Source: 2013-2017 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	820	13%	800	18%
1980-1999	745	12%	950	22%
1950-1979	3,210	51%	1,670	38%
Before 1950	1,495	24%	945	22%
Total	6,270	100 %	4,365	100 %

Table 34 – Year Unit Built

Data Source: 2013-2017 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	4,705	75%	2,615	60%
Housing Units build before 1980 with children present	395	6%	190	4%

Table 35 – Risk of Lead-Based Paint

Data Source: 2013-2017 ACS (Total Units) 2013-2017 CHAS (Units with Children present)

Vacant Units

HUD did not provide data for this table and Staunton does not have data available to complete it.

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

Table 36 - Vacant Units

Need for Owner and Rental Rehabilitation

Older housing typically requires more continual maintenance. In the absence of routine maintenance, older housing can quickly become substandard. A common age threshold used to signal a potential deficiency is around 50 years or more. The age of the housing stock in Staunton is slightly older than the U.S. overall. Over 16% of the nation's overall housing stock was built before 1950; for Staunton, 24% of owner-occupied units were built before 1950, and 22% of rental units were built in the same timeframe. A need heard through the stakeholder interview process was rehabilitation of existing housing stock, for both homeowners and renters, particularly for elderly homeowners.

Renter-occupied units have a much higher prevalence (39%) of having at least one selected condition than owner-occupied units (19%). This may indicate that more renter-occupied units than owner-occupied units require rehabilitation, although “selected condition” includes cost burden and overcrowding, which are not reflections of the physical state of the unit. It is uncommon for both owner- and renter-occupied units to have more than one selected condition.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Lead-based paint was banned from residential uses in 1978. All houses constructed before 1978 are therefore considered at risk for containing lead-based paint. HUD has made the elimination of housing units containing lead-based paint a priority. The poisoning of children from contact with lead-based paint has been recognized as a major public health problem by the Center for Disease Control (CDC). According to the CDC, lead is the number one environmental health hazard to American children. It is estimated that 10%-15% of all preschoolers in the United States are affected. Lead poisoning causes IQ reductions, reading and learning disabilities, decreased attention span, hyperactivity, and aggressive behavior.

Lead-based paint hazards pose the greatest risk for children, especially those under seven years of age. Table 39 above provides data on owner-occupied and renter-occupied units built before 1980 with children present. As the table indicates, children in the County’s renter-occupied units are about as likely to be impacted by lead-based paint hazards than children in owner-occupied units.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			150	248	8	235	10	0	0
# of accessible units			50						
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37 – Total Number of Units by Program Type

Data Source: SHRA

Describe the supply of public housing developments:

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five-bedroom townhouses. Rent is based on income and utilities are included.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Some of the units owned and managed by SR&HA will need to be renovated in the near future. HVAC units are 12-13 years old, and sidewalks and roofs need to be replaced or repaired.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

According to HUD's REAC database, there are no public housing properties in Staunton with an inspection score below 70%. Likely contributing to this rating are the repairs to roofs/sidewalks and HVAC that are needed for RAD units.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The SR&HA will continue to pursue capital funds to improve the physical condition of the units it owns and manages.

Discussion:

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. This CoC promotes a Housing First approach, which means that priority is placed on getting someone into permanent housing as quickly as possible, and then wraparound supportive services, such as substance abuse treatment, employment, supportive living, etc are provided to encourage stability in housing. The data below represents the entirety of the CoC, as separated data for Staunton was not available.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	46	0	15	13	
Households with Only Adults	96	50	0	81	
Chronically Homeless Households				17	
Veterans				3	
Unaccompanied Youth				6	

Table 39 - Facilities and Housing Targeted to Homeless Households

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relief Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.
- New Directions Center - a non-profit organization dedicated to providing support and advocacy to those affected by domestic violence, sexual assault, and human trafficking.
- Valley Program for Aging Services – an organization helping to empower residents 60 years and older with the resources and opportunities they need to lead engaged lives.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food

- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.
- Valley Mission's shelter capacity is about 135 for single men, single women and families, but they cannot shelter everyone, such as sex offenders and violent criminals. There is a need for lower barrier shelter that can assist these populations.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Various supportive housing needs of the non-homeless have been identified by service providers who were interviewed during the Consolidated Plan process. Identified housing needs include home repair and maintenance for the elderly; accessibility improvements to enable people with disabilities to remain in their homes; housing for the mentally disabled; housing for transitional-aged youth in need; and affordable housing for all sub-populations.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Supportive housing is defined as living units that provide a planned services component with access to a wide range of services needed for the resident to achieve personal goals and stability in housing. Various populations with special needs require supportive housing. The specific needs of local special needs subpopulations are described in NA-45, Non-Homeless Special Needs Assessment.

In general, stakeholders interviewed expressed an overall shortage of various types of permanent supportive housing, including accessible units, units for families (stakeholders noted an increase in single father headed households with housing needs in particular), and housing for aging populations.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Virginia has in place policies to ensure that individuals discharged from state mental health facilities and state intermediate care facilities are not discharged into homelessness. Policies are developed by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). Policies (entitled "Discharge Protocols for Community Services Boards and State Mental Health Facilities" and "Admission and Discharge Protocols for Persons with Intellectual Disabilities") are available at the agency's website. Local implementation of these policies is the responsibility of Valley Community Services Board (CSB). According to stakeholders, these policies ensure that permanent supportive housing is prioritized for those discharged from mental health facilities. When there are no PSH spots available at time of discharge, coordination by Valley Mission and other shelters ensures that the individual has a shelter bed until such PSH unit becomes available. CSB case managers and discharge liaisons work closely with Western State Hospital and Central Virginia Training Center to ensure that individuals who are clinically ready for discharge are provided opportunities for safe, affordable housing that meets their unique needs. Individuals are not discharged without such planning.

Despite these policies, there is a shortage of available space and capacity for many people exiting state hospitals or corrections facilities in the region. Staunton will continue to aid special-needs populations

by supporting public, private, and non-profit housing and service providers who serve special needs clients.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public services
 - Blue Ridge Legal Services
 - VPAS - Meals on Wheels
 - VPAS-Transportation Services
 - Blue Ridge CASA-Advocate Training
- Goal: Improve access to and quality of housing
 - City-Wide-Homeowner occupied housing rehabilitation
- Goal: Slum and Blight Removal
 - Slum and Blight Removal

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public services
 - Blue Ridge Legal Services
 - VPAS - Meals on Wheels
 - VPAS-Transportation Services
 - Blue Ridge CASA-Advocate Training
- Goal: Improve access to and quality of housing
 - City-Wide-Homeowner occupied housing rehabilitation
- Goal: Slum and Blight Removal
 - Slum and Blight Removal

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The following information is from the most recent Analysis of Impediments conducted by the City of Staunton in 2020:

This section describes the impediments to fair housing choice that emerged from the data analysis, public engagement initiatives, and policy review discussed throughout the AI. They are the results of primary and secondary research that define the underlying conditions, trends, and context for fair housing planning in the City of Staunton. The impediments were assigned three priority levels based on the amount and strength of the supporting evidence that initially identified the factor:

- High – factors that limit or deny fair housing choice or access to opportunity, as well as other factors that are urgent or establish a foundation for future actions
- Medium – moderately urgent or building on prior actions
- Low – limited impact on fair housing issue

Factor	Priority	Responsible Parties	Discussion
Access to community assets and opportunities	High	City	Community assets such as public transit and jobs can improve access to opportunities, especially for lower income households and persons with disabilities. While the City has adequate coverage regarding public transit in R/ECAPs, these areas have poor access to the City's employment centers and higher performing schools. Expanding the public transit system to higher opportunity areas could increase opportunities for low- and moderate-income residents.
Location and type of affordable housing	High	City, SRHA, Private Sector	Providing more housing choices in more areas across the City could increase the accessibility and affordability of housing in Staunton. The majority of Staunton's housing stock is single-family housing (67.1%). Conversely, multi-family units comprised 32.8% of the total housing stock in Staunton. Multi-family housing can be a more affordable housing option that provides members of the protected classes access to other parts of the City that are otherwise unaffordable. Minority households are more likely to have four or more members in the household, requiring larger units. In order to house larger families, a sufficient supply of larger dwelling units consisting of three or more bedrooms is necessary.

			There has been a decrease in the number of 4-and 5-bedroom units in Staunton since 2010. Homeownership is also lower among non-white residents in Staunton.
Land use and zoning	Medium	City	The City of Staunton's zoning ordinance is at moderate risk relative to discriminatory provisions for housing members of the protected class. One concern with Staunton's zoning ordinance is the lack of a Reasonable Accommodations provision. Reasonable accommodation is a change in rules, policies and practices that enables persons with disabilities an equal opportunity to use and enjoy a dwelling.
Creation of Policy and Procedures related to Fair Housing	High	City	The City of Staunton is a new CDBG entitlement community and should develop several policies and procedures to support initiatives to affirmatively further fair housing.
Fair Housing Education and Outreach	High	City	There are many strategies that local governments can employ to increase fair housing choice for residents in their jurisdictions. Several best practices can help to ensure that residents are educated about their fair housing rights and that municipal officials and staff are aware of their fair housing responsibilities. Municipalities should make consumer information regarding fair housing rights available to their constituents.

Stakeholders also reported barriers include poor credit and criminal histories, utility arrearages, inability to afford application fees, security deposits, etc. There are limited resources to assist with these one time fees, especially for households that have not come through the homeless system. Assistance that is available is typically not sufficient to cover the need in full.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	58	8	1	0	-1
Arts, Entertainment, Accommodations	1,395	1,721	15	18	3
Construction	502	258	5	3	-3
Education and Health Care Services	1,822	2,303	19	24	5
Finance, Insurance, and Real Estate	411	519	4	5	1
Information	156	82	2	1	-1
Manufacturing	1,181	440	13	5	-8
Other Services	439	634	5	7	2
Professional, Scientific, Management Services	682	743	7	8	1
Public Administration	0	0	0	0	0
Retail Trade	1,411	1,740	15	18	3
Transportation and Warehousing	509	369	5	4	-2
Wholesale Trade	349	301	4	3	-1
Total	8,915	9,118	--	--	--

Table 40 - Business Activity

Data Source: 2013-2017 ACS (Workers), 2017 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	12,445
Civilian Employed Population 16 years and over	11,990
Unemployment Rate	3.71
Unemployment Rate for Ages 16-24	6.70
Unemployment Rate for Ages 25-65	2.87

Table 41 - Labor Force

Data Source: 2013-2017 ACS

Occupations by Sector	Number of People
Management, business and financial	2,315
Farming, fisheries and forestry occupations	330
Service	1,595
Sales and office	2,665
Construction, extraction, maintenance and repair	735
Production, transportation and material moving	755

Table 42 – Occupations by Sector

Data Source: 2013-2017 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	8,006	71%
30-59 Minutes	2,815	25%
60 or More Minutes	480	4%
Total	11,301	100 %

Table 43 - Travel Time

Data Source: 2013-2017 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	525	20	365

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	2,600	115	880
Some college or Associate's degree	3,090	135	845
Bachelor's degree or higher	3,415	85	395

Table 44 - Educational Attainment by Employment Status

Data Source: 2013-2017 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	50	55	40	180	255
9th to 12th grade, no diploma	130	145	150	340	660
High school graduate, GED, or alternative	785	960	680	1,950	1,615
Some college, no degree	850	825	870	1,330	855
Associate's degree	160	235	330	485	230
Bachelor's degree	280	800	495	940	760
Graduate or professional degree	25	240	480	930	850

Table 45 - Educational Attainment by Age

Data Source: 2013-2017 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	29,442
High school graduate (includes equivalency)	30,578
Some college or Associate's degree	35,057
Bachelor's degree	44,375
Graduate or professional degree	54,167

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2013-2017 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest employment sectors in Staunton in terms of worker share are Education and Health Care Services (19%); Retail Trade (15%); Arts, Entertainment, and Accommodation (15%); and Manufacturing (13%).

Describe the workforce and infrastructure needs of the business community:

Industrial employers are attracted to the area for the abundance of industrial sites, however there is a barrier to employing workers from the City. Employers have cited the lack of available transportation for workers as an obstacle to locating in Staunton and the surrounding region. Employers are also generally unwilling to fund any sort of supplemental transportation program in addition to the BRITE buses. The lack of workforce housing also contributes to employers choosing to locate outside the City.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

According to the City's Comprehensive Plan, opportunities for infrastructure and site development exist at Green Hills Industry and Technology Center and at Staunton Crossing, with commercial and retail, office space, residential, and light industrial uses. The City also continues to undergo Downtown revitalization projects, including streetscape revitalization plans, landscaping and banners, the Staunton Augusta Farmer's Market and the trolley system.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

A skillful and well-educated workforce is essential to attracting and retaining employers and growing the City's economy. According to ACS data, the City's unemployment rate in 2022 was 5.1%. This is significantly higher than the unemployment rate in 2017, which was 3.9%.

Residents with a Bachelor's degree or higher were less likely to be unemployed or not in the labor force than residents with less educational attainment. However, stakeholders noted that it is hard for the City to retain college graduates in favor of places like Charlottesville or Northern Virginia due to the lack of "white collar" or professional class jobs in the region. Residents without a high school diploma or those with only a high school diploma or equivalent were more likely to be out of the labor force altogether.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

The following comes from Staunton's Comprehensive Plan:

Valley Career and Technical Center (VCTC) provides programming for high school students to obtain technical skills in preparation for entry level jobs or post-secondary education. VCTC also provides career and technical training for adults interested in apprenticeship programs, skills training or obtaining a GED. It provides day and evening classes for training in agriculture, business, health occupations, trade and industrial areas. It also serves as a regional instruction center for the Virginia Apprenticeship Training Program.

Blue Ridge Community College offers programs for associate degrees, diplomas, and certificates. Workforce training and special interest classes are also available for individuals, businesses, and industries.

Within the region are other institutions of higher education, including Bridgewater College, Eastern Mennonite University, James Madison University, Southern Virginia University, Virginia Military Institute, and Washington and Lee University. These institutions provide additional education and workforce training opportunities for area residents, businesses and industries.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes. Staunton is part of the Central Shenandoah Planning District Commission (CSPDC), which prepares a CEDS for a region of five counties, five cities, and eleven towns.

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Staunton is part of the Central Shenandoah Planning District Commission (CSPDC), which prepares a CEDS for a region of five counties, five cities, and eleven towns. There are a number of strategic initiatives described in detail in the 2023 CEDS that are directly supported by the goals contained in this Consolidated Plan, including but not limited to:

- Creating and expanding workforce training programs that provide opportunities for workers and students to gain skills necessary for living wage jobs.
- Improving and expanding wrap-around services to allow for increased worker participation, including increasing the number of childcare facilities and expanding regional transit programs, such as BRITE.
- Pursuing expansion of broadband services in underserved areas of the region.
- Improving availability, quality, and diversity of the housing stock.
- Ensuring housing is affordable relative to wages to ensure workers are not priced out of the region.

Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. Sixty to seventy percent of households earning below 30% of the AMI and living in the north, east and southeastern parts of the City experience one of the severe housing conditions (cost burden, severe cost burden, overcrowding, substandard housing). African American, Asian and Hispanic households experience these conditions at disproportionate rate.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.2% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.2% Black.

In Staunton no census tracts meet this definition. Census Tract 2 has the closest concentration with 19.6% of its residents identified as Black.

What are the characteristics of the market in these areas/neighborhoods?

Census Tract 2 contains two block groups that are LMI. In these block groups, there is a high concentration of households that are cost burdened where more than 30% of residents are paying more than 50% of their income toward rent.

Are there any community assets in these areas/neighborhoods?

There are major commercial and manufacturing companies in the area, including Fenco, Inc., (a kitchen countertop company), Braden and Van Fossen, Inc. (an ironworks), Kitch'n Cook'd Potato Chip Co., and Universal Impact Inc. (an aluminum products manufacturer).

Are there other strategic opportunities in any of these areas?

Census tracts 2 and 3 in Staunton are federally designated Opportunity Zones. These neighborhoods are designated areas where long-term private investment from entrepreneurs is encouraged through tax cuts. The neighborhoods are also home to Montgomery Hill Park and Gypsy Hill Park, as well as parts of the Downtown business district.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

According to the FCC National Broadband Map, Staunton is 100% served by fixed broadband connections. However, stakeholders expressed the need for a study to be conducted on broadband access and affordability, particularly for those with low-moderate income. According to a Regional Digital Opportunity Plan created in 2022, of those in the region who cannot access the internet, 40% do not because it is too expensive.

Many households also lack the devices, training, or support needed for full participation in digital opportunities. This includes lack of knowledge for how to use the device, as well as concerns about how to keep their personal information safe and risks related to child safety online.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

According to the Regional Digital Opportunity Plan many areas of the region face few choices in service providers, resulting in unaffordable, low quality service options. This issue is especially prevalent for rural areas or smaller population centers, rural households, low income, and aging households.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Climate change is expected to have a major impact on the nation, including in the Central Shenandoah region. The region is expected to experience more frequent and severe weather events, including storms and other natural disasters, resulting in disruptions to economic activity and increased health and safety consequences for all residents. According to a Climate Adaptation paper submitted to the Central Shenandoah Planning District Commission by James Madison University and included in the Central Shenandoah Hazard Mitigation Plan update of 2020, data compiled by the National Oceanic and Atmospheric Administration (NOAA) have shown that local, regional, and national trends in temperature, extreme climate variations, as well as natural disaster frequency have increased over the past century.

Of particular risk currently is flooding and high participation rates, which will only increase as climate change progresses.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

According to the same Climate Change paper referenced above, citizens of certain localities will be affected by disasters differently than others due to geography and ability to respond. Low-income communities typically take more time to recover from environmental catastrophes than prosperous areas. Rural areas are often geographically isolated and suffer a greater impact than more populated areas.

United Way of Northern Shenandoah Valley has created the ALICE system (Asset Limited, Income Constrained, Employed) which identifies those just above the poverty line, but are not considered financially stable. Lower income groups tend to be pushed toward floodplains because of higher property costs in areas that are not prone to flooding. 34% of the 10,383 households in Staunton are above the poverty threshold, but below the threshold for ALICE. This system is able to identify households other than those already identified by poverty status as being particularly vulnerable to disaster caused by climate change.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The City of Staunton anticipates receiving \$1,641,340 in CDBG funding over the next five years. The purpose of the Strategic Plan is to guide the use of these funds over the next five years. The plan is guided by three overarching goals that are applied according to the City's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock in both the rental and homeowner markets, increasing the availability of affordable housing by reducing barriers, and increasing the number of accessible units.
- To improve the quality of life and living conditions for low- and moderate-income persons through improvements in public facilities and infrastructure and the removal of slum/blighting influences.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate- income persons to achieve self-sufficiency.
- To provide public services through a variety of City partners, especially to low-moderate income residents and those who are seniors or disabled.

The City developed this plan using citizen participation and stakeholder input generated by several stakeholder consultations and public meetings.

Based on these items the City established the following list of priorities:

- Increase Access to Affordable Housing
- Decrease Homelessness Through Housing and Services
- Improve Public Facilities and Infrastructure
- Provide Public Services
- Affirmatively Further Fair Housing Choice
- Enhance Economic Development

SP-10 Geographic Priorities – 91.215 (a)(1)

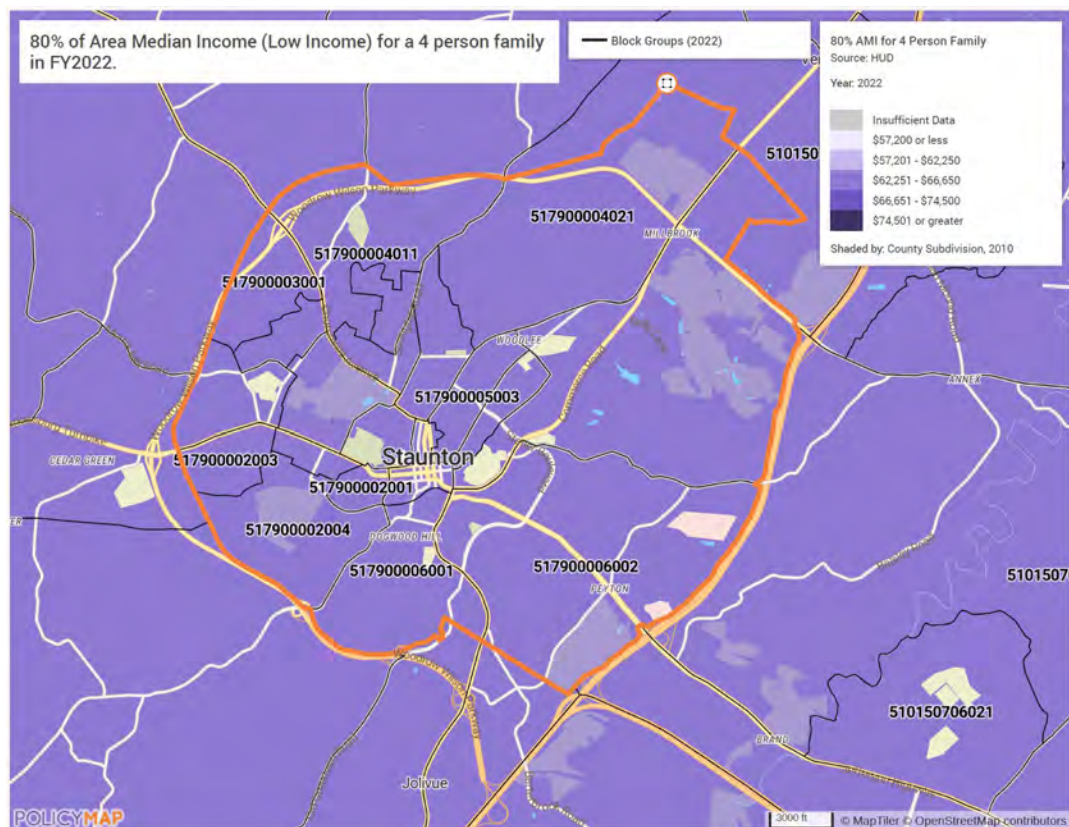
Geographic Area

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The City has not chosen to geographically target CDBG funds to a specific neighborhood or area. Federal funds are intended to provide low- and moderate-income (LMI) households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Staunton's programs focus on growth and development in areas where at least 51% of the population are LMI persons. According to the most recent American Community Survey data, there are four block groups where 51% or more of the population earns below 80% of Area Median Income.

Low-Moderate Income Areas, City of Staunton



SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 47 – Priority Needs Summary

1	Priority Need Name	Increase Access to Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	Improve Access to and Quality of Housing
	Description	New construction and preservation of quality affordable housing
	Basis for Relative Priority	The City places a high priority on the development and maintenance of affordable housing in the community. This need was identified during the development of the housing market analysis, identified as a high priority in the resident and stakeholder surveys, and in discussions with area affordable housing stakeholders.
2	Priority Need Name	Housing and Services to Decrease Homelessness
	Priority Level	High

	Population	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	Provide Public Services
	Description	Provide support for facilities and services that are targeted at those experiencing homelessness and/or at risk of homelessness
	Basis for Relative Priority	Homeless shelters, transitional living centers and permanent supportive housing have been given a high priority based on the needs identified by the Valley Mission, Valley Supportive Housing and Valley Community Services Board, the data in the Point in Time count and the Housing Inventory, and the results of the resident and stakeholder surveys and interviews.
3	Priority Need Name	Improve Public Facilities and Infrastructure
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	Improve Public Facilities and Infrastructure
	Description	Improvements to public facilities and infrastructure and facilities that deliver public services. Infrastructure improvements include: flood drains, water/sewer, streets, sidewalks, lighting, neighborhood facilities, and parks and recreational facilities. Examples of public facilities include parks, facilities that serve seniors and youth/children, abused and neglected children, persons with disabilities and other vulnerable populations.
	Basis for Relative Priority	There is a need to make improvements, particularly in low- and moderate-income areas. Outdated and deteriorating infrastructure needs to be repaired or replaced, and existing public facilities are in need of upgrading and expansion.
4	Priority Need Name	Provide Public Services
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Families with Children Persons with Physical Disabilities Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	Provide Public Services

	Description	Delivery of public services for seniors, persons with disabilities, youth, victims of domestic violence, abused and neglected children as well as childcare services, health and mental health services, transportation, non-homeless special needs and employment training.
	Basis for Relative Priority	A variety of public services are needed including services for seniors, youth and children, those needing mental health services, health services, services for persons with disabilities, services for victims of domestic violence and non-homeless special needs. Public transportation is a significant need to enable individuals to access services.
5	Priority Need Name	Slum and Blight Removal
	Priority Level	Medium
	Population	Low Moderate
	Geographic Areas Affected	City-wide
	Associated Goals	Slum and Blight Removal
	Description	Removal of structures that are in violation of City building ordinances and pose a potential threat to health and safety of Staunton residents.
	Basis for Relative Priority	Although there are various blighted properties in the City that should be demolished, this will be done on a case-by-case basis rather than through a coordinated blight removal effort.
6	Priority Need Name	Economic Development
	Priority Level	Low
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Citywide
	Associated Goals	Economic Development
	Description	Economic development activities for job creation and business development.

	Basis for Relative Priority	Economic development through direct technical and business assistance are the catalyst for the retention and creation of new jobs. Specific job readiness and training is a high priority to move people from being working poor into self-sufficiency. Resident and stakeholder surveys rated workforce development and vocational training programs as a high priority.
7	Priority Need Name	Planning and Administration
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	Citywide
	Associated Goals	Planning and administration
	Description	Administrative and planning costs to operate the CDBG program successfully.
	Basis for Relative Priority	Effective and efficient implementation of CDBG funding requires adequate resources for program planning and administration.

Narrative (Optional)

The City is aware that it has the responsibility to affirmatively further fair housing in its jurisdiction. Any activities related to this goal that are not explicitly housing-related will be encompassed under the "Providing Public Services" priority need.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	As shown in the Needs Assessment and Market Assessment, there is a need for rental housing assistance throughout the City. The Staunton housing market does not provide a sufficient amount of affordable housing to meet the needs of all the households that require it.
TBRA for Non-Homeless Special Needs	When faced with other daily costs – essential services such as health care and medical costs, transportation, and even basic nutrition - many persons with special needs in the City depend on rental assistance to afford decent, accessible housing.
New Unit Production	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities.
Rehabilitation	Owner-occupied rehabilitation assistance is an effective way to preserve the City's affordable housing inventory, and also encourages aging in place. Renter-occupied rehabilitation assistance can be effective in ensuring low-income households have an affordable, decent, safe and sanitary place to live.
Acquisition, including preservation	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities. Acquisition of existing units for this purpose can be more cost effective than building new, dependent upon the condition of the existing stock.

Table 48 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$328,268	0	0	\$328,268	\$1,313,072	The estimated expected amount available for the remainder of the Con Plan is four times the 2024 annual allocation.

Table 49 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Staunton	Government	Affordable housing Public Housing Homelessness Non-Homeless Community Development Needs Planning	City-wide
Community Action Partnership of Staunton, Augusta, and Waynesboro	Departments and Agencies	Homelessness Non-homeless special needs Planning public services	Region
Virginia Balance of State CoC	Continuum of care	Homelessness Non-homeless special needs public services	Region
Central Shenandoah PDC	Regional Organization	Economic Development Ownership Planning Rental public facilities	Region

Table 50 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City manages its CDBG allocation within the City Manager’s Office, which, as the lead entity/agency, will be responsible for the implementation of the Consolidated Plan. The City Manager’s Office coordinates with many other City departments and agencies in assessing need and implementing projects, including the Department of Planning and Community Development, Department of Economic Development, Department of Parks and Recreation, Department of Public Transportation, Department of Public Utilities, Public Works Department, Staunton Redevelopment and Housing Authority, and others.

In addition to the state and local government agencies, an important part of the institutional structure for affordable housing and community development in Staunton is represented by a core group of concerned residents, non-profit organizations, service providers, government agencies, and other parties who are deeply committed to improving the quality of life for LMI persons in the City. The City currently works with many community-based organizations, including:

- Blue Ridge CASA
- Blue Ridge Legal Services
- Community Action Partnership of Staunton-Augusta-Waynesboro
- Community Housing Partners
- Greater Augusta Wellness Partnership
- Habitat for Humanity of Staunton-Augusta-Waynesboro
- New Directions Center
- Renewing Homes of Greater Augusta
- Shenandoah Valley Workforce Investment Board
- Staunton Redevelopment and Housing Authority
- The Community Foundation
- United Way of Greater Augusta
- Valley Community Services Board
- Virginia Department of Health
- Valley Mission
- Valley Program for Aging Services
- Valley Supportive Housing

Strengths

One key strength is that the City is committed to continuing its participation and coordination with federal, state, county, and local agencies, as well as with the private and non-profit sectors, to serve the needs of low- and moderate-income individuals and families. The City Manager's Office continues to strengthen its working relationships with the agencies listed above. In particular, the City's strong working relationship with SR&HA continues to benefit both organizations and serve the needs of the City's LMI households well.

Gaps

The primary gaps in the City's housing and community development delivery system are due to inadequate financial resources.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics		X	
Other Street Outreach Services		X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X		
Other			
Other	X		

Table 51 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. The CoC operates a Coordinated Entry System as a central point of entry for households in the area experiencing homelessness or at-risk of homelessness. The following is a summary of the traditional services and facilities that meet the needs of homeless persons in the Staunton Area:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues

- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.
- New Directions Center – Assists survivors of domestic violence, including those who may be rendered homeless by fleeing an environment of domestic violence

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Strengths

The Virginia Balance of State Continuum of Care is an active network of homeless and special needs service providers in the region. The City is very supportive of and maintains strong working relationships with the CoC. The CoC does not have a 10-year plan to end homelessness, but it does establish priorities in its by-laws to eliminate chronic homelessness and reduce overall homelessness in the City.

Gaps

One of the goals of the CoC is to create permanent supportive housing as a solution to chronic homelessness. The CoC, and the stakeholder interviews conducted during development of this Plan, noted that the homeless often face multiple barriers to housing stability, including mental disabilities, chemical dependencies, and other chronic health conditions. Further, criminal histories, poor credit history and poor rental history often prevent the homeless from returning to stable housing.

There are social service agencies in the Staunton area that provide the services required by the homeless; what is needed is the development of more permanent supportive housing units. The participating agencies of the CoC will continue to look for additional agencies with which to form partnerships to facilitate the creation of new permanent housing beds.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City will continue to support the CoC in their efforts to improve the service delivery system by identifying gaps in services, duplication of services, and coordinating homeless service providers to more efficiently serve the homeless population.

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2024	2028	Affordable Housing Public Housing	Citywide	Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: \$375,000	Homeowner Housing Rehabilitated: 50 Household Housing Unit
2	Provide Public Services	2024	2028	Homeless Non-Homeless Special Needs	Citywide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: \$265,000	Public service activities other than Low/Moderate Income Housing Benefit: 595 Persons Assisted
3	Improve Public Facilities and Infrastructure	2024	2028	Non-Housing Community Development	Citywide	Improve Public Facilities and Infrastructure	CDBG: \$677,730	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 17000 Persons Assisted
4	Slum and Blight Removal	2024	2028	Non-Housing Community Development	Citywide	Slum and Blight Removal	CDBG: \$100,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: Up to 10 structures demolished
5	Planning and Administration	2024	2028	Non-Housing Community Development	Citywide	Planning and Administration	CDBG: \$354,435	Other: 1

Table 52 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnerships with SR&HA.
2	Goal Name	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
4	Goal Name	Economic Development
	Goal Description	Provide loan and technical assistance to small businesses to promote the creation and retention of jobs in the City of Staunton.
5	Goal Name	Planning and Administration
	Goal Description	Includes administration of the CDBG program, planning activities and activities to affirmatively further fair housing choice.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Over the course of the next five years, it is expected 50 households maximum will benefit from the preservation of existing affordable housing units.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

N/A

Activities to Increase Resident Involvements

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project based vouchers under the Rental Assistance Demonstration program in 2016. They are also planning on starting a Family Self-Sufficiency program and Section 8 Homeownership program when time and resources permit.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

Not applicable, as SR&HA is not troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The City last completed an Analysis of Impediments to Fair Housing Choice (AI) in 2020. According to the AI, four factors limiting access to housing were labeled a high priority. These included 1) the Lack of access to community assets and opportunities, such as transit and job opportunities, as well as access to higher performing schools for low-moderate income residents; 2) the location and type of affordable housing, including the need for more multi-family housing with some larger unit sizes in a market that is mostly single-family; 3) the need to create policies and procedures that support initiatives to affirmatively further fair housing; and 4) the need for fair housing education and outreach (see section MA-40 for further information.)

These concerns were echoed by many in attendance at the stakeholder outreach sessions, especially regarding transit access to jobs for low-moderate income communities.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The Action Plan section of the 2020 AI suggests several options for addressing these fair housing barriers. These include coordination with the BRITE transit service to improve access between R/ECAPs and high opportunity areas and employment centers, as well as investing in affordable housing in these areas, creating an Anti-Displacement Plan and Relocation Plan, and including information about fair housing on the City's website along with the name and contact information of the City's fair housing liaison.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Individuals and families can access support services either by self-presenting at most of the shelter facilities or through referrals. Regional emergency shelters refer participants to agencies that will assist them in obtaining mainstream resources so that they will have the financial ability to start along the road to self-sufficiency. Transitional housing programs generally refer participants to permanent housing programs/locations and provide the assistance necessary in obtaining resources to be successful when they make this transition. Street outreach services are available, but resources are limited and the reach is not broad.

Addressing the emergency and transitional housing needs of homeless persons

Each year, the CoC conducts a Point-in-Time count of the persons residing in emergency shelters, transitional housing facilities and places not meant for human habitation. This information is used to understand the emergency needs of homeless persons so that they can be addressed adequately and efficiently. Still, there is a need to continue to support shelter and transitional housing needs. Immediate shelter options are needed for households in crisis. The City plans to continue to fund non-profit organizations such as Valley Mission and Valley Supportive Housing who provide housing and supportive services to homeless individuals and families.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Increasing the inventory of permanent housing with supportive services is a priority for the City. The majority of chronically homeless persons have severe mental illness and/or substance abuse issues. They require long-term, affordable housing options with supportive services to make the transition to residential stability. In addition to permanent affordable housing, the City's strategy for ending chronic homelessness addresses each of the issues that most often cause this problem:

- The high prevalence of substance abuse among chronically homeless individuals
- Inadequate education and/or job skills among many homeless persons
- The shortage of affordable rental housing in Staunton

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its CDBG funds to assist non-profit organizations that serve homeless individuals and families in the region.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Virginia has in place policies to ensure that individuals discharged from state mental health facilities and state intermediate care facilities are not discharged into homelessness. Policies are developed by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). Policies (entitled "Discharge Protocols for Community Services Boards and State Mental Health Facilities" and "Admission and Discharge Protocols for Persons with Mental Retardation Served in State Mental Retardation Facilities") are available at the agency's website. Local implementation of these policies is the responsibility of Valley Community Services Board (CSB). CSB case managers and discharge liaisons work closely with Western State Hospital and Central Virginia Training Center to ensure that individuals who are clinically ready for discharge are provided opportunities for safe, affordable housing that meets their unique needs. Individuals are not discharged without such planning. Permanent Supportive Housing in the VCSB jurisdiction is prioritized for individuals discharging from the state hospital system; however, local discharges are often to shelter due to the lack of affordable housing. While discharge planning is a statutory responsibility of the CSB, discharge planning is most effective when carried out as a collaborative effort of both CSB and state facility staff.

The City of Staunton plans to use a portion of its CDBG funding to indirectly provide assistance to persons who are at risk of homelessness and/or homeless. The City's funds help support community-based organizations that provide rental assistance and essential services to the homeless.

The CoC encourages its agency partners, the local Department of Social Services (DSS), Staunton City, as well as United Way, to follow the service plan policy developed by the Virginia Department of Social Services for youth aging out of foster care.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

Lead-based paint is likely to be found in all properties constructed prior to 1978 and any owner and tenant of such properties will be appropriately notified of this potential health hazard, especially for children under the age of seven (7), and action will be taken during the rehabilitation process to comply with the federal lead-based paint regulation found in 24 CFR Part 35. 85.7% of the housing in Staunton has been built prior to 1980 (ACS 2022 5-Year Estimates), so it is very likely that lead-based paint may be encountered or present in homes in the City.

The City seeks to reduce the hazards associated with lead-based paint as much as possible. The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton’s building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

How are the actions listed above related to the extent of lead poisoning and hazards?

While the City does not have the resources to ensure that lead risk is eliminated from the entirety of housing stock within its borders, it is compelled by federal and state regulations to ensure that its programs are carried out in ways that protect program participants, especially low-income families with children, from exposure.

How are the actions listed above integrated into housing policies and procedures?

Lead abatement in housing, especially units occupied by LMI households, is integrated into the City’s affordable housing policies and programs. This involves first and foremost those projects applying for City funding for rehabilitation of units built before 1978. This includes a requirement that a provision be made for lead testing and, if necessary, proper abatement or interim controls will be a condition for funding. For new construction on vacant lots, proper environmental testing is required and approved remedial action must be taken before construction of the new units.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

In May 2024, the United Ways of Virginia updated the ALICE Report (Asset Limited, Income Constrained, Employed), which describes the financial hardships faced by Virginians earning above Federal Poverty Guidelines, but still less than is necessary to afford the basic costs of living (housing, child care, food, transportation and health care). The Report indicated that 47% of Staunton residents are considered under the ALICE threshold (those for whom poverty status plus ALICE status are determined), compared to 40% of Virginia households. Women, LGBT individuals, people of color, those with disabilities, those with the least education, young veterans, formerly incarcerated and immigrants facing language barriers are all more likely to be ALICE households.

The Report's Economic Viability Dashboard presents variables that ALICE households must navigate. The three indices focus on housing affordability, job opportunities and community resources. Index scores range from 1 (worse) to 100 (better), and are meant for comparison among Virginia households only. For the three indices, Staunton achieved index scores of 68, 60 and 40, respectively.

Of note is the increase of the job opportunities score from 41 to 60 since the 2017 ALICE report. Through its policies and planning, the City will continue to encourage business growth and the availability of workforce training and educational opportunities in the community. It will also continue to encourage agencies that provide services to LMI persons to reduce poverty and create job opportunities for themselves. These programs will assist City residents with services such as job searching, resume creation, and interview skills. The City will also work to enhance the community resources available to City residents.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Households are often forced to choose between affordable housing and a desirable location (low-crime, close to employment and other amenities). This typically results in housing cost-burden; households paying low-rent in a less desirable area far from jobs, grocery stores, public transportation, and childcare; or households living in substandard conditions. In all of these instances, other basic needs suffer. As noted in the Needs Assessment of this Consolidated Plan, cost burden (paying more than 30% of household income for housing) is the most common housing problem for low- and moderate-income residents and is especially common among extremely low-income residents. Staunton will continue to support organizations that provide supportive services to encourage local economic development, and to preserve and improve affordable housing options as part of its strategy to prevent and alleviate poverty. By combining job creation, workforce development, and other income-raising activities with efforts to increase the supply of affordable housing, fewer residents will experience housing cost burden.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Each subrecipient of City CDBG funds will be required to maintain records of all project expenses, activities, correspondence, and other information as requested by the City, for a period of no less than five years from the date of the final project report. All documentation is maintained in the City's CDBG files.

Additionally, the City may make site visits to inspect the progress of each project and review subrecipient records.

During each fiscal year, the City will track efforts made to achieve its Strategic Plan goals relative to their individual metrics and milestones. These accomplishments will be described through the narrative included in each annual CAPER.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	Public-federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$328,268	0	0	\$328,268	\$1,313,072	The estimated expected amount available for the remainder of the Con Plan is four times the 2024 annual allocation.

Table 53 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

CDBG funds do not have a matching requirement.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2024	2028	Affordable Housing Public Housing	Citywide	Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: \$140,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit 88 Public Housing Units HVAC Replaced
2	Provide Public Services	2024	2028	Homeless Non-Homeless Special Needs	Citywide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: \$49,240	Public service activities other than Low/Moderate Income Housing Benefit: 119 Persons Assisted
3	Improve Public Facilities and Infrastructure	2024	2028	Non-Housing Community Development	Citywide	Improve Public Facilities and Infrastructure	CDBG: \$28,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3,400 Persons Assisted
4	Slum and Blight Removal	2024	2028	Non-Housing Community Development	Citywide	Slum and Blight Removal	CDBG: \$45,375	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2 structures demolished
5	Planning and Administration	2024	2028	Non-Housing Community Development	Citywide	Planning and Administration	CDBG: \$65,653	Other: 1

Table 54 – Goals Summary

Goal Descriptions

1	Goal Name	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnerships with SR&HA.
2	Goal Name	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
4	Goal Name	Economic Development
	Goal Description	Provide loan and technical assistance to small businesses to promote the creation and retention of jobs in the City of Staunton.
5	Goal Name	Slum and Blight Removal
	Goal Description	Demolish structures that are in violation of City building ordinances and pose a potential threat to the health and safety of Staunton Residents.
6	Goal Name	Planning and Administration
	Goal Description	Includes administration of the CDBG program, planning activities and activities to affirmatively further fair housing choice.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following project information for FY 2024 provides a comprehensive overview of CDBG activities.

Projects

#	Project Name
1	Blue Ridge Legal Services
2	VPAS - Meals on Wheels
3	VPAS - Senior Transportation Program
4	Blue Ridge CASA
5	Valley Mission
6	Valley Supportive Housing
7	Renewing Home of Greater Augusta (RHGA)
8	Habitat for Humanity - A Street Project
9	Blight Removal - Spot Basis
10	Staunton Parks Restrooms - Accessibility Measures
11	West Beverley Street Sidewalk Project

Table 55 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Staunton has directed its FY 2024 CDBG activities to low/moderate income neighborhoods where concentrations of poverty, deteriorated infrastructures and community facilities, and poor housing conditions are most prevalent.

The following are obstacles to meeting underserved needs in the City:

- The portion of funding allowed to be allocated to public services is not sufficient to meet the needs of those who utilize those public services. More organizations than previous years applied for CDBG funding through the City, and all requests were not able to be fulfilled.

As the population of Staunton continues to grow, continuing limitations on affordable housing will become a major barrier.

AP-38 Project Summary

Project Summary Information

1	Project Name	Blue Ridge Legal Services
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG: \$8,500
	Description	Provide free legal assistance to low-income residents of Staunton in various types of civil legal matters. The project will focus on providing assistance to low-income residents facing eviction, foreclosure, and other critical housing matters. BRLS will also provide assistance on legal issues such as domestic violence and other family disputes, access to affordable health care, eligibility for various governmental assistance programs for the poor, and other issues impacting the elderly poor and those with special needs.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	We estimate that these funds will cover the costs of providing free civil legal assistance to approximately 20 additional residents (and members of their households, up to 50 or more) of Staunton facing critical legal issues. The individuals that will benefit from these services are residents of Staunton in the greatest socioeconomic need who cannot afford the services of a private attorney.
	Location Description	Citywide

2	Planned Activities	BRLS will provide free legal assistance to the low-income residents of Staunton dealing with critical legal matters, such as eviction, foreclosure, and other housing-related matters. The project will improve access to housing for low-income residents of the City and help to alleviate the threat of homelessness in Staunton. Additionally, our staff attorneys will also provide free legal assistance to low-income residents in cases such as unemployment claims, debt and consumer-related issues, domestic violence, and more. The services provided over the project year will range from legal advice and performing a brief service, to direct representation and extensive services. Our legal assistance will result in improved housing and living conditions, and/or direct financial benefit, for the majority of the clients we represent with the funding.
	Project Name	VPAS - Meals on Wheels
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Public Services
	Funding	CDBG: \$9,000
	Description	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 45 low-income seniors.
	Location Description	Citywide

	Planned Activities	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
3	Project Name	VPAS – Senior Transportation Program
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Public Services
	Funding	CDBG: \$9,000
	Description	VPAS' Senior Transportation Program (STP) provides transportation services to Staunton residents 60 years and older and those under 60 with a disability to medical and other life necessary destinations when there is no other reliable or affordable transportation option available to them. Almost all VPAS riders are unable to use public transportation for a variety of reasons including needing general mobility assistance or having cognitive impairments that prevent them from successfully navigating public transportation on their own.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 40 low-income seniors.
	Location Description	City-wide
	Planned Activities	Transportation vouchers or services will be provided to seniors with disabilities to help them get to medical appointments and other destinations.
4	Project Name	Blue Ridge CASA
	Target Area	City-Wide
	Goals Supported	Provide Public Services

Needs Addressed	Provide Public Services
Funding	CDBG: \$9,000
Description	Abused and neglected children served by a CASA volunteer are 50% more likely than other abused children to stay at the home where they are placed at the end of the Court process. The stability and quality of their housing conditions increases significantly because of their CASA Advocate's work. Blue Ridge CASA is the only private independent organization that has eyes on abused and neglected children and their housing conditions. Legally, we are the only non-profit able to access the child's records, talk to the people in their lives, and develop a relationship with the child, then report crucial information to the Judge, the sole institutional decision-maker regarding an abused or neglected child's final destination. One core goal of CASA's advocacy is to obtain a stable home. Our Children are not in control of where they live. They depend on their parents, caretakers, and public institutions to make those choices. They are removed by DSS and the Court from inadequate (unsafe, unhealthy) housing into temporary housing (foster care). CASA's work on their cases is focused on the goal of a "permanent placement" which is the technical phrase we use for stable housing. CASA Advocates investigate the circumstances and quality of their original home and any potential new home for these children. With a CASA, children are significantly more likely to end up in a safe, stable home and 50% less likely to re-enter the child welfare system.
Target Date	9/30/2025
Estimate the number and type of families that will benefit from the proposed activities	The proposed activities will directly benefit at least 30 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect. The proposed activities will also directly benefit up to 15 trained volunteer Advocates assigned to these cases.
Location Description	Multiple locations throughout the city of Staunton, including the CASA office at 119 W. Frederick St.
Planned Activities	To assist children experiencing abuse and neglect through increased child advocacy services that will maintain the Staunton Advocate Manager position who trains and supervises the volunteer advocates. (Abused children are a presumed group by HUD to have low incomes.)

5	Project Name	Valley Mission
	Target Area	City-Wide
	Goals Supported	Provide Public Services
	Needs Addressed	Provide Public Services, Increase Access to Affordable Housing, Housing and Services to Decrease Homelessness
	Funding	CDBG: \$8,000
	Description	Formally homeless individuals who move into housing within Staunton City limits after exiting Valley Mission will be assisted with approximately \$1,000 each initial housing support or other funds necessary to facilitate moving into safe, affordable, permanent, and appropriate housing.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Depending on the needs of each person and the cost of the housing at the time, anywhere from 5-8 individual families/clients can be assisted with these funds. All clients would be immediately formerly homeless and meet low-income requirements as set forth by the Federal Poverty Level guidelines.
	Location Description	Citywide
	Planned Activities	To assist Valley Mission clients transition to permanent housing with rental support, utilities support, deposit, housing applications, and document fees. (Homeless persons are a presumed group by HUD to have low incomes.)
6	Project Name	Valley Supportive Housing
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Housing/services for the Homeless
	Funding	CDBG: \$5,740
	Description	Valley Supportive Housing provides permanent supportive housing to homeless individuals or those at risk of homelessness.

	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	68 tenants are to be served through the Tenant Sustainability Coordinator
	Location Description	Citywide
	Planned Activities	To help support the position of Tenant Sustainability Counselor. This position serves as the interface between the 68 tenants of VSH and their VCSB case manager and the community, as well as providing emotional support when needed. The Tenant Sustainability Counselor's role is to assist tenants in developing skills to care for themselves and their homes and integrate into the community. This position requires \$37,800 to fund. \$25,000 has already been secured. (Homeless persons are a presumed group by HUD to have low incomes.) VSH has not received Public Services funding before but has received Project funding before.
7	Project Name	Renewing Homes of Greater Augusta (RHGA)
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: \$80,000
	Description	The scope of this project would include roof replacement and other critical home repair for low-income homeowners (primarily seniors).
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	5-8 households will benefit from the proposed activity.
	Location Description	City-wide

	Planned Activities	RHGA has received allocations in past years of \$50,000 and done much needed home repairs, roof replacements, and accessibility modifications to homes owned by the elderly and people with disabilities with low-to-moderate incomes who are unable to afford to make these repairs themselves. The benefits of these projects are that they help preserve the City's housing stock and keep people in their homes. RHGA has asked for additional funding because of the tremendous need for their services. The work they do is vital to the City. They have administered previous projects properly and been good stewards of the funding.
8	Project Name	Habitat for Humanity – A Street Project
	Target Area	A Street
	Goals Supported	Improve public facilities and infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$60,000
	Description	Funding will be used to develop streets, gutters, sidewalks and water lines for no less than 23 new homes at the end of A Street in Staunton, Virginia.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 23 households will benefit from the proposed activity.
	Location Description	A Street
	Planned Activities	Funding will be used to develop streets, gutters, sidewalks and water lines for no less than 23 new homes at the end of A Street in Staunton, Virginia.
	Project Name	Blight Removal – Spot Basis
9	Target Area	Citywide
	Goals Supported	Improve Access to and Quality of Housing

	Needs Addressed	Slum and blight removal
	Funding	CDBG: \$45,375
	Description	This spot removal of blighted properties will remove any public health hazards caused by homes that are in violation of City building ordinances and potentially dangerous to inhabitants. It will also provide space for any future housing development or otherwise productive use.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	The funding will allow for 3-5 demolitions
	Location Description	Citywide (case-by-case evaluation)
	Planned Activities	This funding will provide for the demolition of 3-5 blighted properties.
10	Project Name	Staunton Parks Restrooms – Accessibility Measures-CANCEL
	Target Area	City Parks
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Improve Public Facilities and Infrastructure
	Funding	CDBG: \$0
	Description	The City Public Works Department will be updating the restrooms in two City parks to bring them up to ADA specifications and make them accessible to Staunton residents with disabilities.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	The 2022 ACS 5-Year Estimates show that there are approximately 3,772 people with disabilities in the City of Staunton. Assuming that at least a quarter of this number will visit a public park sometime during the year, this project has the potential to benefit up to 943 people, not counting users of the restrooms beyond the project year.
	Location Description	City Parks

	Planned Activities	The budget numbers for these two projects are placeholders as we determine the actual activities, their locations, and costs. There is flexibility to adjust the budget numbers between the two activities or replace these activities with another appropriate activity or activities through a budget amendment if needed. We just need to have an amount included in the Annual Action Plan budget.
10	Project Name	West Beverly Street Sidewalk Project
	Target Area	West Beverley
	Goals Supported	Improve public facilities and infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$28,000
	Description	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility.
	Target Date	9/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 518 low-income households will benefit from proposed project
	Location Description	West Beverley from Grubert Westward to Dollar General
	Planned Activities	This additional funding is due to the fact that the actual bid price to complete the project came in higher than anticipated. This funding will help with the completion of the project.
11	Project Name	Administration
	Target Area	Citywide
	Goals Supported	Planning and administration

	Needs Addressed	Planning and Administration
	Funding	CDBG: \$65,653
	Description	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
	Target Date	09/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	City-wide
	Planned Activities	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Geographic Distribution

Target Area	Percentage of Funds
City-wide	100

Table 56 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Staunton does not allocate funds by target areas. Rather, the City allocates funds based upon the priorities that have been identified by citizens participating in the public input process and through the regular planning contacts made with elected officials and staff. The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units.

The special needs population will be served through grants to local service providers. The homeless population will be served through assistance grants to local service providers

One Year Goals for the Number of Households to be Supported	
Homeless	5
Non-Homeless	5
Special-Needs	0
Total	10

Table 57 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	5
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	10

Table 58 - One Year Goals for Affordable Housing by Support Type
Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five-bedroom townhouses. Rent is based on income and utilities are included.

A substantial amendment was made to reassign a previous year's funds to an HVAC replacement project for Elizabeth Miller Gardens, which was built during the 1980s. This project will greatly benefit residents of the 88 units in this building, keeping them safe during summer heatwaves which are only becoming more frequent.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

SR&HA converted all of its public housing units into Section 8 units under the Rental Assistance Demonstration Program.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

SR&HA is not designated as troubled.

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As a participant in the Virginia Balance of State Continuum of Care (BoS CoC), the City is a partner in addressing homelessness and the priority needs of homeless individuals and families, including homeless subpopulations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The BoS CoC has an established Coordinated Entry System, which offers a central point of entry for households experiencing homelessness or at-risk of homelessness. During an initial phone call, a housing counselor asks questions that will help determine eligibility for services with local agencies. The BoS CoC uses two assessment tools for prioritization of services. Prevention assessment: The BoS created a prevention prioritization tool that includes both homeless vulnerability and housing barriers. Once a household's housing crisis is triaged and it is determined that the household is at imminent risk of homeless (14 days or less), then the coordinated entry staff will conduct the prevention prioritization assessment. Based on eligibility and assessment score prevention providers are guided on service needs of households. The BoS CoC uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common standardized assessment tool for those who are literally homeless. This assessment is conducted no more than 3 to 5 days after the household has been referred to shelter or once an outreach worker is able to establish rapport with an unsheltered or un-engaged household.

Each January, the CoC conducts a Point-in-Time (PIT) count of the City's sheltered and unsheltered homeless to ascertain the number and characteristics of the homeless population and to assess their needs. Staunton's continued participation in the PIT study will give the City the ability to collect information to be used in setting priorities, written standards, and performance measures for the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

In the 2024-2028 program years, the City will continue to support Valley Mission, which offers emergency shelter and services for homeless individuals and families. In 2024, Valley Mission will receive \$8,000 to provide subsistence payments to assist 5-8 homeless individuals more into safe housing.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals

and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

Valley Mission uses CDBG funds to assist formally homeless households' transition into safe, permanent housing. Blue Ridge Legal Services will also receive funding to assist households with free legal services to reduce the threat of homelessness in the City by using the courts to prevent evictions or foreclosures and keep City residents in their homes.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Staunton has prepared an Analysis of Impediments to Fair Housing Choice to satisfy requirements of the Housing and Community Development Act of 1974, as amended, in 2020. This act requires that any community receiving Community Development Block Grant (CDBG) and Home Investment Partnership Program (HOME) funds affirmatively further fair housing.

A summary of the impediments to fair housing choice that emerged from the data analysis, public engagement initiatives, and policy review were identified. They are the results of primary and secondary research that define the underlying conditions, trends, and context for fair housing planning in Staunton. The impediments were assigned three priority levels based on the amount and strength of the supporting evidence that initially identified the factor:

- High – factors that limit or deny fair housing choice or access to opportunity, as well as other factors that are urgent or establish a foundation for future actions
- Medium – moderately urgent or building on prior actions
- Low – limited impact on fair housing issue

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Impediment: Location and type of affordable housing

The City and other local organizations should address the diverse housing needs for the City's various subpopulations, including low-and moderate-income households, persons with disabilities, and large families. They will do so by Continuing to invest in housing in a wide geographic area throughout the City. This will be measured by the number of affordable units created/rehabilitated by location and unit type. The City should expand affordable housing in areas of higher opportunities.

During FY2020 and FY2021, the City's federal funds supported A Street Aging In Place to develop infrastructure that benefited 25 households. The City is continuing to fund this project in 2024 to ensure that it is completed. The A Street project is located in Census Tract 3, which is within one of the Lowest Opportunity tracts, however it is directly bordering Census Tract 4, which is the only "Higher Opportunity" tract in the City.

Impediment: Lack of policies and procedures related to fair housing.

During FY2020, the City created an Anti-Displacement and Relocation Plan in accordance with the

Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325.

The City plans to update its Analysis of Impediments to Fair Housing during the 2024-2028 Consolidated Plan period.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Staunton will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City's ability to meet underserved needs is the limited amount of funding to address identified priorities. The City will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Programs funded through the CDBG program will assist the elderly and children living in unstable and inadequate housing conditions, who have been victims of abuse or neglect.

Actions planned to foster and maintain affordable housing

The City will continue to support its goals of maintaining and expanding affordable housing. In FY 2024, the City has 5 low income housing apartment complexes within its boundaries. These apartments are funded from a variety of sources including HUD, Section 8, VA Housing Authority, local public housing, non-profit senior and family low-income apartments, as well as apartments funded through Low Income Housing Tax Credit programs.

The City will utilize CDBG funds to Renewing Homes of Greater Augusta, which provides assistance to low-income and vulnerable homeowners to complete expensive critical repairs that would ensure the safety of their homes.

Actions planned to reduce lead-based paint hazards

The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

Actions planned to reduce the number of poverty-level families

The City will collaborate with human service, social service, and economic development agencies and organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes.

The Community Action Partnership of Staunton, Augusta, and Waynesboro (CAPSAW) is the community action agency designated in July 2009 by Virginia's governor to serve the citizens of Augusta County, the City of Staunton, and the City of Waynesboro. CAPSAW administers funds made available annually to designated community action agencies through the Federal Community Services Block Grant, the State Community Services Block Grant, and Federal Temporary Assistance to Needy Families (TANF) funds, along with required match funds provided by each of three localities.

Actions planned to develop institutional structure

Although the City feels that the existing institutional structure is sufficient for carrying out activities to address identified community development needs, the City Manager's Office plans to continue to strengthen its working relationships with local social service agencies. Public and non-profit agencies that are critical to the institutional structure must work cooperatively, and agency staff have the ability and expertise to deliver services efficiently and effectively, often with years of expertise in their respective fields.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to improve coordination among its partners to promote a broadly shared understanding of community needs, collaborative, and complementary approaches to addressing needs, and responsiveness to changes in conditions.

The City anticipates coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City will also continue to coordinate its housing efforts with SR&HA.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.	0
5. The amount of income from float-funded activities	0
Total Program Income	0

Other CDBG Requirements

1. The amount of urgent need activities	0

Appendix - Alternate/Local Data Sources

RESOLUTION OF THE

H. In addition, the FY2024 - FY2028 CP and FY2024 AAP amendment proposes reallocation of \$20,000 funds from the Staunton Parks Restroom Accessibility Project to the “spot basis” Blight Removal Project. The Staunton Parks Restroom Accessibility Project activities will be included in renovations to the restrooms as part of a larger City project and moving the \$20,000 funds will allow for a bigger impact in blight removal.

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

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

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that the amendments to the FY 2021 Annual Action Plan; FY2019 – FY2023 Consolidated Plan, Annual Action Plan and Citizen Participation Plan for CDBG-CV; and the FY2024-FY2028 Consolidated Plan and FY2024 Annual Action Plan for the Community Development Block Grant Program of the U.S. Department of Housing and Urban Development for the City of Staunton as a HUD Entitlement Community are hereby **APPROVED** and **ADOPTED**.

City Council further **AUTHORIZES** and **DIRECTS** the City Manager to execute any agreements and documents associated with these amendments.

Adopted this 12th day of December, 2024.

Stephen W. Claffey, Mayor

Attest: _____
Kiley A. Kesecker, Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 2024	Jessie Moyers Chief Finance Officer
Item #	K	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	FY2024 End of Year General Fund Financial Overview and Fund Analysis and Capital Improvement Plan Discussion	

Background: The FY2024 year-end process has been completed. Recommendations for the use of the unassigned fund balance will be introduced at the January 23, 2025 Council meeting as part of fiscal year 2025 budget amendment #3. The unassigned general fund balance as of June 30, 2024 is \$5,694,572, of which \$250,000 is a contingency reserve that is not available to be spent. The FY2025 general fund capital plan is \$2,891,050. There are also several items set aside in FY2023 that need to be reappropriated, as they were not encumbered by June 30, 2024, including \$27,393 for Valley Supportive Housing, \$50,000 for the Wharf Tree replacement, and \$45,000 for the Entrance Corridor Overlay.

After the above appropriations, \$2,431,129 will remain in the unassigned general fund balance.

Attachments:

Attachment 1—Fund Balance History (General Fund)

Attachment 2—FY 2024 Financial Analysis

Attachment 3—Adopted FY 2025 Capital Improvement Plan-General Fund

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Attachment 1

GENERAL FUND - FUND BALANCE HISTORY						
Year Ended June 30	Nonspendable	Restricted	Committed	Assigned	Unassigned	Total
Year Ended June 30	Prepaid	Designated (VDOT, Opioid, Grants)	Safety Net	Vacation Leave & PO Encumbrances	Carry Over & \$250k contingency	Total
2024	117,733	3,005,306	12,128,058	2,943,527	5,694,572	23,889,196
2023	121,993	967,138	11,523,414	2,970,571	9,554,873	25,137,989
2022	111,400	1,002,931	10,756,835	2,724,344	6,479,724	21,075,234
2021	103,947	230,914	9,571,866	2,792,804	9,587,197	22,286,728
2020	100,048	242,949	8,738,079	2,118,052	6,366,059	17,565,187
2019	97,630	250,953	8,891,250	2,346,271	4,630,500	16,216,604
2018	198,490	15,219	8,489,250	2,221,017	4,605,965	15,529,941
2017	475,098	25,401	8,137,500	2,516,915	2,632,596	13,787,510
2016	103,252	15,825	7,295,960	2,790,139	2,106,836	12,312,012
2015	78,126	117,646	6,607,250	2,762,575	2,364,510	11,930,107
2014	95,561	122,452	5,777,532	2,152,899	3,386,768	11,535,212
2013	58,666	120,217	5,178,250	2,089,799	3,472,715	10,919,647

City of Staunton - General Fund Revenue
Fiscal Year End June 30, 2024

PROPERTY TAXES	FY24 Revised Budget	FY24 Actual	Difference	FY23 Actual
PERSONAL PROPERTY TAXES	(6,400,000)	(7,230,392)	830,392	(7,289,145)
REAL ESTATE TAXES	(24,847,498)	(25,635,164)	787,666	(23,987,330)
REAL ESTATE-PUBLIC SERVICE	(940,000)	(1,139,782)	199,782	(929,541)
PERSONAL PROP PENALTY	(125,000)	(180,722)	55,722	(171,425)
PERS PROPERTY-INTEREST	(100,000)	(180,011)	80,011	(131,542)
REAL ESTATE-PENALTY	(135,000)	(154,359)	19,359	(129,559)
DOWNTOWN TAX	(142,213)	(141,759)	(454)	(140,410)
PERS PROP-PRIOR WRITE OFF	-	(53)	53	(849)
PERSONAL PROPERTY-PSC	(2,800)	(3,045)	245	(2,975)
REAL ESTATE-INTEREST	(135,000)	(138,474)	3,474	(106,740)
MACHINERY & TOOLS TAX	(425,000)	(390,396)	(34,604)	(388,540)
	(33,252,511)	(35,194,157)	1,941,646	(33,278,056)
OTHER LOCAL TAXES				
MEALS TAX	(5,985,000)	(6,659,420)	674,420	(6,253,785)
LOCAL SALES-1 PERCENT	(5,624,522)	(6,023,555)	399,033	(5,962,604)
BUSINESS & OCCUP LICENSES	(2,550,000)	(3,080,097)	530,097	(3,038,125)
TRANSIENT OCCUPANCY TAX	(1,350,000)	(1,279,279)	(70,721)	(1,292,457)
RECORDATION-LOCAL	(350,000)	(318,146)	(31,854)	(348,925)
BANK STOCK	(650,000)	(744,629)	94,629	(713,315)
WATER UTILITY	(295,000)	(298,509)	3,509	(300,866)
ELECTRIC UTILITY	(590,000)	(587,400)	(2,600)	(590,270)
SHORT TERM RENTAL TAX	(25,000)	(31,672)	6,672	(31,823)
PROBATE TAX ON WILLS	(8,500)	(14,873)	6,373	(10,407)
CIGARETTE TAX	(325,000)	(320,604)	(4,396)	(339,660)
GAS UTILITY	(298,000)	(271,851)	(26,149)	(297,126)
LOCAL COMMUNICATIONS TAX	(925,000)	(911,682)	(13,318)	(970,142)
	(18,976,022)	(20,541,718)	1,565,696	(20,149,505)
PERMITS				
SUBDIVISION REVIEW	-	(2,300)	2,300	(4,700)
ELECTRICAL PERMITS	(26,000)	(52,495)	26,495	(33,522)
ST RENT REGIS FEE	-	(300)	300	(1,100)
BUILDING PERMITS	(72,000)	(124,223)	52,223	(136,136)
OTHER PERMITS	(6,700)	(5,525)	(1,175)	(5,825)
ZONING FEES-ADVERT & COMMISS	(12,000)	(15,350)	3,350	(17,375)
TRANSFER FEES-CIRCUIT COURT	(1,000)	(815)	(186)	(941)
PLUMBING PERMITS	(40,000)	(80,469)	40,469	(39,957)
ELECTRONIC SUMMONS FEE	(20,000)	(15,605)	(4,395)	(15,661)
POLICE RECORDING FEES	(14,000)	(11,306)	(2,695)	(11,853)
PRECIOUS METALS PERMIT	-	(400)	400	-
DOG LICENSES	(8,950)	(8,018)	(932)	(7,603)
	(200,650)	(316,806)	116,156	(274,673)
FINES AND FORFEITURE				
COURT RECORDER FEE	(58,000)	(61,775)	3,775	(46,875)
ANIMAL CONTROL FINES	(6,000)	(6,755)	755	(5,500)
COURTHOUSE MAINTENANCE FEES	(9,500)	(9,910)	410	(9,009)
CIRCUIT COURT FINES	(135,000)	(132,157)	(2,843)	(122,765)
	(208,500)	(210,597)	2,097	(184,149)
REV-MONEY & PROPERTY				
RENTAL OF REAL PROPERTY	(64,200)	(60,963)	(3,237)	(63,769)
INTEREST REVENUE	(414,500)	(780,029)	365,529	(199,233)
	(478,700)	(840,992)	362,292	(263,002)

CHARGES FOR SERVICES	FY24 Revised Budget	FY24 Actual	Difference	FY23 Actual
GOLF GREEN FEES	(78,000)	(141,265)	63,265	(91,906)
GOLF MEMBERSHIP FEES	(35,000)	(28,950)	(6,050)	(30,650)
SWIMMING POOL FEES	(45,000)	(74,298)	29,298	(48,456)
COURTHOUSE SECURITY FEE-\$5	(60,000)	(68,484)	8,484	(55,708)
GOLF CART RENTALS	(125,000)	(174,228)	49,228	(135,146)
RECREATION-INSTR/EDUC CLASSES	(25,000)	(46,666)	21,666	(31,873)
LIBRARY FEES & FINES	(6,500)	(13,139)	6,639	(11,501)
ADMINSTRATIVE FEES	(20,000)	(35,990)	15,990	(40,071)
DUCK FEEDER REVENUE	(9,400)	(10,771)	1,371	(10,248)
PROPERTY CLEAN UP FEES	(5,000)	(955)	(4,045)	(7,602)
DMV STOP FEES	(8,000)	(26,649)	18,649	(7,211)
PAYMENT IN LIEU OF TAXES-WATER	(407,673)	(410,827)	3,154	(407,673)
TAX EXEMPT SERVICE CHARGES	(6,972)	(4,338)	(2,634)	(7,031)
SALE OF PUBLICATIONS & MAPS	-	(475)	475	(350)
PRODUCT SALES	-	(1,054)	1,054	-
CT APPT ATTORNEY FEE	-	(15)	15	(4,905)
COMMONWEALTH ATTORNEY FEES	(4,875)	(6,437)	1,562	(5,212)
SALE OF MATERIALS & SUPPLIES	-	(1,400)	1,400	(93)
SHERIFF FEES	(2,617)	(2,617)	0	(2,617)
JAIL ADMISSION FEE	(3,650)	(3,766)	116	(3,801)
CIRCUIT COURT FEES	(3,600)	(4,986)	1,386	(4,754)
RECREATION FEES	(750)	(615)	(135)	(1,944)
PAYMT IN LIEU OF TAX-PARKING	(36,275)	(44,414)	8,139	(36,275)
PAYMENT IN LIEU OF TAX-ENVIR	(282,840)	(353,830)	70,990	(282,840)
RECREATION-LEAGUE FEES	(40,000)	(35,015)	(4,985)	(42,100)
RECREATION TRIP AND TOURS	(10,000)	(50,429)	40,429	(25,249)
CLERK CIRCUIT COURT COPY FEES	(3,500)	(3,350)	(150)	(3,543)
RECREATION-HEART PROGRAM	(156,500)	(217,300)	60,800	(204,140)
RECREATION-CAMP STAUNTON	(80,000)	(79,050)	(950)	(70,421)
PAYMENT IN LIEU OF TAX-SEWER	(142,984)	(195,988)	53,004	(142,984)
PAYMENT IN LIEU OF TAX STRMWAT	(86,650)	(72,828)	(13,822)	(86,650)
	(1,685,786)	(2,110,130)	424,344	(1,802,954)

MISCELLANEOUS

SALE OF SALVAGE & SURPLUS	(15,000)	(68,863)	53,863	(95,605)
PROCEEDS FROM TAX SALE	-	(264,948)	264,948	(10,494)
MISCELLANEOUS REVENUE	(133,419)	(216,466)	83,047	(197,169)
OTHER GRANTS	(4,750)	(8,000)	3,250	(9,970)
RESITUTION-ANIMAL COSTS	-	(764)	764	(1,839)
DONATIONS	(5,000)	(18,708)	13,708	(73,945)
RESTITUTION PAYMENTS	-	(996)	996	(1,370)
OTHER GRANTS	(6,000)	(6,000)	-	(1,974)
PAYMT IN LIEU OF TAXES-SRHA	(14,000)	(16,812)	2,812	(13,923)
	(178,169)	(601,556)	423,387	(406,289)

STATE-NONCATEGORICAL

RECORDATION-GRANTOR'S TAX	(101,500)	(94,804)	(6,696)	(108,649)
MOTOR VEHICLE RENTAL TAX	(112,500)	(183,396)	70,896	(133,199)
STATE SALES TAX	(45,000)	(92,445)	47,445	(87,498)
ROLLING STOCK TAXES	(10,200)	(6,608)	(3,592)	(5,941)
PERSONAL PROPERTY-PPTRA	(1,652,200)	(1,652,200)	0	(1,652,200)
LAW ENFORCEMENT	(1,004,888)	(1,104,228)	99,340	(1,049,862)
RECORDATION	-	-	-	-
	(2,926,288)	(3,133,682)	207,394	(3,037,349)

STATE-CATEGORICAL	FY24 Revised Budget	FY24 Actual	Difference	FY23 Actual
STATE CRIME FORFEITED ASSETS	-	(40,917)	40,917	(54,616)
E911 WIRELESS FUNDS	(98,000)	(120,358)	22,358	(106,219)
LIBRARY	(225,756)	(225,877)	121	(191,702)
FIRE PROGRAMS FUND	(115,938)	(115,938)	-	(103,312)
JUROR & WITNESS FEES	(12,000)	(1,755)	(10,245)	(2,150)
DMV-ANIMAL LICENSE PLATES	(1,000)	(1,026)	26	(1,068)
CSA ADMIN FUNDS	(13,405)	(13,405)	-	(13,405)
VA COMM FOR THE ARTS	(4,500)	(4,500)	-	(4,500)
MISCELLANEOUS STATE-AID	-	-	-	-
DMV-FOUR FOR LIFE FUNDS	(23,500)	(23,807)	307	(24,195)
DCJS-VICTIM/WITNESS	(25,000)	(27,955)	2,955	(26,586)
DCJS-Grant	(52,912)	(45,838)	(7,074)	(45,970)
PUBLIC ASSISTANCE	(1,371,638)	(1,139,603)	(232,035)	(1,068,281)
PSAP GRANT	(3,000)	(40,579)	37,579	-
STREET & HIGHWAY MAINTENANCE	(5,510,058)	(5,513,430)	3,372	(5,063,937)
CIRCUIT CT LIBRARY GRANT FUNDS	(25,511)	-	(25,511)	-
CSA-CPMT PROGRAM	(2,062,000)	(1,861,554)	(200,446)	(1,363,466)
	(9,544,218)	(9,176,542)	(367,676)	(8,069,407)

FEDERAL CATEGORICAL				
CSA FEDERAL	-	-	-	(137,171)
DCJS GRANTS	-	-	-	-
FEDERAL DMV GRANT	(15,200)	(14,240)	(960)	(11,102)
US MARSHALL FORFEITED ASSET	(20,000)	(28,631)	8,631	(20,713)
VICTIM/WITNESS GRANT	(60,000)	(70,906)	10,906	(62,033)
PUBLIC ASSISTANCE	(1,179,852)	(952,128)	(227,724)	(1,113,800)
ARPA SOCIAL SERVICES	-	(3,209)	3,209	(19,795)
MISCELLANEOUS FEDERAL AID	(313)	(174,455)	174,143	(67,230)
	(1,275,365)	(1,243,569)	(31,796)	(1,431,844)

LOAN/DEBT PROCEEDS				
PROCEEDS FROM LEASE	-	(266,921)	266,921	(45,665)

STATE SHARED EXPENSE				
CIRCUIT COURT TECH TRUST FUND	(17,087)	(14,474)	(2,613)	(17,879)
COMMISSIONER OF REVENUE	(148,310)	(156,523)	8,213	(138,840)
CIRCUIT COURT CLERK	(370,735)	(391,306)	20,571	(344,966)
TREASURER	(146,401)	(158,652)	12,251	(136,087)
ELECTORAL BOARD & REGISTRAR	(79,463)	(100,404)	20,941	(74,731)
COMMONWEALTH ATTORNEY	(626,752)	(698,599)	71,847	(593,481)
SHERIFF	(454,307)	(457,845)	3,538	(412,576)
	(1,843,055)	(1,977,803)	134,748	(1,718,560)

RECOVERED COSTS				
INSURANCE RECOVERY	(23,359)	(61,256)	37,897	(196,375)
OUTSIDE SECURITY	(45,000)	(96,154)	51,154	(94,662)
WELLNESS PROGRAM REIMBURSE	(11,000)	(8,663)	(2,337)	(13,101)
EXTRADITION PAYMENTS	-	(8,175)	8,175	-
RECOVERED COSTS-OPERATIONS	(748,000)	(787,866)	39,866	(1,050,874)
RECOVERED COSTS-WORKERS COMP	-	(15,044)	15,044	(275,643)
RECOVERED COSTS-EDUCATION FUND	(350,000)	(375,265)	25,265	(354,899)
	(1,177,359)	(1,352,423)	175,064	(1,985,554)

OPERATING REVENUES	\$	(71,746,623)	\$	(76,966,895)	\$	5,220,272	\$	(72,647,007)

NON-OP REVENUES					
APPRO.OF PRIOR YR FUND BAL	(10,365,568)	-	(10,365,568)	-	FY23 Carry Over
APPRO.FOR PRIOR YEAR ENCUMBR.	(914,665)	-	(914,665)	-	FY23 Carry Over for POs
NON-OPERATING REVENUES	\$	(11,280,233)	\$	-	\$ (11,280,233) \$ -

GRAND TOTALS	\$	(83,026,856)	\$	(76,966,895)	\$	(6,059,961)	\$	(72,647,007)

City of Staunton
General Fund Expenses by Department

Department	FY2024 Revised Budget	FY2024 Actual	FY2024 DIFFERENCE	FY2023 Actual
CITY COUNCIL	148,335	133,903	14,432	147,031
CLERK OF COUNCIL	123,831	114,465	9,366	109,104
CITY MANAGER	602,345	595,505	6,840	442,483
HUMAN RESOURCES	785,641	765,718	19,923	794,543
CITY ATTORNEY	469,483	354,031	115,452	352,529
COMMUNICATIONS MANAGER	136,909	121,550	15,359	34,848
PROFESSIONAL CONSULTANTS	80,000	68,950	11,050	55,000
CITY MEMBERSHIPS	31,050	29,889	1,161	29,688
FINANCE	1,297,616	1,236,519	61,097	1,133,592
ASSESSOR	377,962	346,120	31,842	343,573
COMMISSIONER OF REVENUE	410,337	401,200	9,137	338,276
TREASURER	393,934	368,728	25,206	319,248
REGISTRAR	246,513	237,552	8,961	194,744
INFORMATION TECHNOLOGY	1,434,241	1,397,469	36,772	1,269,191
RISK MANAGEMENT	593,501	589,552	3,949	530,200
CIRCUIT COURT	170,050	170,049	1	157,301
GENERAL DISTRICT COURT	18,512	12,019	6,493	10,291
MAGISTRATES	2,225	1,935	290	1,920
JUVENILE DOMESTIC RELATIONS CT	80,092	64,294	15,798	70,918
CLERK OF THE CIRCUIT COURT	689,370	688,900	470	611,351
SHERIFF	993,917	1,024,422	(30,505)	881,063
VICTIM/WITNESS PROGRAM	110,884	110,525	359	102,842
COMMONWEALTH ATTORNEY	1,056,430	1,056,229	201	932,301
POLICE	6,719,794	6,538,191	181,604	6,141,693
E 911 CENTER	1,198,743	1,140,666	58,078	929,154
FIRE	4,166,838	4,165,769	1,069	3,978,355
COMMUNITY PUBLIC SAFETY	215,528	92,884	122,644	186,484
JUVENILE DETENTION HOME	459,396	442,892	16,504	236,948
JAIL	3,286,318	3,286,318	-	3,020,629
OFFICE ON YOUTH	172,892	172,892	-	151,732
INSPECTIONS	458,855	432,966	25,889	417,086
ANIMAL CONTROL	241,581	241,580	1	190,894
MEDICAL EXAMINER	300	200	100	380
ENGINEERING	328,785	310,173	18,612	301,636
PUBLIC WORKS ADMINISTRATION	338,369	336,058	2,311	339,187
STREETS	4,730,103	2,550,711	2,179,391	4,540,205
TRAFFIC ENGINEERING	263,780	140,169	123,611	195,453
TRAFFIC SIGNALS	747,739	739,345	8,394	338,252
BUILDING MAINTENANCE	1,580,208	1,561,518	18,691	1,477,168
EQUIPMENT MAINTENANCE	558,525	554,666	3,860	571,599
PUBLIC HEALTH	235,237	235,237	-	274,363
CHAPTER X BOARD	247,129	247,129	-	200,334
CHILDREN SERVICES ACT	3,000,000	2,663,170	336,830	2,138,092
DEPT OF SOCIAL SERVICES	3,414,264	2,786,882	627,382	2,895,706
TAX RELIEF FOR THE ELDERLY	313,000	312,322	678	283,039
COMMUNITY WELFARE ASSISTANCE	100,062	100,060	2	114,091
EDUCATIONAL CONTRIBUTIONS	9,000	9,000	-	9,000
PARKS AND RECREATION ADMIN	1,307,519	1,300,027	7,492	1,233,903
HORTICULTURE	288,548	249,544	39,004	869,756
GOLF COURSE (storm repair)	191,507	190,879	628	204,268
COMMUNITY RECREATION ASSIST	20,000	20,000	-	20,000
PARK MAINTENANCE	1,375,391	1,301,632	73,760	1,141,922

City of Staunton
General Fund Expenses by Department

Department	FY2024 Revised Budget	FY2024 Actual	FY2024 DIFFERENCE	FY2023 Actual
COMMUNITY CULTURAL CONTRIB	15,500	15,500	-	15,500
LIBRARY	1,403,646	1,401,956	1,690	1,263,727
PLANNING	550,930	418,911	132,020	383,376
COMMUNITY DEVELOPMENT ASSIST	545,063	524,175	20,887	395,990
ECONOMIC DEVELOPMENT	1,314,335	1,101,074	213,261	1,019,467
TOURISM	650,083	589,663	60,420	637,241
STAUNTON WELCOME CENTER	60,399	44,441	15,958	45,011
CSPDC TRANSIT	61,801	61,800	1	77,948
DEBT SERVICE (GASB 96)	-	192,834	(192,834)	163,756
TRANSFERS	31,852,931	31,852,931	-	23,431,862
NONDEPARTMENTAL EXPENDITURES	349,577	-	349,577	-
GRAND TOTAL	\$ 83,026,855	\$ 78,215,687	\$ 4,811,168	\$ 66,203,866
		PO Encumbrances	\$ (782,543)	
		Net Total	\$ 4,028,625	

City of Staunton - General Fund Expenditures
Fiscal Year End June 30, 2024

	2024 Revised Budget	2024 Actual	2024 Difference	2023 Actual
PERSONAL SERVICES				
FULL TIME SALARIES/WAGES	15,868,657	15,410,698	457,959	14,224,584
PART-TIME HELP	1,625,800	1,533,856	91,944	1,331,133
ALL OTHER PAYROLL LINES	1,170,490	1,563,195	(392,705)	1,513,441
PERSONAL SERVICES TOTAL	18,664,947	18,507,749	157,198	17,069,158
FRINGE BENEFITS				
HEALTH INSURANCE	2,905,973	2,668,759	237,214	2,466,413
RETIREMENT-VRS	2,797,584	2,685,911	111,673	2,449,133
SOCIAL SECURITY-FICA	1,427,570	1,369,507	58,063	1,262,706
ALL OTHER BENEFITS LINES	813,279	845,935	(32,656)	940,670
FRINGE BENEFITS TOTAL	7,944,406	7,570,112	374,294	7,118,922
CONTRACTUAL SERVICES				
PROFESSIONAL SERVICES	791,367	517,496	273,870	477,469
CONTRACTUAL AGREEMENTS	469,593	393,141	76,452	369,080
ALL OTHER CONTRACTUAL SERVICES	7,778,312	5,577,809	2,200,503	7,679,559
CONTRACTUAL SERVICES TOTAL	9,039,271	6,488,446	2,550,825	8,526,108
RENTAL OF PROP & EQP				
RENTAL OF EQUIPMENT	13,070	3,210	9,860	2,040
RENTAL OF REAL PROPERTY	62,817	62,527	290	62,512
RENTAL OF PROP & EQP TOTAL	75,887	65,737	10,150	64,552
OTHER				
FAMILY COMPREHENSIVE SERVICES	3,000,000	2,663,170	336,830	2,138,092
TANF FOSTER CARE/E.A.	441,000	252,420	188,580	297,625
DEVELOPMENT AGREEMENT	735,000	702,420	32,580	655,421
ADMINISTRATIVE EXPENSES	777,610	607,811	169,799	627,950
STATE FIRE PROGRAM FUNDS	155,527	85,593	69,934	176,936
ADOPTION SUBSIDY	1,650,000	1,490,442	159,558	1,528,673
ALL OTHER LINES	4,376,849	3,604,967	771,883	3,225,297
OTHER TOTAL	11,135,986	9,406,823	1,729,163	8,649,994
MATERIALS/SUPPLIES				
NON-CAPITAL EQUIPMENT	162,897	150,612	12,285	97,713
STATE FORFEITED FUNDS PROGRM	117,833	56,006	61,827	32,591
BUILDING MATERIALS & MAINT	37,500	18,582	18,918	29,652
MAINT/REPAIR SUPPL(TRAFF SIG)	92,895	85,280	7,615	87,192
WEARING APPAREL	74,370	80,198	(5,828)	78,823
M&S-TRAINING	57,617	50,468	7,149	19,345
TRAFFIC MATERIALS	55,835	29,962	25,873	13,053
MATERIALS/SUPPLIES	284,170	280,685	3,486	241,580
GAS & OIL	244,630	296,024	(51,394)	355,449
ALL OTHER MATERIALS/SUPPLIES	1,205,196	945,028	260,169	1,039,247
MATERIALS/SUPPLIES TOTAL	2,332,943	1,992,844	340,099	1,994,645
CAPITAL				
SPECIAL EQUIPMENT	61,850	62,122	(272)	205,645
COMPUTER EQUIPMENT	77,608	39,983	37,624	47,820
CONTINGENCY	(82,575)	-	(82,575)	-
AUTO EQUIPMENT	305,436	292,009	13,427	297,267
ALL OTHER CAPITAL LINES	511,407	747,573	(236,166)	220,434
CAPITAL TOTAL	873,726	1,141,688	(267,962)	771,166
DEBT SERVICE (GASB 87 AND 96)				
LEASE INTEREST PAYMENT		640	(640)	565
LEASE PRINCIPAL PAYMENT		11,274	(11,274)	11,895
SUBSCRIPTION PAYMENT		175,077	(175,077)	143,110
SUBSCRIPTION INTEREST		5,843	(5,843)	8,186
DEBT SERVICE TOTAL		192,834	(192,834)	163,756

City of Staunton - General Fund Expenditures
Fiscal Year End June 30, 2024

	2024 Revised Budget	2024 Actual	2024 Difference	2023 Actual
TRANSFERS				
TRANSFER TO DEBT SERVICE	5,591,903	5,591,903	-	4,844,415
TRANSFER TO BOND FUND	350,000	350,000	-	-
TRANSFER TO CIP FUND	8,660,749	8,660,749	-	2,421,050
TRANSFER TO WATER FUND	-	-	-	1,024,761
TRANSFER TO SEWER FUND	-	-	-	538
TRANSFER TO PARKING FUND	-	-	-	3,230
TRANSFER TO STORMWATER FUND	-	-	-	2,153
TRANSFER TO ENVIR FUND	1,250,000	1,250,000	-	18,302
TRANSFER TO EDUCATION FUND	15,970,171	15,970,171	-	15,065,237
TRANSFERS TOTAL	31,822,823	31,822,823	-	23,379,686
SOFTWARE LICENSE FEE				
SOFTWARE LICENSE FEES	497,326	343,022	154,304	288,073
SOFTWARE LICENSE FEE TOTAL	497,326	343,022	154,304	288,073
UTILITIES				
UTILITIES-ELECTRIC	323,250	336,211	(12,961)	299,086
UTILITIES-PROPANE	11,000	7,925	3,075	6,624
UTILITIES-NATURAL GAS	68,600	66,326	2,274	69,887
UTILITIES TOTAL	402,850	410,462	(7,612)	375,597
MAINT AND REPAIR				
MAINT/REPAIR-PLANT MACHINERY	200	706	(506)	-
MAINT/REPAIR-VEHICLES	206,381	242,332	(35,951)	243,410
MAINT AND REPAIR TOTAL	206,581	243,038	(36,457)	243,410
TRANSFER TO COMP UNI				
TRANSFER TO BRCS	-	-	-	18,025
TRANSFER TO HUD	30,108	30,108	-	34,151
TRANSFER TO COMP UNI TOTAL	30,108	30,108	-	52,176
GRAND TOTAL	\$ 83,026,855	\$ 78,215,687	\$ 4,811,168	\$ 68,697,243
		PO Encumbrances	\$ (782,543)	
		Net Total	\$ 4,028,625	

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2025**

Attachment 3

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION		PROJECT ESTIMATE	COMPREHENSIVE PLAN GOALS AND OBJECTIVES
PUBLIC SAFETY						
FIRE DEPARTMENT	*	BA 2025	Fire Truck Replacement Reserve	\$	350,000	Public Service and Government
FIRE DEPARTMENT	*	BA 2025	Self-Contained Breathing Apparatus (SCBA) and Compressor Reserves	\$	30,000	Public Service and Government
FIRE DEPARTMENT	*	BA 2025	Cardiac Monitor Replacement Reserves	\$	10,000	Public Service and Government
POLICE DEPARTMENT	*	BA 2025	Replace the CAD/RMS System	\$	375,000	Public Service and Government
E911	*	BA 2025	Upgrade electrical system and replace four consoles in connection with regional radio project.	\$	170,000	Public Service and Government
PUBLIC WORKS						
STREETS	*	BA 2025	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$	100,000	Transportation and Parking
STREETS	*	BA 2025	Adaptive traffic control systems.	\$	140,000	Transportation and Parking
STREETS	*	BA 2025	Replace approximately 100 LF of failing retaining wall and supported sidewalk along West Johnson St adjacent to 103 Church St.	\$	350,000	Transportation and Parking
PUBLIC WORKS EQUIPMENT FUND	*	BA 2025	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000	\$	100,000	Not Applicable
PUBLIC WORKS BUILDING FUND	*	BA 2025	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$	100,000	Not Applicable
COMMUNITY DEVELOPMENT						
GREENWAYS PROJECT	*	BA 2025	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$	100,000	Transportation and Parking / Open Space / Environment
NEW SIDEWALKS	*	BA 2025	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$	100,000	Transportation and Parking
STREET IMPROVEMENTS FOR BICYCLE & PEDESTRIAN PLAN	*	BA 2025	Staunton Bicycle & Pedestrian Plan- May 2018. Construction of bicycle infrastructure, i.e. bike lanes, pavement markings, and signs / Install pedestrian upgrades at various intersections to enhance pedestrian safety.	\$	125,000	Transportation and Parking

RECREATION					
PUBLIC USE FACILITIES	*	BA 2025	Reserve for the improvement of public use facilities.	\$ 600,000	Public Service and Government
INFORMATION TECHNOLOGY					
CORE NETWORK FIREWALL REPLACEMENT	*	BA 2025	Update Firewall	\$ 100,000	Public Service and Government
EDUCATION					
BLUE RIDGE COMMUNITY COLLEGE	*	BA 2025	Annual Share of Blue Ridge Community College Capital Building Fund	\$ 41,050	Not Applicable
EDUCATION-STAUNTON CITY SCHOOLS					
BUILDING MAINTENANCE REPAIRS	*	BA 2025	Transfer to City Schools CIP Fund for Building Maintenance Repairs-Roofs, HVAC systems, Technology	\$ 100,000	Public Service and Government
TOTAL FY2025 CIP PLAN				\$ 2,891,050	

FUNDING SOURCES:

	BA 2025	FY2025 Budget Amendment from FY2024 Year Fund Balance-Transfer to CIP Fund	\$ 2,891,050

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 12, 2024	Amanda DiMeo Director, Economic Development John C. Blair, II City Attorney
Item #	L	
Department:	Economic Development/ City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Economic Development	
Subject:	Approval of Sale of Properties Located at 290 National Avenue and 102 Valley Center Drive	

Background: On November 11, 2010, the Staunton City Council and the Staunton Economic Development Authority entered into a Contribution Agreement. This document memorialized that the City of Staunton provided \$15,000,000 to the Virginia Department of Behavioral Health and Developmental Services for the former Western State Hospital campus.

The property of the former Western State Hospital campus was deeded to the Staunton Economic Development Authority.

In recognition of the \$15,000,000 investment, the Staunton Economic Development Authority agreed not to convey any of the property without the express consent of the Staunton City Council.

The Staunton Economic Development Authority has come to terms with prospective purchasers for portions of the property.

First, the Staunton Economic Development Authority has approved of the sale of 290 National Avenue for a purchase price of \$60,000.00. The property consists of approximately 1.52 acres

and is assessed at \$52,600. The prospective purchaser is Ted Kahn. Ted Kahn owns TMK Holdings LLC located on a property adjacent to 290 National Avenue.

Second, the Staunton Economic Development Authority has approved the sale of a 12.36 acre parcel located at 102 Valley Center Drive. The potential purchaser is Columbia Gas. The agreed upon purchase price is \$1,236,000 (\$100,000.00/acre).

The Economic Development Authority is asking the Council to ratify these purchases in accordance with the 2010 Contribution Agreement.

Attachments:

Attachment 1—Deeds Conveying Properties at 290 National Ave and 102 Valley Center Drive.

Attachment 2—Draft Resolution Consent to EDA Conveyance to Columbia Gas

Attachment 3—Draft Resolution Consent to EDA Conveyance to TMK Holdings

City Manager's Recommendation: Approve the sale of the properties.

Suggested Motion: I move to ratify the Staunton Economic Development Authority's sale of the properties, as presented.

City Manager: Leslie M. Beauregard

Attachment 1

THIS TRANSACTION IS EXEMPT FROM TAXES IMPOSED BY VIRGINIA CODE SECTION 58.1-802 PURSUANT TO THE VIRGINIA CODE SECTION 58.1-811(C)(4)

The existence of title insurance is unknown to the preparer.

PIN: 12413

Consideration and Actual Value: \$60,000.00

THIS DEED is made and entered into this ____ day of _____, 2024, by and between **ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF STAUNTON, VIRGINIA**, formerly known as the Industrial Development Authority of the City of Staunton, Virginia, a political subdivision of the Commonwealth of Virginia, hereafter called Grantor, and **TMK HOLDINGS, LLC**, a Virginia Limited Liability Company (SCC ID S5698362), hereafter called Grantee, whose address is P.O. Box 3025, Staunton, VA 24401.

W I T N E S S E T H:

WHEREAS, Grantor is the owner of a tract of land containing approximately 1.519 acres, more or less, which is a portion of the property it acquired from the Commonwealth of Virginia, by deed dated April 23, 2010, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia as Instrument 100000926 (herein called "Staunton Crossing" or "Staunton Crossing Property").

Prepared by:
John C. Blair, II, City Attorney
City of Staunton
116 W. Beverley Street
P.O. Box 58
Staunton, VA 24402-0058
540.332.3992

WHEREAS, Grantor's name was changed to the Economic Development Authority of the City of Staunton, Virginia by Ordinance No. 2010-18 of Staunton City Council recorded in the aforesaid Clerk's Office as Instrument 100001615.

WHEREAS, by this conveyance, the Grantor is conveying to the Grantee a portion of the Staunton Crossing Property consisting of Tract 5 containing 1.519 acres as more particularly shown on a plat of survey entitled, "**Plat of a Division of the Commonwealth of Virginia Western State Hospital Property**," dated August 25, 2009 and revised October 28, 2009, prepared by Jerry W. Swecker, Land Surveyor, EGS & Associates, a copy of which is recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia with Instrument Number 100000926 (herein referred to as the Plat).

NOW THEREFORE, for and in consideration of the premises, the sum of Ten Dollars (\$10.00) cash in hand, and other good and valuable consideration, paid by Grantee to Grantor, the receipt of all of which is hereby acknowledged, the said Economic Development Authority of the City of Staunton, Virginia does hereby grant, bargain, sell, and convey with SPECIAL WARRANTY OF TITLE unto TMK Holdings, LLC, a Virginia Limited Liability Company, Grantee the following described real estate, to-wit:

All of that certain parcel of land together with all improvements thereon and all appurtenances thereto belonging situated in the City of Staunton, Virginia, designated as Tract 5 containing 1.519 acres as more particularly shown on the Plat (the "Property").

This Property hereby conveyed is a portion of the property acquired by the Economic Development Authority of the City of Staunton, Virginia as the Industrial Development Authority

of the City of Staunton, Virginia, by Deed dated April 23, 2010, recorded in the aforesaid Clerk's Office as Instrument No.100000926.

Reference is hereby made to the aforesaid deeds, plat and the references therein contained for further description and derivation of title.

This conveyance is made expressly subject to all easements shown on the Plat as well as, covenants, conditions, restrictions, or reservations contained in any duly recorded instruments or plats in the chain of title to the Property hereby conveyed which have not expired by limitation of time contained therein or otherwise have become ineffective.

AND WITNESS thereof, the parties have executed this Deed pursuant to duly authorized authority.

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF STAUNTON, VIRGINIA**

By: _____

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF STAUNTON, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by, _____, _____ of the Economic Development Authority of the City of Staunton, Virginia on behalf of the Economic Development Authority of the City of Staunton, Virginia.

Notary Public

My Commission expires: _____

Registration No. _____

THIS TRANSACTION IS EXEMPT FROM TAXES IMPOSED BY VIRGINIA CODE SECTION 58.1-802 PURSUANT TO THE VIRGINIA CODE SECTION 58.1-811(C)(4)

The existence of title insurance is unknown to the preparer.

PIN: 9533

Consideration and Actual Value: \$1,236,000

THIS DEED is made and entered into this _____ day of _____, 2024, by and between **ECONOMIC DEVELOPMENT AUTHORITY OF THE CITY OF STAUNTON, VIRGINIA**, formerly known as the Industrial Development Authority of the City of Staunton, Virginia, a political subdivision of the Commonwealth of Virginia, hereafter called Grantor, and **COLUMBIA GAS OF VIRGINIA, INC.**, a Virginia Stock Corporation (SCC ID 00080069), hereafter called Grantee, whose address is 1809 Coyote Dr., Chester, VA 23836.

W I T N E S S E T H:

WHEREAS, Grantor is the owner of a tract of land containing approximately 15.4761 acres, more or less, as shown on the plat entitled, “**Plat of Subdivision and Lot Line Adjustment Staunton Crossing Properties Belonging to the Economic Development Authority of City of Staunton, Virginia**,” dated July 24, 2024, made by Donald F. Chandler, Land Surveyor, TRC Engineers, Inc., a copy of which is recorded in the Clerk’s Office of the Circuit Court of the City of Staunton, Virginia as Instrument Number 240001623, which is a portion of property it acquired from the Commonwealth of Virginia, by deed dated April 23, 2010, recorded in the Clerk’s Office

Prepared by:
John C. Blair, II, City Attorney
City of Staunton
116 W. Beverley Street
P.O. Box 58
Staunton, VA 24402-0058
540.332.3992

of the Circuit Court of the City of Staunton, Virginia as Instrument 100000926 (herein called “Staunton Crossing” or “Staunton Crossing Property”).

WHEREAS, Grantor’s name was changed to the Economic Development Authority of the City of Staunton, Virginia by Ordinance No. 2010-18 of Staunton City Council recorded in the aforesaid Clerk’s Office as Instrument 100001615.

WHEREAS, by this conveyance, Grantor is conveying to Grantee a portion of the Staunton Crossing Property consisting of a portion of Lot D containing 12.36 acres as more particularly described on a plat of survey entitled, “_____” dated _____, 2024, made by _____ (herein referred to as the Plat), a copy of which is filed herewith as a part of this Deed.

NOW THEREFORE, for and in consideration of the premises, the sum of Ten Dollars (\$10.00) cash in hand, and other good and valuable consideration, paid by Grantee to Grantor, the receipt of all of which is hereby acknowledged, the said Economic Development Authority of the City of Staunton, Virginia does hereby grant, bargain, sell, and convey with SPECIAL WARRANTY OF TITLE unto Columbia Gas of Virginia, Inc., the following described real estate, to-wit:

All of that certain parcel of land together with all improvements thereon and all appurtenances thereto belonging situated in the City of Staunton, Virginia, designated as _____ containing 12.36 acres as more particularly shown on the Plat (the “Property”).

The Grantor reserves easements of right-of-way, as described and shown on the construction plans entitled, “**Staunton Crossing Onsite Water and Sewer Extensions, City of**

Staunton, Virginia,” and **“Staunton Crossing – Elevated Water Storage Tank. City of Staunton, Virginia,”** both dated March 26, 2024, and made by Bruce W. Strickland, Jr., Professional Engineer, Timmons Group, for the construction, operation, repair and maintenance of utilities now existing or hereafter to be constructed, with such reservation and easement of right-of-way to be in gross and perpetual and to run with the land as an incorporeal interest. Said construction plans were created for City of Staunton, Virginia procurement Bid #D00324 and Bid #D00424, respectively, and are on file with the City of Staunton’s Engineering Division.

This Property hereby conveyed is a portion of the property acquired by the Economic Development Authority of the City of Staunton, Virginia as the Industrial Development Authority of the City of Staunton, Virginia, by Deed dated April 23, 2010, recorded in the aforesaid Clerk's Office as Instrument No.100000926.

Reference is hereby made to the aforesaid deeds, plats and the references therein contained for further description and derivation of title.

This conveyance is made expressly subject to all easements shown on the Plat as well as, covenants, conditions, restrictions, or reservations contained in any duly recorded instruments or plats in the chain of title to the Property hereby conveyed which have not expired by limitation of time contained therein or otherwise have become ineffective.

Additionally, Grantor and Grantee shall grant to each other at no cost to the other party the permanent and temporary easements for both public and private utilities, access and grading, reasonably necessary for the development of the Property that do not have a material adverse effect on each party’s property.

AND WITNESS thereof, the parties have executed this Deed pursuant to duly authorized authority.

**ECONOMIC DEVELOPMENT AUTHORITY
OF THE CITY OF STAUNTON, VIRGINIA**

By: _____

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF STAUNTON, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____, 2024, by, _____, _____ of the Economic Development Authority of the City of Staunton, Virginia on behalf of the Economic Development Authority of the City of Staunton, Virginia.

Notary Public

My Commission expires: _____

Registration No. _____

A. The City of Staunton, Virginia (City), a municipal corporation of the Commonwealth of Virginia, and its Economic Development Authority (EDA), a separate entity and political subdivision of the Commonwealth of Virginia, entered into an agreement dated November 11, 2010 (Contribution Agreement) under which the City essentially would make available the funding contemplated for the EDA to acquire for economic development purposes what was then known as the "WSH" property from the Commonwealth of Virginia, totaling approximately 278 acres, now known as Staunton Crossing (Crossing Property), located in the City of Staunton, Virginia near U.S. Route 250, Interstate 81 and Interstate 64;

C. The EDA has approved the sale of a portion of 102 Valley Center Drive, Staunton, Virginia, consisting of approximately 12.36 acres and identified as Parcel Identification Number 9533, for a purchase price of \$1,236,000.00 to Columbia Gas of Virginia, Inc.;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that consistent with the provisions of section 3.3 of the Contribution Agreement, the City gives its consent, to the EDA's conveyance of a portion of 102 Valley Center Drive, Staunton, Virginia, consisting of 12.36 acres and identified as Parcel Identification Number 9533, for a purchase price of \$1,236,000.00 to Columbia Gas of Virginia, Inc.

ATTEST: _____
Kiley A. Kesecker, Clerk of Council

**RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
CONSENTING TO PROPOSED CONVEYANCE BY ECONOMIC DEVELOPMENT
AUTHORITY OF A PORTION OF STAUNTON CROSSING PROPERTY
TO TMK HOLDINGS, LLC, CONSISTING OF 1.519 ACRES AND IDENTIFIED AS PARCEL
IDENTIFICATION NUMBER 12413**

A. The City of Staunton, Virginia (City), a municipal corporation of the Commonwealth of Virginia, and its Economic Development Authority (EDA), a separate entity and political subdivision of the Commonwealth of Virginia, entered into an agreement dated November 11, 2010 (Contribution Agreement) under which the City essentially would make available the funding contemplated for the EDA to acquire for economic development purposes what was then known as the "WSH" property from the Commonwealth of Virginia, totaling approximately 278 acres, now known as Staunton Crossing (Crossing Property), located in the City of Staunton, Virginia near U.S. Route 250, Interstate 81 and Interstate 64;

C. The EDA has approved the sale of 290 National Avenue, Staunton, Virginia, consisting of 1.519 acres and identified as Parcel Identification Number 12413, for a purchase price of \$60,000.00 to TMK Holdings, LLC:

WHEREAS, these recitals are an integral part of this resolution.

Adopted this 12th day of December, 2024.

ATTEST: _____
Kiley A. Kesecker, Clerk of Council