

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 9, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|--|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Blue Ridge Court Services FY2024 Annual Report |
| 5:25 p.m. | 3. | Discussion of Parks and Recreation Fees and Recommended Changes |
| 5:45 p.m. | 4. | Discussion of FY2024 End of Year General Fund Financial Overview and Capital Improvement Plan |
| 6:05 p.m. | 5. | Update on Refuse Modernization Initiative |
| 6:30 p.m. | 6. | Closed Meeting for the Discussion of the Performance of the City Manager Pursuant to Virginia Code Section 2.2-3711 (A)(1) (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 9, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Arrowood

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 December 12, 2024

A.2. Consideration of Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two

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

B. Public Hearing and Consideration of a Request by Augusta Opportunities, Inc. for a Special Use Permit to Revise the Master Plan for the Planned Residential Development Known as Olde South Village and South View*

C. Public Hearing and Consideration of an Amendment to Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code to Allow Alleys and Private Access Easements to be Used for Primary Access to Construct a Single-Family Dwelling in Certain Situations*

D. Consideration of Proposed Fiscal Year 2026 Holiday Schedule

E. Consideration of Staunton City Code Amendments to Chapter 3.15 Relating to Real Estate Tax Relief for the Elderly and Permanently Disabled

Matters from the City Manager

Matters from the Public*

Adjournment

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

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

- 1. Fire and Rescue:** *Virginia Department of Emergency Management's Emergency Management Performance Program Grant*, grant award in the amount of \$7,500. The grant will allow the purchase of new gloves for each of the department's shift personnel, along with, creating additional inventory for helmets and boots. This requires a \$7,500 match, for a total award of \$15,000, using Aid to Localities grant funding as a match; no City funds are being expended.
- 2. City Assessor/Agricultural and Forestal District:** *Virginia Department of Forestry Forest Sustainability Fund 2024*, application in the amount of \$24,054.92. This funding, approved by the General Assembly, is for an allocation to help offset, lower, or replace foregone tax revenue by localities who have elected to participate in forestal land use. Foregone revenue is the fair market value of forest land minus the forest use value of forest land, multiplied by the real estate tax rate. Funding is available in even years. The Virginia State Code requires that this funding shall be used solely for public education, outdoor recreation, or forest conservation.
- 3. Tourism Department:** *T-Mobile Hometown Grant*, application in the amount of \$50,000. Visit Staunton will utilize the T-Mobile Hometown Grant, if awarded, to revitalize the Downtown Staunton Visitors Center and reimagine "The Space" into an accessible museum that will serve as a mechanism to address glaring gaps in our destination's product. The grant will create a semi-permanent structure for exhibits celebrating hometown champions, The Statler Brothers, along with an opportunity space for start-ups to develop their product before moving into brick and mortar. "The Space" is a city owned space on the ground level of the New Street parking garage and is currently being leased by the Staunton Downtown Development Association.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	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



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	January 9, 2025	Megan Roane Director, Blue Ridge Court Services
Item #	2	
Department:	Blue Ridge Court Services	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Blue Ridge Court Services FY2024 Annual Report	

Background:

Megan Roane, Director of Blue Ridge Court Services, will provide an annual update of the work accomplished by her department during the last fiscal year. A copy of the FY2024 annual report as well as the accompanying presentation are included with the agenda materials.

Attachments:

Attachment 1—FY 2024 Annual Report

Attachment 2—FY 2024 Annual Report PowerPoint

City Manager's Recommendation: Not applicable.

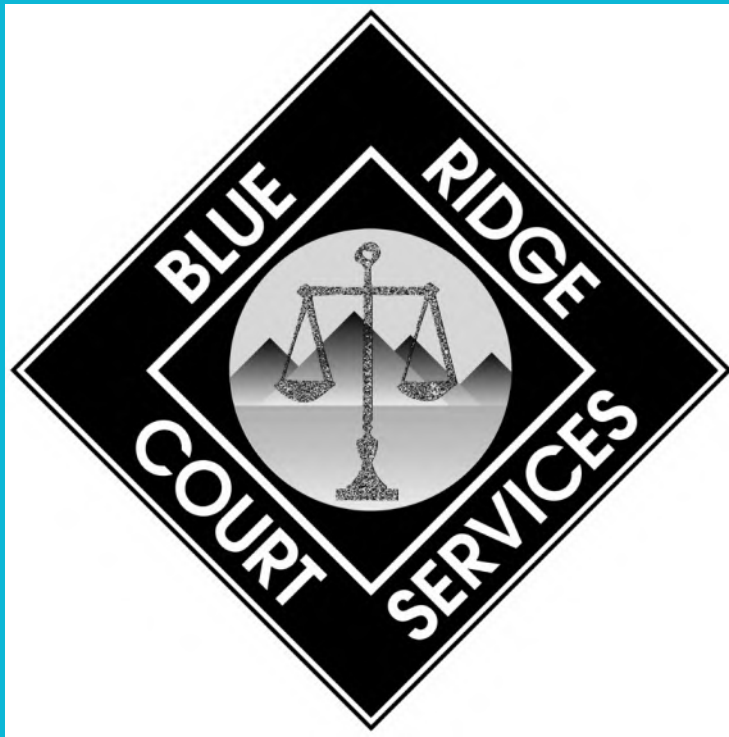
Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

FY 2024

Annual Report

BLUE RIDGE COURT SERVICES



The mission of Blue Ridge Court Services is to provide research proven sentencing alternatives for the local criminal justice system in an effort to reduce jail overcrowding, enhance public safety and offer rehabilitative opportunities to local offenders and pretrial populations in the Cities of Staunton, Waynesboro, Lexington and Buena Vista and the Counties of Augusta, Rockbridge and Highland.

From the Director

FY 2024 proved to be another productive year for Blue Ridge Court Services. Looking back over the year, it is clear that the productivity of BRCS is due to the dedication of the staff, collaboration from the stakeholders and our partnerships with other community resources. The staff of Blue Ridge Court Services served over 1,700 individuals this past year. I am very grateful for the hard work of the staff and the effort that they put forth to assist our clientele. Our staff is greatly supported by the localities that we serve and our local stakeholders. The support of the stakeholders made it possible for BRCS to implement the Public Safety Assessment on April 1, 2024 in Staunton, Augusta and Waynesboro. This was an eighteen month pilot process to maximize release, public safety and court appearance. Stakeholder support over this past year has also allowed Rockbridge, Lexington and Buena Vista to move forward with the process of implementing a Recovery Court. I appreciate the willingness of individuals to come to the table to work on improving processes in the criminal justice system. I am also extremely appreciative to the City of Staunton for serving as our fiscal agent.

Megan Reane



Blue Ridge Court Services
125 South New Street
Staunton, Virginia 24401
Phone: (540)886-1008
Fax: (540)886-8029



Blue Ridge Court Services
26 N. Main Street
Lexington, Virginia 24450
Phone: (540)461-8927
Fax: (540)461-8945



Teambuilding 2024 at the Cyrus McCormick Farm

INSIDE . . .

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Probation Services

Local Probation Supervision-Individuals are referred by area courts to BRCS where they are assessed and directed to appropriate interventions in lieu of serving a jail sentence. Individuals with addiction issues are provided substance abuse screening, drug testing, evaluation and treatment. Therapeutic groups are offered for substance abuse, mental health and anger management.

671

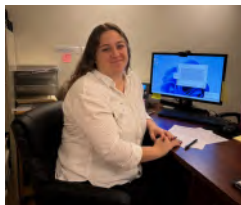
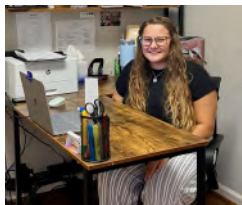
PROBATION PLACEMENTS

553 (82%) misdemeanor cases

118 (18%) felony cases

2024 Demographic Statistics for Probation Placements

- 66% were Male, 34% Female
- 80% Caucasian, 18% African American and 2% Hispanic/Other
- 53% were employed, 43% unemployed, 4% Unknown
- Average age was 37, Maximum age was 74
- Probationers by Risk: 78% low risk, 27% medium risk, 2% high risk



76%

SUCCESS RATE FOR MISDEMEANORS

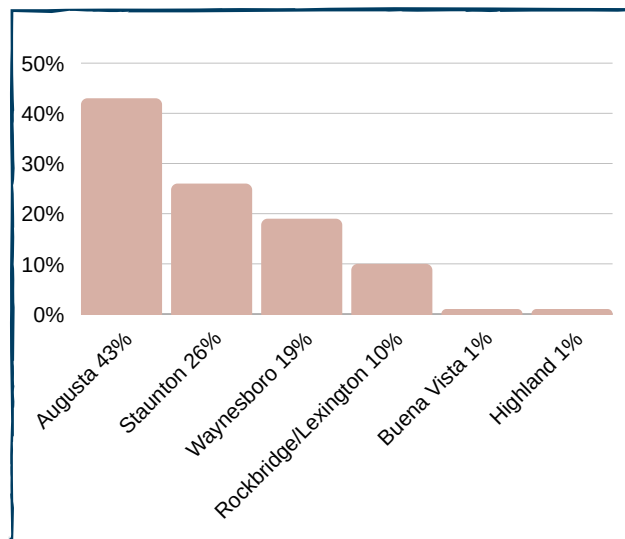
(Completing all of the court ordered requirements)

51%

SUCCESS RATE FOR FELONIES

(Completing all of the court ordered requirements)

Probation Placements by Jurisdiction

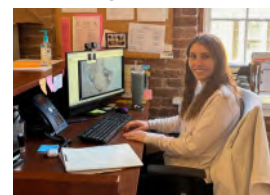


Re-entry Services

Blue Ridge Court Services has provided re-entry services to individuals since 2012 with the support of a grant from the Community Action Partnership for Staunton, Augusta and Waynesboro (CAPSAW). This has allowed our agency to assist in successfully transitioning individuals who have recently been released from incarceration back into the community. BRCS partners with Middle River Regional Jail to provide a re-entry session to inmates within thirty days of their release. Clients were assisted in obtaining employment, transportation and emergency shelter. Self-care kits were also made available to clients.

251

CLIENTS WERE REFERRED TO RE-ENTRY



Domestic Violence Services

In FY2024, BRCS received 150 placements into the domestic violence program. This program targets those individuals from the Juvenile and Domestic Relations Courts involved in family assaults. Each client referred to BRCS for domestic violence is assessed and placed into the appropriate treatment setting.

150

DOMESTIC VIOLENCE PLACEMENTS

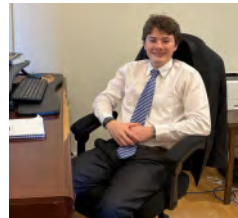
- 89% Male, 11% Female
- 77% Caucasian, 21% African American and 2% Hispanic/Other

Placements by Locality

- 71 placements from Augusta County
- 47 placements from Staunton
- 26 placements from Waynesboro
- 5 placements from Rockbridge/Lexington
- 1 placement from Buena Vista

Treatment Providers

- 55% Domestic Violence Alternatives Program (DVAP)
- 24% Valley Community Services Board or other CSB
- 6% BRCS Anger Management
- 15% Other Treatment Provider



Therapeutic Docket

The Therapeutic Docket was founded in July 2014 and is a diversionary program for individuals diagnosed with a major mental illness whose crimes were influenced by their diagnosis. This specialized docket combines prompt entry into mental health treatment, proactive medication review, case management, supervision by a specialized probation officer, and bi-biweekly Judicial reviews. Since inception, The Therapeutic Docket has had 155 participants and 79 graduates. Our docket is supported with grant funding from the Department of Behavioral Health and Developmental Services (DBHDS) and the Supreme Court of Virginia. The Honorable David B. Spigle presides over the Therapeutic Docket, and Laura Arthur-Pedersen serves as the Therapeutic Docket Coordinator. Due to the growth of the Therapeutic Docket, Jerica Cropp has recently joined Blue Ridge Court Services as our Therapeutic Docket Officer.

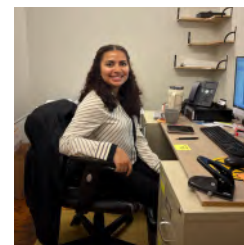
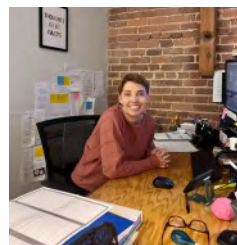
11

GRADUATES

23

THERAPEUTIC DOCKET INDUCTEES

- 7 Placements from Staunton
 - 3 Placements from Waynesboro
 - 15 Placements from Augusta
- (Two inductees had placements in two jurisdictions)



INDUCTEE REFERRAL SOURCES

- 1 Referral from Commonwealth Attorneys
- 2 Referrals from Defense Attorneys
- 3 Referrals from Judges
- 7 Referrals from Blue Ridge Court Services
- 10 Referrals were a Joint Agreement

Demographic Statistics of the FY 2024 Inductees

- 12 Males and 11 Females
- 18 Caucasians, 5 African Americans and 0 Hispanic/Other
- 8 participants were in the 18 to 25 age group
- 5 participants were in the 26 to 35 age group
- 10 participants were in the 36 and over age range

Pretrial Services

- **Pretrial Investigations**-BRCS staff collects information each morning at the Middle River Regional Jail and the Rockbridge Regional Jail on defendants who have been arrested and detained in the previous 24 hours. Based on the information obtained, a pretrial investigation report and the Virginia Pretrial Assessment Instrument (VPRAI) is generated to assist the Courts in making bond decisions. During FY 2024, BRCS conducted **836** pretrial investigations. On April 1, 2024, the Staunton, Augusta and Waynesboro localities began using the Public Safety Assessment in place of the VPRAI.
- **Pretrial Supervision**-BRCS staff also provides supervision for pretrial defendants released by the magistrates and judges pending trial. Staff ensure that these defendants adhere to the conditions of bond and that they appear for their court appearance. For FY 2024, there were 923 defendants placed on pretrial supervision.
- **Pretrial Initiative on Mental Illness (PIMI)**-Judges and Magistrates are able to provide the PIMI acronym on bond referrals to help identify, for BRCS staff, individuals who may benefit from immediate mental health services. This is very beneficial to the officers receiving the cases to be able to begin addressing the mental health need immediately. If someone is in need of mental health services and are not connected to a provider, BRCS is able to partner with Valley Community Services Board's Rapid Diversion Program to rapidly divert clients into services. There were 80 pretrial referrals with PIMI noted on the bond.

923

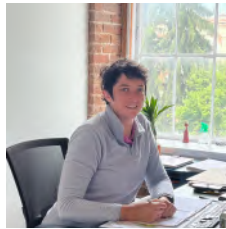
PRETRIAL PLACEMENTS

86%

SUCCESS RATE

97% Appearance Rate

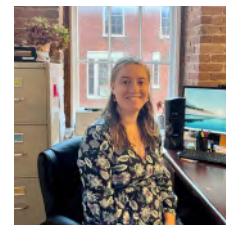
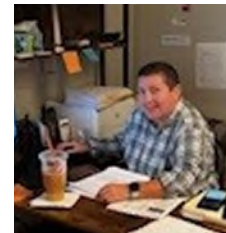
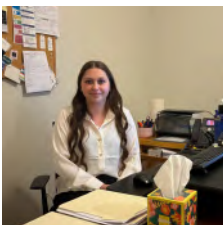
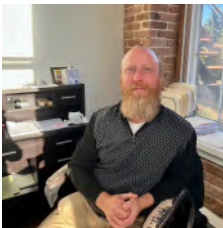
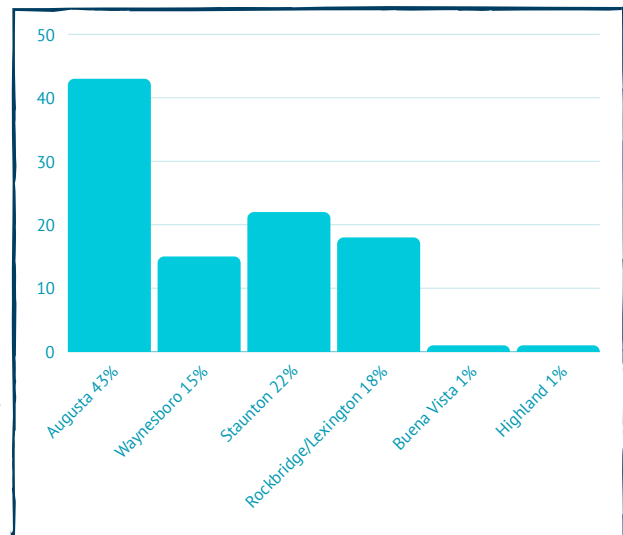
94% Arrest Free Rate



Demographic Statistics-Pretrial Placements

- 69% were male, 31% female
- 78% Caucasian, 20% African American and 2% Hispanic/Other
- 45% were employed, 49% unemployed, 6% Unknown
- Average age was 38

PRETRIAL PLACEMENTS BY LOCALITY



Recovery Court

The Staunton, Augusta and Waynesboro Recovery Court targets individuals who have been involved in criminal activity arising from their addictions to alcohol or illegal substances. The Recovery Court model uses the approach that moving quickly to bring individuals into treatment and using a team effort to monitor their progress produces a higher probability that the individual will be successful in breaking the cycle of repeated drug use and drug-related crime. Since inception, the Recovery Court has had 262 participants and 123 graduates. Our docket is supported with grant funding from the Supreme Court of Virginia. The Honorable Paul A. Dryer presides over our Recovery Court, and Wendy Dodge serves as the Recovery Court Coordinator.

8

GRADUATES

29

PARTICIPANTS IN FY24

13

RECOVERY COURT INDUCTEES

- 7 Males and 6 Females
- 11 Caucasians, 2 African Americans and 0 Hispanic/Other
- 4 Placements from Staunton
- 8 Placements from Augusta County
- 4 Placements from Waynesboro
- 3 Placements from Multiple Jurisdictions

INDUCTEE DRUG USAGE

- Methamphetamine: 8
- Alcohol: 5
- Marijuana: 3
- Opioid/Opiate: 1
- Cocaine: 1



INDUCTEE CHARGES

- Possession of Schedule I/II: 10
- Distribution: 3
- DWI: 3rd+: 3
- Probation Violation on felony Offense: 7
- Prisoner Possess Unlawful Chemical: 1
- Obtain Credit Card Number Larceny: 1

Home Electronic Monitoring

Both pretrial defendants and post-conviction offenders are eligible for Home Electronic Monitoring. The HEM program targets appropriate individuals to serve their time at home instead of jail which can benefit both the offender and the community. This program allows the participants to work and support themselves and their families, while at the same time paying for the costs of their monitoring. The HEM program also saves beds at Middle River Regional Jail for higher risk defendants. Silas James serves as our Home Electronic Monitoring Coordinator.

95

HEM PLACEMENTS

- 79 Males and 16 Females
- 69 Caucasians, 24 African Americans and 2 Hispanic/Other

LOCALITY PARTICIPATION AND JAIL BED SAVINGS AT \$109.52/DAY

- 12 HEM Placements from Staunton for a total of 853 days on HEM=\$93,420
- 60 HEM Placements from Augusta County for a total of 6,532 days on HEM=\$715,384
- 12 HEM Placements from Waynesboro for a total of 1,562 days on HEM=\$171,070
- 10 HEM Placements from Rockbridge/Lexington for a total of 793 days on HEM=\$86,849
- 1 HEM Placement from Buena Vista for a total of 17 days on HEM=\$1,861



FY 2024 Finances

Financial Support for Blue Ridge Court Services is provided from the following sources:

- **Virginia Department of Criminal Justice Services (DCJS)** for local probation and pretrial services
- **Virginia Supreme Court** for the Recovery Court Program
- **Community Action Partnership of Staunton, Augusta and Waynesboro (CAPSAW)** for the Re-entry program
- **Virginia Department of Behavioral Health and Developmental Services** for the Pretrial Initiative on Mental Illness and Therapeutic Docket
- **Participant Fees** which include supervision fees for probation clients and home electronic monitoring fees

REVENUE	1,407,822
DCJS Grant	1,011,072
Drug Court Grant	77,292
CAPSAW	13,218
Participant Fees	132,516
DBHDS	115,156
DCJS One Time Funds	4,691
Interest	1,853
Reserve	52,024
EXPENSES	1,407,822
Personnel	1,128,215
Training/Travel	8,738
Equipment	44,357
Supplies/Other (Rent)	226,512
Fund Balance	-0-

Blue Ridge Criminal Justice Board

The Blue Ridge Criminal Justice Board was established on July 1, 1995, in response to the Comprehensive Community Corrections Act and Pretrial Services Act. This advisory board is comprised of the region's principal criminal justice stakeholders, and they represent each of the seven localities served by Blue Ridge Court Services. The Board meets quarterly to receive updates, discuss local issues, and set policy relating to local criminal justice. The mission of the Blue Ridge Criminal Justice Board is to provide and support a broad range of community-oriented justice options in an effort to reduce jail overcrowding, enhance public safety, and offer rehabilitative opportunities to pretrial defendants and post conviction individuals.

STAUNTON	WAYNESBORO	AUGUSTA	HIGHLAND	ROCKBRIDGE	LEXINGTON	BUENA VISTA
Peter Boatner	Robyn Wilhelm	Donald Smith	Jerri Botkin	Spencer Suter	Tom Carroll	Wayne Handley
Chris Hartless	David Shaw	Linda Jones	Robert Kelly	Jared Moon	Angela Greene	Joshua Elrod
Jeff Gaines	David Ledbetter	Caleb Kramer		Derek Almarode		
Susan Richardson	Robert Tucker	Eric Young				
Amanda Kaufman		Chris Kincheloe				
Robin Mayer						

Blue Ridge Court Services Staff



Megan Roane (Director) - Ms. Roane began her career with BRCS in 1999 and is a graduate of Bridgewater College.



David Pastors (Criminal Justice Planner) - Mr. Pastors returned to BRCS in May 2019 as our Criminal Justice Planner. Mr Pastors retired from BRCS in March 2019 after serving 23 years as the Director.



Tasha Harner (Assistant Director) - Ms. Harner began her career with BRCS in 2005 and is a graduate of Bridgewater College.



Jordan Dameron (Probation/Pretrial Officer) - Ms. Dameron began her career with BRCS in May 2022. She is a graduate of Radford University, and she provides probation and pretrial services to Lexington, Rockbridge and Buena Vista.



Samantha Honig (Pretrial Manager) - Ms. Honig began her career with BRCS in 2009 and is a graduate of the University of Richmond. She also received a Masters Degree from the Johnson and Wales University.



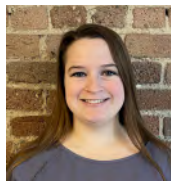
Stacey Sullivan (Probation Officer) - Ms. Sullivan joined BRCS in July 2024. She is a graduate of Liberty University, and she provides probation and pretrial services to the City of Waynesboro.



Martin Schmid (Senior Pretrial Officer) - Mr. Schmid began his career with BRCS in 2009. He is a graduate of Virginia Commonwealth University.



Ailee Roberts-Harris (Pretrial Officer) - Ms. Roberts-Harris joined BRCS in May 2020. She is a graduate of James Madison University. Ms. Roberts-Harris provides pretrial services to Augusta County.



Alayna Sensabaugh (Senior Probation Officer) - Ms. Sensabaugh began her career with BRCS in 2016. She is a graduate of Bridgewater College. She provides probation services to the City of Staunton.



Laura Arthur-Pedersen (Therapeutic Docket Coordinator) - Ms. Arthur-Pedersen began her career with BRCS in August 2022. She is a graduate of James Madison University and has a Masters Degree from Loyola University of Maryland.



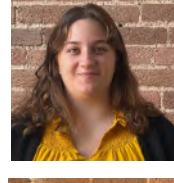
Mark Kattmann (Probation Officer) - Mr. Kattmann began his career with BRCS in 2024. He is a graduate of Appalachian State University. He provides services to Staunton/Augusta JDR Courts.



Jerica Cropp (Therapeutic Docket Probation Officer) - Ms. Cropp joined BRCS in September 2024. She is a graduate of George Mason University.



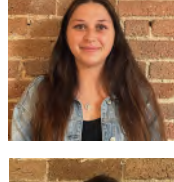
Jennifer Downes (Pretrial Officer) - Ms. Downes joined BRCS in August 2024. She is a graduate of Wilmington University. She provides pretrial services to Lexington, Rockbridge and Buena Vista.



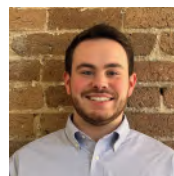
Anya Kauffman (Probation Officer) - Ms. Kauffman joined BRCS in July 2024. She is a graduate of Eastern Mennonite University. Ms. Kauffman provides probation services to Augusta County.



Wendy Dodge (Drug Court Coordinator) - Ms. Dodge began her career with BRCS in 2017. She is a graduate of West Virginia University and has a Masters Degree from Angelo State University.



Allyssa Bostic (Pretrial Officer) - Ms. Bostic joined BRCS in July 2022. She is a graduate of the University of Lynchburg. Ms. Bostic provides pretrial services to Augusta County.



Silas James (HEM Coordinator) - Mr. James joined BRCS in March 2023. He is a graduate of George Mason University.

**"Alone we can do so little; together we can do so much."
-Helen Keller**



Attachment 2

BLUE RIDGE COURT SERVICES



FY 2024 Annual Report



BRCS MISSION STATEMENT

The mission of Blue Ridge Court Services is to provide research proven sentencing alternatives for the local criminal justice system in an effort to reduce jail overcrowding, enhance public safety and offer rehabilitative opportunities to local offender and pretrial populations in the Cities of Staunton, Waynesboro, Lexington and Buena Vista and the Counties of Augusta, Rockbridge and Highland.

HIGHLIGHTS OF 2024

BRCS served about 1,700 new clients this year . . .

- Local Probation Placements - - - - - 671
- Pretrial Placements - - - - - 923
- Pretrial Investigations - - - - - 836
- Domestic Violence Placements - - - - - 150
- Re-entry Program Referrals - - - - - 251
- Pretrial Initiative on Mental Illness - - - - - 80
- Home Electronic Monitoring - - - - - 95
- Therapeutic Docket Inductions - - - - - 23
- Recovery Court Inductions - - - - - 13



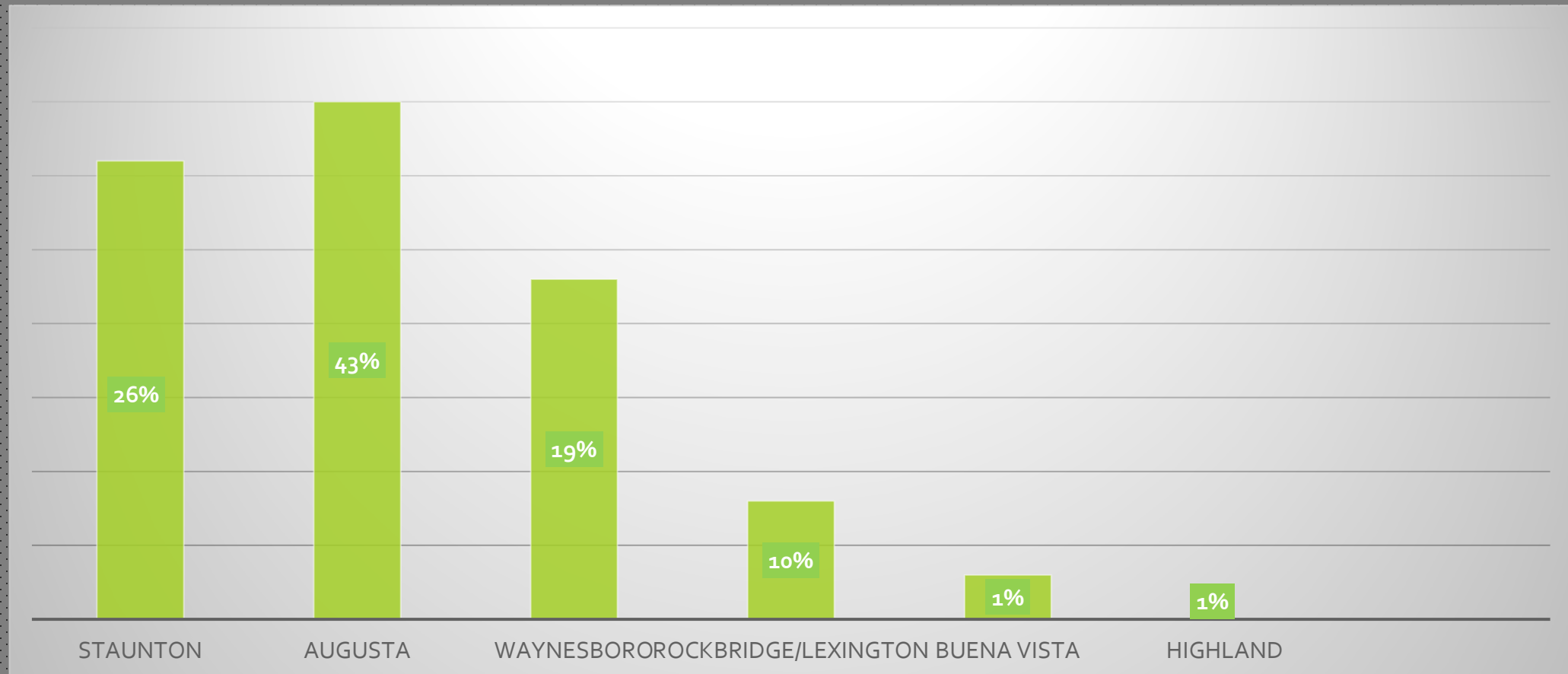
PROBATION SERVICES

In FY 2024 Blue Ridge Court Services received 671 probation placements.

- 553 (82%) misdemeanor cases and 118(18%) felony cases
- 66% male and 34% female
- 80% Caucasian, 18% African American and 2% Hispanic/Other
- 76% Program Success Rate for misdemeanors & 51% Program Success Rate for felonies (completing all of the court ordered requirements)
- 53% employed, 43% unemployed and 4% unknown
- Probationers by Risk: 78% low risk, 27% medium risk and 2% high risk

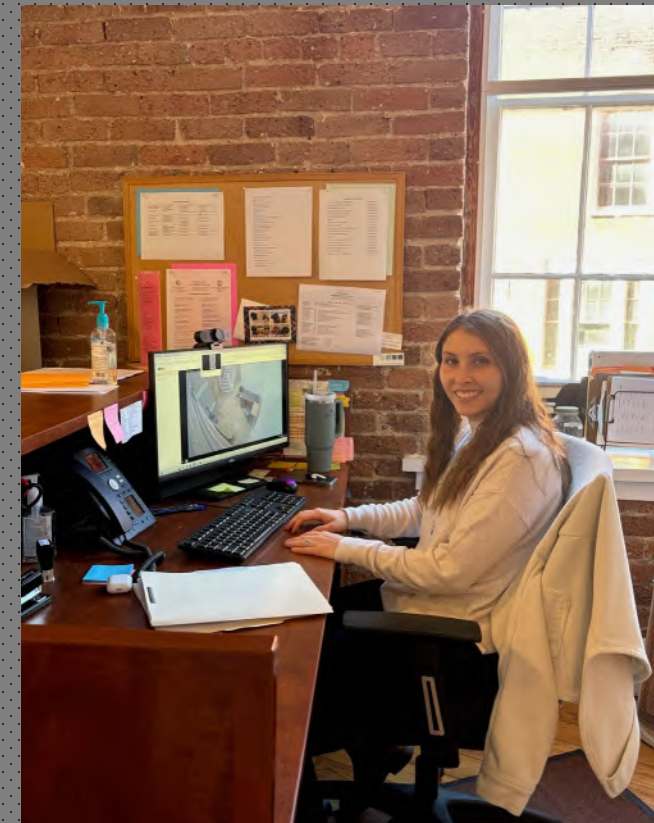


PROBATION PLACEMENTS BY JURISDICTION



RE-ENTRY SERVICES

- Supported by a grant from Community Action Partnership of Staunton, Augusta and Waynesboro (CAPSAW) which has allowed our agency to assist in successfully transitioning individuals who have recently been released from incarceration back into the community.
- 251 clients were referred to Re-entry
- Clients were provided assistance in obtaining employment, transportation, emergency clothing and emergency shelter. Self-care kits were also distributed.
- BRCS partners with MRRJ to provide a monthly re-entry class to inmates within 30 days of being released.

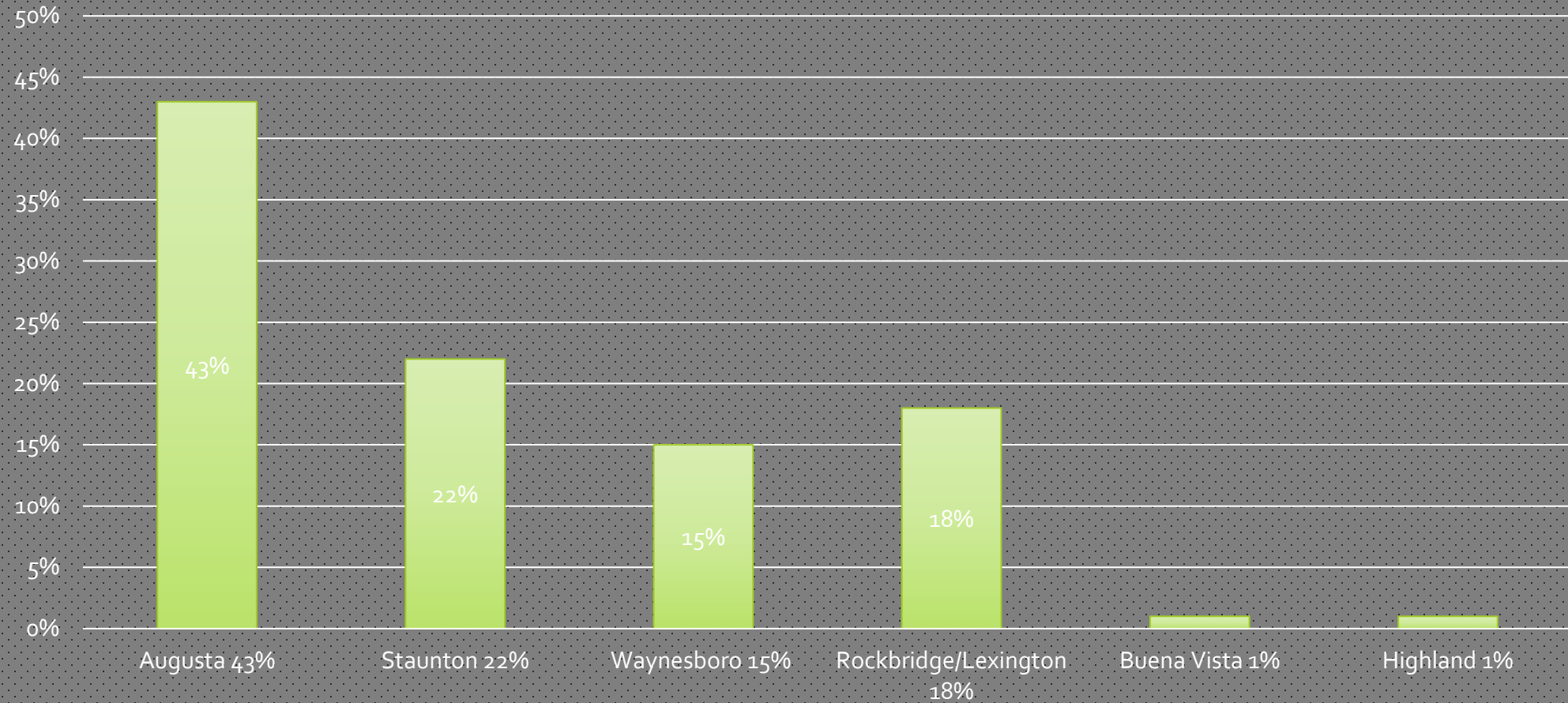


PRETRIAL SERVICES

- Performed a total of 836 pretrial investigations
- Received 923 pretrial placements
- 86% Program success rate, 97% appearance rate, 94% public safety (arrest free) rate
- 69% Male and 31% Female
- 78% Caucasian, 20% African American and 2% Hispanic/Other
- 45% were Employed, 49% Unemployed, 6% Unknown



PRETRIAL PLACEMENTS BY JURISDICTION



DOMESTIC VIOLENCE

- 150 Domestic Violence Placements in 2023
- 89% Male and 11% Female
- 77% Caucasian, 21% African American and 2% Hispanic/Other
- 71 placements from Augusta
- 47 placements from Staunton
- 26 placements from Waynesboro
- 5 placements from Rockbridge/Lexington
- 1 placement from Buena Vista



THERAPEUTIC DOCKET PROGRAM

- 23 Inductions into Therapeutic Docket in FY2024
- 11 graduates
- 12 Males and 11 Females
- 18 Caucasians, 5 African Americans and 0 Hispanic/Other
- 8 individuals in the 18 to 25 age group
- 5 individuals in the 26-35 age group
- 10 individuals in the 36 and over age range
- 7 placements were from Staunton Courts
- 15 placements were from Augusta County Courts
- 3 placements were from Waynesboro Courts



RECOVERY COURT

- This program targets individuals who have been involved in criminal activity arising from their addiction to alcohol or illegal substances.
- 13 new recovery court inductees in FY 2024
- 8 Graduates
- 7 males and 6 females
- 11 Caucasians, 2 African Americans
- 4 placements from Staunton
- 8 placements from Augusta County
- 4 placements from Waynesboro
- 3 placements from multiple jurisdictions



HOME ELECTRONIC MONITORING

BRCS received 95 Home Electronic Monitoring Placements in 2024.

- 79 were male and 16 were female
- 69 were Caucasian, 24 African American and 2 Hispanic/Other
- Daily cost of HEM is \$12.00 compared to the average daily jail bed cost of \$109.52.

Locality Participation and Jail Bed Savings at 109.52/day

<u>Locality</u>	<u>Participants</u>	<u>Bed Days Saved</u>	<u>Jail Costs Savings</u>
Staunton	12	853	\$93,420
Augusta	60	6,532	\$529,774
Waynesboro	12	1,562	\$171,070
Rockbridge/Lex	10	793	\$86,849
Buena Vista	1	17	\$1,861
Total	95	9,757	\$882,974

***Based on the State Compensation Board's Virginia Statewide Average Daily Jail Cost of \$109.52.



FY 2024 FINANCES

Financial Support for Blue Ridge Court Services is provided from the following sources:

- Virginia Department of Criminal Justice Services (DCJS) for local probation and pretrial services.
- Virginia Supreme Court for the Recovery Court
- Community Action Partnership Staunton, Augusta and Waynesboro (CAPSAW) for the Re-entry Program
- Virginia Department of Behavioral Health and Development Services (DBHDS) for the Pretrial Initiative on Mental Illness and Therapeutic Docket
- Participant Fees which include supervision fees for probation clients and home electronic monitoring fees

Total Funding of \$1, 407,822. . .

- 73% from DCJS
- 5% from Supreme Court
- 1% from CAPSAW
- 8% DBHDS
- 9% from Participant Fees
- 4% from Reserve

CITY COUNCIL



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	January 9, 2025	Chris Tuttle Director, Parks & Recreation Amanda Kaufman Assistant City Manager
Item #	3	
Department:	Parks & Recreation	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Discussion of Parks & Recreation Fees and Recommended Changes	

Background: Parks and Recreation staff, with the assistance of the Finance Department and City Manager's Office, has conducted a review of the current fees for recreation activities and facilities rentals. This review was conducted while keeping the following components in mind: comparability to neighboring localities and providers of similar services, equity in service provision for Staunton City residents vs. non-residents, and the extent of cost recovery to provide these services.

The following will be discussed during the work session and are being recommended for changes:

- **Facility Rental Fees** – Staff is recommending these fees be changed effective July 1, 2025.
- **Gypsy Hill Park Pool & Montgomery Hall Park Pool Fees** – Since the summer activity guide will be published in late April, these fee changes would become effective immediately.
- **Summer Camp Fees** – Staff is seeking to change these fees as soon as possible since the summer camp registration begins on February 10, 2025. The Winter/Spring 2025 Activity Guide, which has already been published, includes a statement regarding the following: *Registration for City of Staunton residents ONLY begins Monday, February 10, 6:30pm at the Gypsy Hill Park Gym. Registration for non-city residents begins Tuesday, February 18, at the recreation office in Montgomery Hall Park.*

Parks and Recreation Director Chris Tuttle will provide Council a brief overview of the history of parks and recreation fees and provide a description of each of the proposed changes.

Attachments:

Attachment 1—Schedule of proposed fee changes

Attachment 2 – PowerPoint presentation of proposed fee changes (to be published prior to the meeting)

City Manager's Recommendation: The City Manager has the authority to adjust parks and recreation fees. Since these fees have not been changed in many years, and it is the first time that staff has proposed a structure that would charge city and non-city residents differently, staff wanted to present and discuss these changes with City Council before implementing the changes.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Staunton Parks and Recreation Facility Rental Fee Change Proposal

Many of these fees haven't changed in 20 years. We propose that these changes would go into effect July 1, 2025 for any new facility rental. We will honor all rentals already on the calendar at the current rates.

Rental Fees

- **Gypsy Hill Park Bandstand**

Current Rate: \$35.00 for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$50	\$75
All Day	\$100	\$150

- **Garden Center**

Current Rate: \$75.00 for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$100	\$125
All Day	\$150	\$175
Key Deposit	\$50	\$50

- **Montgomery Hall**

Current Rate: \$75.00 for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$150	\$200
All Day	\$300	\$350
Fee for Additional Hour	\$35/hr	\$40/hr
Key Deposit	\$50	\$50

*Staff Required

- **Montgomery Hall Park Fields**

Current Rate: \$100.00/Field for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
All Day	\$200	\$225
Lights (if needed)	\$20/hr	\$20/hr

*Special Event Application Required

- **Gypsy Hill Gym**

Current Rate: \$30.00/hour or \$275.00 for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$120	\$160
All Day	\$300	\$350
Fee for Additional Hour	\$30/hr	\$40/hr

*Special Permit or Special Event Application Required for Certain Events

**Staff Required

- **Booker T Washington**

Current Rate: \$30.00/hour or \$225.00 for the day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$120	\$160
All Day	\$300	\$350
Fee for Additional Hour	\$30/hr	\$40/hr

*Special Permit or Special Event Application Required for Certain Events

**Staff Required

Staunton Parks and Recreation Pool Fee Change Proposal

- **Gypsy Hill Park Pool**

Current Rate: \$3/person/day for resident and non-resident (3 years and younger free)
\$50 pool pass (20 visits)

Proposed Change:

	Resident	Non-Resident
Daily Fee	\$4/day	\$5/day
20 Punch Pool Pass	\$60	\$75
Family Season Pass (5 members)	\$175	\$200

* Ages 3 years and younger are free

** Family Season Pass can be used at both pools

- **Montgomery Hall Park Pool**

Current Rate: \$2 for resident and non-resident (3 years and younger free)
\$35 pool pass (20 visits)

Proposed Change:

	Resident	Non-Resident
Daily Fee	\$3/day	\$4/day
20 Punch Pool Pass	\$40	\$50
Family Season Pass (5 members)	\$175	\$200

* Ages 3 years and younger are free

** Family Season Pass can be used at both pools

Staunton Parks and Recreation Summer Camp Fee Change Proposal

Registration for City of Staunton residents ONLY is proposed to begin one week in advance of non-residents. The language to be included in the spring activity guide is as follows:

Registration for City of Staunton residents ONLY begins Monday, February 10, 6:30pm at the Gypsy Hill Park Gym. Registration for non-city residents begins Tuesday, February 18, at the recreation office in Montgomery Hall Park.

- **Summer Camp**

Current Rate: \$100/person/week for resident and non-resident
\$750 for all eight weeks pre-paid
\$10 Registration Fee

Proposed Change:

	Resident	Non-Resident
Weekly Rate	\$125	\$150
All 8 Weeks Pre-Paid	\$950	\$1150
Registration Fee	\$10	\$10

Summer Camp 2024 (May 2024 – Sept. 2024)

Revenue: \$80,000

Expenditures: \$107,204.23



Parks & Recreation Fees and Recommended Changes

Overview of Fee Increases

- Facility Rental Fees*
- Field Rentals
- Pool Fees
- Summer Camp

*Propose facility rental rate changes go into effect July 1, 2025. We will honor all rentals already on the calendar at current rates

Reasons for Fee Increases?

- Many of the fees haven't changed in 20 years
- Fee structure change based on market research of local and regional Parks and Recreation Departments
- Labor and operational costs have increased and these changes will help offset those expenses

Facility Rental Fees - Gypsy Hill Park Bandstand

Current Rate: \$35/day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$50	\$75
All Day	\$100	\$150



Facility Rental Fees – Garden Center

Current Rate: \$75/day for resident and non-resident
Attachment 2

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$100	\$125
All Day	\$150	\$175
Key Deposit	\$50	\$50



Facility Rental Fees – Montgomery Hall

Current Rate: \$75/day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$150	\$200
All Day	\$300	\$350
Fee for Additional Hour	\$35/hr	\$40/hr
Key Deposit	\$50	\$50

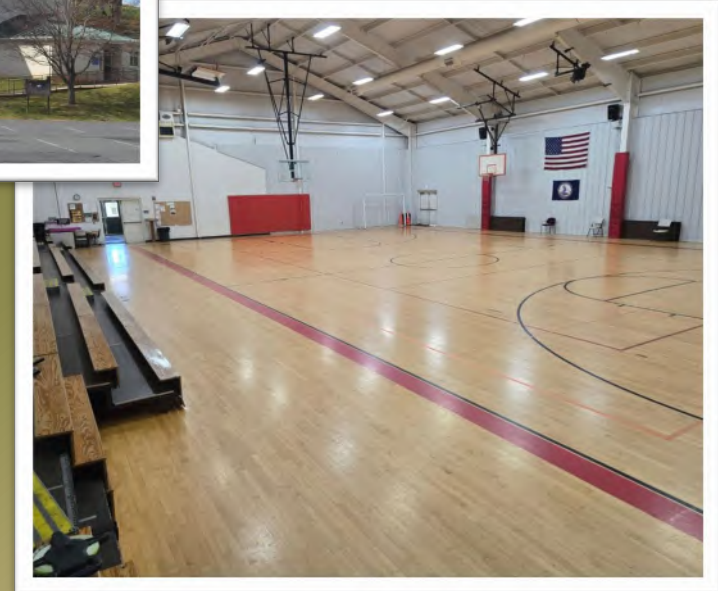


Facility Rental Fees – Gypsy Hill Gym

Current Rate: \$30/hour or \$275/day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$120	\$160
All Day	\$300	\$350
Fee for Additional Hour	\$30/hr	\$40/hr

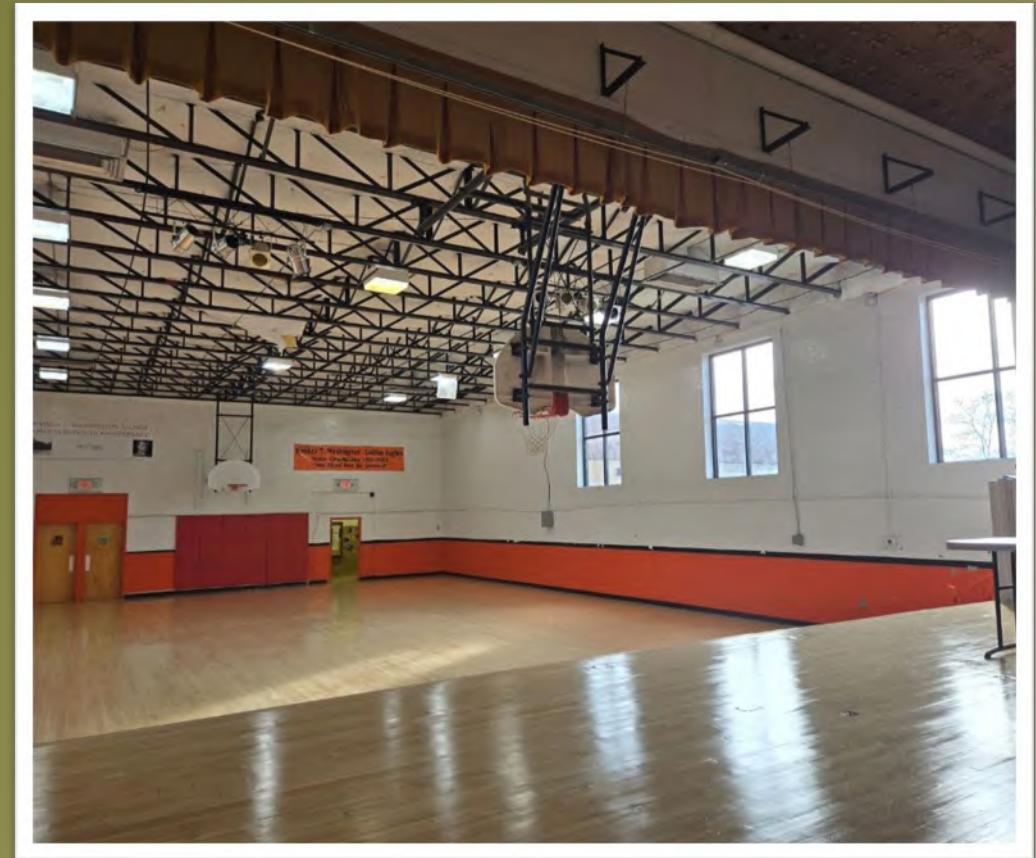


Facility Rental Fees – Booker T. Washington

Current Rate: \$30/hour or \$225/day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
4-Hour Rental	\$120	\$160
All Day	\$300	\$350
Fee for Additional Hour	\$30/hr	\$40/hr



Field Rental Fees – Montgomery Hall Park

Current Rate: \$100/field/day for resident and non-resident

Proposed Change:

	Resident	Non-Resident
All Day	\$200	\$225
Lights (if needed)	\$20/hr	\$20/hr



Pool Fees – Gypsy Hill Park Pool

Current Rate: \$3/person/day for resident and non-resident (3 years and younger free)
\$50 pool pass (20 visits)

Proposed Change:

	Resident (Age 4+)	Non-Resident (Age 4+)
Daily Fee	\$4/day	\$5/day
20 Punch Pool Pass	\$60	\$75
Family Season Pass (5 members)	\$175	\$200

*Pool rates effective summer 2025

*Family Season Pass can be used at both pools



Pool Fees – Montgomery Hall Park Pool

Current Rate: \$2/person/day for resident and non-resident (3 years and younger free)
\$35 pool pass (20 visits)

Proposed Change:

	Resident (Age 4+)	Non-Resident (Age 4+)
Daily Fee	\$3/day	\$4/day
20 Punch Pool Pass	\$40	\$50
Family Season Pass (5 members)	\$175	\$200

*Pool rates effective summer 2025

*Family Season Pass can be used at both pools



Summer Camp Fees

Current Rate: \$100/person/week for resident and non-resident
\$750 for all eight weeks pre-paid
\$10 Registration Fee



Proposed Change:

	Resident	Non-Resident
Weekly Rate	\$125	\$150
All 8 Weeks Pre-Paid	\$950	\$1150
Registration Fee	\$10	\$10

Summer Camp 2024 (May 2024 – Sept 2024)

Revenue: \$80,000

Expenditures: \$107,204.23

*City residents can register a week earlier than non-residents starting in 2025.

* Average 100 campers/week

*Fee increase will help offset expenditures

*Fee increase effective at registration in February 2025



Questions?

Thank You



CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	Jessie Moyers Chief Finance Officer
Item #	4	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Discussion of FY2024 End of Year Carry Over	

Background: The FY2024 year-end carry over was reported at the December 12, 2024 City Council meeting, along with year-end results. Recommendations for use of the FY2024 carry over will be discussed at the January 9, 2025 council meeting. Agreed upon uses will be introduced at the January 23, 2025 City Council meeting as part of fiscal year 2025 budget amendment #3. The available unassigned general fund balance as of June 30, 2024 is \$5,444,572.

Recommended uses:

- \$2,891,050 - FY2025 General Fund Capital Plan
- \$27,393 - Valley Supportive Housing (from FY23 carry over)
- \$50,000 - Wharf Tree Replacement (from FY23 carry over)
- \$45,000 - Entrance Corridor Overlay (from FY23 carry over)

Other considerations for discussion for the remaining \$2,431,129:

- Increase Safety Net
- Parks & Rec Public Use Facilities
- Fire Station #1 Improvements
- Police Department Relocation – Phase I
- VDOT Projects (Richmond Ave. roundabout/road Diet; sidewalk projects)
- Amtrak Station Improvements (State grant match)
- Undesignated CIP
- Other suggestions

Attachments:

Attachment 1—Adopted Fiscal Year 2025 Capital Improvement Plan

Attachment 2—PowerPoint Presentation

City Manager's Recommendation: Discuss proposals and provide input to staff.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2025**

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
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FY2024 General Fund Carry Over

Presented by Jessie L. Moyers, CFO

FY2024 Carry Over Discussion

- General Fund available unassigned fund balance \$5,444,572.

Major variances:

- \$1.9 M – Property taxes
- \$1.1 M – Sales & Meals taxes
- \$.5 M – Business Licenses
- \$.4 M – Interest Revenue
- \$.3 M – Tax Sale
- \$.5 M – Salaries & Benefits
- \$.3 M – Professional Services
- \$.3 M – Materials & Supplies

General Fund Balance History

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

Recommended FY2024 Carry Over Uses

- **\$2,891,050** - Fund FY2025 CIP per the FY2025-29 CIP approved by council April 25, 2024.

Reappropriate from FY2024:

- \$27,393 – Valley Supportive Housing
- \$50,000 – Wharf Tree Replacement
- \$45,000 – Entrance Corridor Overlay

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2025**

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STREETS	*	BA 2025	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 100,000	Transportation and Parking
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**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2025**

DEPARTMENT	PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN GOALS AND OBJECTIVES
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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
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Remaining FY2024 Carry over funds - \$2,431,129

- “Per fund balance policy, funds in excess of the Safety Net Reserve, the General Contingency amount, and carry forward appropriations unexpended at fiscal year end shall be given first consideration for appropriation in the city’s Capital Improvement Fund.”
- Appropriation could occur on budget amendment #3, which is scheduled to be introduced on January 23, 2025 or on a future budget amendment.

Remaining FY2024 Carry over funds - \$2,431,129

- Increase the Safety Net
- Parks & Rec Public Use Facilities
- Fire Station #1 Improvements
- Police Department Relocation – Phase I (land acquisition and design)
- VDOT Projects
 - Richmond Ave. Roundabout & Road Diet
 - Sidewalk Projects
- Amtrak Station Improvements (possible grant match request)
- Undesignated CIP
- Other Priorities?

Increase Safety Net

- The safety net reserve can be appropriated by city council for the following, exceeding \$100,000.
 - Unanticipated natural disasters resulting from storm damage, unseen infrastructure damage for water and sewer system deterioration, bridge repair, etc.
 - Imposition of mandates by Federal and State governments such as water, sewer, and landfill regulations, construction of court and jail facilities, etc.
 - Court decisions resulting in unbudgeted expenditures,
 - Acts of terrorism against the City destroying the City's infrastructure or causing a financial hardship to provide services to citizens.
 - Not available for general economic slowdown or recession.
 - If used, the City will restore the Safety Net Reserve to the established level within 36 months. If restoration cannot be accomplished during this time, then the CFO will prepare a financial plan for repayment.
- Currently rate is 16.5%.
- Goal set two years ago is 18%.
- GFOA recommended rate is 16.67%.
- **Each .5% would cost \$367,517 based on the FY2025 budget.**

Parks & Rec Public Use Facilities

\$2,164,484 Balance in Public Use Fac
+600,000 FY25 CIP funding (BA# 3)
+650,000 FY25 CIP interest income (BA# 3)
+394,981 Balance in GHP Bathroom fund
+130,979 Balance in Pump House fund
\$3,940,444 Total Amount Potentially Available

Allocation of Available Funds:

- GHP Pool House Replacement
- GHP Bathroom Improvements
- MHP Pool House Improvements
- MHP Bathroom Improvements
- Pump House Improvements

- Lowest GHP Bathroom Improvement bid in March 2024 was \$889,000.
- GHP Pump House has structural issues that need to be addressed.
- Still waiting on final information on MHP projects.

Fire Station #1 Improvements

Current Balance is \$637,285.

- New CIP reserve funding starting in FY2026.
- Goal is \$3-4 M.
- Replace nine doors.
- Design station improvements.
- Reconstruction of roof.
- Add additional space for firefighters.
- Other needed improvements.



Police Department Relocation

- Phase I – Land acquisition & Design
- Space needs study completed Sept 2023.
- Vastly overcrowded Evidence Room.
- No secure sallyport for safe prisoner transportation.
- E-911 Center undersized.
- Insufficient locker room space for female employees.



VDOT & Amtrak

VDOT Richmond Rd. Roundabout & Road Diet Project

- VDOT presented an update to City Council on November 14, 2024
<https://www.ci.staunton.va.us/home/showpublisheddocument/12728/638672728835830000>
- Estimated cost increased from \$2.2 M to \$15.8 M
- Alternatives have been presented and discussions will continue

VDOT Sidewalk Projects

- Edgewood Road & North Augusta Street sidewalk projects estimates have increased significantly

Amtrak Station Improvements

- Possible grant match request from Virginia Passenger Rail Authority

Undesignated & Other Suggestions

- **Undesignated CIP Funds**
 - Funds in this account are used for unforeseen needs.
 - Can allocate funds here until the area of greatest need becomes clearer.
 - Requires City Council approval to move to a particular project (can be done in one council meeting).
 - Current balance is \$147,086.
- **Other Priorities?**

CITY COUNCIL



Staunton, Virginia

AGENDA BRIEFING

Meeting Date:	January 9, 2025	Dave Irvin Director, Public Works Amanda Kaufman Assistant City Manager
Item #	5	
Department:	Public Works	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Environmental Consciousness; Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Update on Refuse Modernization Initiative	

Background: In January 2023, City Council allocated \$850,000 of American Rescue Plan Act (ARPA) funds to modernize the City's refuse collection system. Another \$39,891 was allocated from ARPA at the December 12, 2024 City Council meeting for the purpose of purchasing eight additional trash compactors.

Several refuse collection modernization updates were provided to City Council and the public since that time (October 12, 2023; March 14, 2024; July 25, 2024), including distribution of a postcard and survey that was mailed to every refuse customer in late 2023. The program has been delayed due to staffing challenges and a change in leadership in the Department of Public Works.

But during that time, staff has been working and designing a modern refuse program that will best fit the needs of the City. This working group is multi-departmental, led by the Public Works Department, with the assistance of the Finance Department, City Manager's Office, and Information Technology Department. The first phase of the trash modernization initiative encompasses residential users only. Subsequent phases will address commercial customers and the Central Business District.

Dave Irvin, Director of Public Works, will provide City Council with an overview of the refuse modernization initiative, including policy changes, expanded and new offerings, timeline, frequently asked questions, and next steps.

Attachments:

Attachment 1—Current Solid Waste Policy

Attachment 2—Revised Solid Waste Policy

Attachment 3 – PowerPoint presentation

City Manager's Recommendation: Review, discuss and provide feedback to staff on the trash modernization initiative and revised solid waste policies. Once the policies are acceptable and finalized, the City Manager is authorized to make them effective.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

City of Staunton Solid Waste Policy

April 10, 2008

Revised: October 23, 2019

It is the policy of the City of Staunton to provide for the prompt, orderly removal of refuse and recyclable materials generated by city homes and businesses. The goal of this policy is to promote the health and safety of residents and visitors, to enhance the appearance of the city, and to provide a convenient, straightforward service to residents and businesses – the customers.

This policy specifically addresses our two primary types of customers – residential and commercial. The unique characteristics of the Central Business District are reflected in regulations specific to some of our commercial customers.

This policy also addresses two types of refuse collection – regular collection of refuse put out as described in the following regulations, and special pickups of refuse - scheduled and unscheduled - put out in any other manner.

1. Hazardous and Unacceptable Materials

- A. The City will not pick up** hazardous wastes including tires, car batteries, pesticides, herbicides, motor oil, anti-freeze, toxic chemicals, or oil-based paints, solvents or large tube type console televisions sets. The city will not pick up liquids, brick or block, pipe, rocks, gravel, lumber, tires, human or animal feces/urine, construction debris or any other material that may pose a danger to refuse crews. For any specific questions on how to dispose of these materials, contact Public Works at 332-3892.

A regional special hazardous waste collection day for household generated hazardous wastes is usually offered in the fall. Watch local newspapers, the internet or TV channel for specific information.

Many local business accept used car batteries and motor oil. Please call to find out.

- B. The City will pick up** dead animals, feminine hygiene products, cat litter, broken glass (but not as recycling) and sharp objects, needles and flat screen television sets, but only if they are packaged in such a way that they pose no danger to health or safety during handling.

2. Regular Collection

A. General Refuse Regulations

- 1 - **Residents and businesses wishing to put out refuse for regular collection must follow the regulations listed here.** Refuse set out other than as described will be considered a request for a Special Unscheduled Collection (see Section 5-C below).
- 2 - **Refuse may be set out in containers or plastic bags.** Containers or bags shall be placed at curbside, or for streets without curbs, no more than three feet from the edge of the pavement. If placement of plastic bags becomes a problem due to animals, the Director of Public Works may require that containers be utilized.
 - a - **Containers:** Containers may be of metal or plastic and must be covered. Containers may hold no more than 45 gallons, and weigh no more than 60 pounds when full. Containers shall be kept in a clean and sanitary condition and free from odor, so flies or other vermin will not be attracted. Containers having visible holes or open cracks or without covers may be considered part of the refuse and taken.
 - b - **Bags:** Refuse may be placed in plastic bags at least 1.5 mils thick that are closed and tied securely shut. Bags of refuse may not weigh more than 60 pounds.
 - c - **Brush** will be picked up if stems/branches are tied into bundles no longer than four feet. Bundles must weigh less than 60 pounds each. Limit 10 bundles per collection day.
 - d - **Organic and food wastes from restaurants** must be bagged, securely tied and placed in covered containers. Liquid grease and oils will not be collected. Non-hazardous liquid wastes will be collected only if solidified in some acceptable manner such as with cat litter or sawdust.

3. Collection Schedules

A. **The scheduled collection times in this policy may be changed on a temporary or permanent basis by the Director of Public Works,** subject to City Manager approval. This is typically done following periods of extreme or inclement weather conditions.

B. Areas Outside The Central Business District

- 1 - Residential and commercial refuse will be collected one day per week according to the schedule published by the Public Works Department. Refuse must be placed at the curb no earlier than dusk the day before pickup and no later than 7 a.m. on the day of pickup. Emptied containers must be removed from the curb no later than 6 p.m. the day of pickup. Containers must be stored at the side or rear of homes or buildings.

- 2 - When a collection day falls on a City holiday, refuse and recycling will be collected on the Wednesday of that same week.

C. Inside The Central Business District

- 1 - **Refuse is collected in the Central Business District daily except Sundays and Wednesdays.** When a City holiday falls on scheduled collection day, residents and businesses should simply hold refuse and/or recycling for pickup on the next scheduled collection day. In the event of multiple holidays in a single week, a pickup schedule will be announced on the City's home page (www.staunton.va.us), the government access cable TV channel, and via local news media.
- 2 - **Refuse customers in the Central Business District are divided into three categories for billing purposes.**
 - a - **Residential refuse (CBD).** Refuse from multi-family buildings is the responsibility of the land-owner/landlord. Billing will be the residential fee (below) for each residential unit.
 - b - **Light commercial users (CBD)** are those who set out four or less bags/containers of refuse on an average collection day.
 - c - **Heavy commercial users (CBD)** are those who set out five or more containers/bags of refuse on an average collection day.
 - (1) **All full-time restaurants are considered Heavy Commercial Users.** Coffee-houses, theaters and other locations where food wastes do not include heavy cooking materials or substantial amounts of cooked foods will normally be considered Light users under this policy, subject to review by the Director of Public Works. Should the amount or nature of refuse from such facilities change, the Director of Public Works may, at his discretion, reclassify the facility as a Heavy user.
 - d - **Public Works may change the status of an account at any time when the amount or nature of refuse set out justifies such a change.** Customers who believe their category should be changed may contact Public Works and the matter will be reviewed.
- 3 - **All refuse must be placed at the curb no earlier than 10 p.m. the day before collection. It must be put out no later than 9 a.m. the day of collection.**
 - a - If containers are used, emptied containers must be removed from the curb by 11 a.m. the day of collection. No containers may be stored or kept on any public property, sidewalks or streets except for special situations as prescribed by the Director of Public Works.

- b - Containers must be stored inside or behind buildings and not in front of buildings or close to sidewalks and streets. Containers or bags must be set out at the curb immediately adjacent to the customer's property.
- c - The Director of Public Works may grant special permission for containers to be placed other than as directed in this policy only if, in his judgment, placement under this policy would create an undue hardship for the customer. Such permission will be granted providing specific conditions are maintained including types of containers, area cleanliness, etc. Permission for special placement may be withdrawn at any time.

4. Recycling Regulations

A. Residents and businesses in the City of Staunton are required to separate recyclable materials from all other refuse materials. RECYCLE.

1. A set of three recycling containers may be obtained from Public Works. There is a \$25 service fee for the use of these containers. Upon return to the City of the three containers in reasonable condition, other than ordinary wear and tear, this service fee shall be credited or refunded to the customer upon closure of the account.
2. Other marked containers may also be used. Recyclable materials placed in plastic or paper bags will not be picked up. Businesses that produce large quantities of glass or metal containers may contact Public Works for approval of other containers or means of pick-up.
3. **Recycling is picked up on the regular refuse collection day citywide for residential customers. In the Central Business District, regular recycling and cardboard is collected on Mondays and Thursdays of each week.** Recycling containers should be placed out and removed at the same time as regular refuse containers/bags and in the same manner and location.
4. Recycling containers holding trash, refuse, food particles or other non-recyclable materials will not be collected. All recyclable materials placed out for collection become the property of the City of Staunton as soon as they are placed at the curb. It is unlawful for anyone to remove any recyclable materials from any such curbside container or from other public recycling containers on public property in the city.

B. Recyclable materials include:

- 1 - Metal** - Metal containers/cans, including aluminum cans are to be emptied and rinsed, where possible. Aluminum foil and disposable aluminum trays are acceptable and will be collected.
- 2 - Glass** - Glass containers are to be emptied of all contents and tops removed. Plate glass, mirrors, light bulbs, Pyrex, or ceramic materials are not accepted for recycling; these items should be placed with regular refuse.
- 3 - Mixed paper** – Newspapers, magazines, cardboard, old books, phone books, junk mail, and office papers may all be recycled.
- 4 - Cardboard** - May be put out for collection only if boxes are broken down or collapsed and bundled with string or cord, do not exceed four feet in any dimension, and do not weigh less than 60 pounds. Do not place large cardboard boxes out at the curb for recycling; any large boxes not folded flat or containing Styrofoam, other packaging materials, or other debris will be collected with regular refuse.
- 5 - Plastics** – As of April 1, 2019, the City no longer collects plastic of any sort for recycling. All plastic items must be disposed of with regular refuse.

C. Sorting of Recyclable Materials

1. Recyclable materials are sorted by city crews at the curb. Residents are asked to help by separating metals, glass, and paper as much as possible. When it is necessary to save bin space, metal and aluminum, mixed paper and small cardboard containers materials may be commingled in bins; please keep glass items separate.
2. Under no circumstances is refuse, trash, food or other materials to be placed in recycling bins. Bins are only for items to be recycled. If unacceptable items are included, bins will not be picked up.

5. Special Pickups

A. Introduction

Since the health, safety and appearance of the City of Staunton is important to its quality of life, Public Works may perform special pickups of refuse and other materials either on a scheduled basis or in response to conditions outside those described in this policy.

- 1 - Public Works** annually schedules and publicizes special pickups of lawn wastes, leaves, Christmas trees and heavy/bulky trash items. These are done at no charge to residents.

- 2 - Refuse set out in any manner not in accord with the provisions of this policy (Sections 2, 3 and 4 above) is considered a violation of this policy and will result in special unscheduled pickup. This is not a convenience service but rather a pickup for blatant violations of this policy. The cost of unscheduled pickups is added to the utility bill of the customer involved.

B. Scheduled Special Pickups

- 1 - **Dates for scheduled pickup** of lawn waste, leaves, Christmas trees and heavy/bulky trash items will be published on the City's web page (www.staunton.va.us) and on the government access cable TV channel.
- 2 - **Leaves** – Residents are asked to rake leaves to the curb each fall so that crews may vacuum them up for composting. The City is divided into sectors and each sector will have two periods for leaf collection. Leaf piles that contain rocks, branches or are inappropriately placed will not be picked up. Leaves may be bagged and placed out with regular refuse however residents are strongly encouraged to place leaves out by the curb so that they may be composted.
- 3 - **Christmas Trees** – Trees are normally picked up the first Wednesday following the start of the New Year, provided items such as lights, stands and ornaments are removed. Trees are composted.
- 4 - **Heavy Trash** – Bulky items, large quantities of yard waste such as brush and branches, furniture and white goods (appliances) are picked up during one week each spring. This is only done once a year.
- 5 - **Special Scheduled Pickups** – The Director of Public works may schedule special pickups when conditions warrant. For example, picking up limbs and branches following severe wind or ice storms.

C. Unscheduled Special Pickups

- 1 - When refuse is stored or placed curbside in a manner not as described in the provisions of this policy including that placed curbside at times not designated for pickup, a Public Works crew may be dispatched to pick up the refuse or materials and remove them. Containers will be picked up with refuse during unscheduled special pickups and will not be returned. Such pickups will be subject to a special fee charged to the property owner or known tenant. (See Section 7-B item 1 below.)
- 2 - **Crews may be dispatched to remove:**
 - a - Containers or bags placed out for collection more than one hour prior to the designated set-out time specified, or left at the curb more than one hour following the specified time for removal.

- b - Containers that are not covered, are overflowing, or bags that are not tied and are damaged.
- c - Containers holding organic or food wastes that are not bagged inside the container.
- d - Other containers or refuse put out for pickup or stored in any manner not described in this policy, or that may pose a threat to public health, safety or appearance.
- e - Containers/bags weighing more than 60 pounds.
- f - Heavy or bulky items placed out other than at the scheduled yearly spring collection will be considered in violation of this policy and subject to the imposition special collection fees.

6. Other

- A. When refuse has been dumped illegally on public or private property or on other occasions when the refuse violates city code, special pickup rules will not apply.

7. General Refuse Rates

- A. Refuse fees are added to city water and sewer bills for property owners or tenants of the property involved. All rates in this policy are monthly. Billing is for a two-month period.

1 - Residential -

- a - Outside the Central Business District - **\$18.98**
- b - Inside the Central Business District - **\$18.98**
- c - The fee is assessed for each residential unit – in both single-family and multi-family structures. For any multi-family structure, the fee may be higher to cover all costs to the city, as determined by the Director of Public Works. Any such higher amount must be set by the Director of Public Works and approved by the City Manager.

2 - Light commercial users (Four or less bags/containers of refuse on an average collection day.) monthly fees are:

- a - Outside the Central Business District - **\$43.09**
- b - Inside the Central Business District - **\$43.09**

3 - Heavy commercial users (Five or more containers/bags of refuse on an average collection day.) monthly fees are:

- a - Outside the Central Business District - **\$91.16**

b - Inside the Central Business District - **\$115.83**

- 4 - IAW City Code, the fee for any refuse service rendered outside the city shall be at least 200 percent of the fee charged for the same of service inside city limits. Refuse service of any kind outside the City Limits shall be at the discretion of the Director of Public Works.
- 5 - The costs of recycling are included in the refuse fees paid by residential and commercial customers. Commercial customers permitted by Public Works to utilize an outside refuse service will be charged **\$18.98** a month for pickup of recyclables.
- 6 - Exemptions: The Director of Public Works may waive all or part of the fees for any multi-family structure or commercial customer if contractual arrangements are made and maintained by that customer for containerized service.

B. Fees For Unscheduled Pickups

1. The fee for an unscheduled special pickup will be set by the Director of Public Works. The minimum fee will be \$95.00.
2. In the event a special unscheduled pickup involves more than five containers, includes furniture and/or other bulky items, site clean-up or other factors, the Director of Public Works may charge the customer the actual cost of the pickup including all administrative, labor and equipment costs.
3. In all cases the fees will be charged with normal Refuse charges to the bill of the property owner or, in the event the property is leased by a person or business with its own utility account, to the tenant. In the event the property is a multifamily structure, billing will be to the landowner, whether tenants have utility accounts or not.
4. Property owners or tenants with city utility accounts are responsible for refuse placed at the curb for pickup at their residence, on their property, or at their place of business, and for the cost of Special Unscheduled Pickups to remove such refuse or materials when not in accordance with Regular Collection regulations. In the event of multi-family buildings, this responsibility is assumed by the property owner. It is illegal for anyone to place trash, refuse or similar materials whether contained or not on private property without the written permission of the landowner. Should residents or businesses believe someone else is placing refuse or other materials at their location, they should report it to Staunton City Police Department immediately.
5. The Director of Public Works may direct special pickups be made without charge following special designated events or to meet special community needs.

8. Disputes / Appeals

A. Any decision made by the Director of Public Works pursuant to this policy may be appealed to the City Manager.

B. Disputes Involving Fees For Unscheduled Pickups

- 1 -** Customers who believe an Unscheduled Special Pickup was unnecessary or have other concerns over the service or the fee shall file a written complaint with the Director of Public Works within 15 days of the receipt of the utility bill first listing the fee.
- 2 -** The Director may waive the fee if, in his judgment, the pickup may not have been necessary or there are other extenuating circumstances. If the Director is unable to resolve their concerns, the customer may appeal to the City Manager.

April 10, 2008

Revised: October 23, 2019

Revised: January 9, 2025

City of Staunton Solid Waste Policy

It is the policy of the City of Staunton to provide for the prompt, orderly removal of refuse generated by city homes and businesses. The goal of this policy is to promote the health and safety of residents and visitors, to enhance the appearance of the city, and to provide a convenient, straightforward service to residents and businesses – the customers. This policy is authorized and enforceable pursuant to Staunton City Code Section 8.30.090.

1. General Refuse Regulations

A. Residential Customers Outside the Central Business District

- i. **Containers** are property of the city and assigned to each service address. Only city-provided containers will be serviced. Each residence is provided with one (1) 95-gallon or 45-gallon container. The 95-gallon container will be provided as the default container; residents may request the 45-gallon container instead. One (1) additional 95-gallon container can be issued for an additional monthly fee.

Containers must be placed no more than three (3) feet from the curb.

Containers must be stored at the side or rear of homes or buildings and shall be kept in a clean and sanitary condition, so flies or other vermin will not be attracted.

- ii. **Bags:** Refuse must be placed in plastic bags at least 1.5 mils thick that are closed and tied securely shut. Bags of refuse shall not weigh more than 60 pounds. Bagged refuse must be placed in the container with the lid fully closed.

All hygiene products (feminine, diapers, etc.) and cat litter must be doubled-bagged.

- iii. **Bag Tags:** Trash outside of the city issued container will not be picked up, except for clean, flattened, and bundled cardboard boxes tied securely with a string. Additionally, trash bags affixed with an official City of Staunton bag tag sticker purchased from the city will be picked up. Tags can be purchased for \$1.00 per tag from the Treasurer's Office located in Staunton City Hall and the Department of Public Works ("Public Works") office located at 1911 Craigmont Road.

- iv. **Residential Customer Special Placement:**

In some situations, residential customers may not have access to curb side

placement, or the physical landscape prevents the movement of the container from the residence to the curb. In those instances, Public Works will designate a special collection area. Customers must place their container in the special collection area.

Residents unable to place their containers at the curb may submit a designated collection area request form at Public Works located at 1911 Craigmont Road, Staunton, or by calling Public Works at 540-332-3892.

B. Commercial / Central Business District / All Other Customers

i. Refuse customers in the Central Business District (CBD) as defined in Title 8 of the Staunton City Code are divided into three categories for billing purposes.

- a - **Residential refuse (CBD).** Refuse from multi-family buildings is the responsibility of the landowner/landlord. Billing will be for each residential unit.
- b - **Light commercial users (CBD)** are those who set out four or less bags/containers of refuse on an average collection day.
- c - **Heavy commercial users (CBD)** are those who set out five or more containers/bags of refuse on an average collection day.

(1) **All full-time restaurants are considered Heavy Commercial Users.** Coffee-houses, theaters, and other locations where food wastes do not include heavy cooking materials or substantial amounts of cooked foods will normally be considered Light users under this policy, subject to review by the Director of Public Works.

- d – **Public Works Director may change the status of an account at any time when the amount or nature of refuse set out justifies such a change.** Customers who believe their category should be changed may contact Public Works and the matter will be reviewed. If the customer is not satisfied with the Director of Public Works determination, then the customer may appeal the decision to the Staunton City Manager or their designee. All decisions of the Staunton City Manager or designee are final and are not appealable to any court.

ii. Containers

- a - No containers may be stored or kept on any public property, sidewalks or streets except for special situations as prescribed by the Director of Public Works.
- b - Containers must be stored inside or behind buildings and not in front of buildings or close to sidewalks and streets. Containers or bags must be set out at the curb immediately adjacent to the customer's property.
- c - The Director of Public Works may grant special permission for containers to be placed other than as directed in this policy only if, in their judgment, placement under this policy would create an undue

hardship for the customer. Such permission will be granted providing specific conditions are maintained including types of containers, area cleanliness, etc. Permission for special placement may be withdrawn by the Director of Public Works at any time.

- C. Failure to Comply** with the city's solid waste policy may result in a Special Collection Fee for trash removal by a city crew.

2. Hazardous and Unacceptable Materials (All Customers)

A. The city will not collect the following:

Hazardous Waste:

Batteries, tires, pesticides, herbicides, toxic chemicals, oil-based paints, solvents, electronics, pressurized vessels, unknown or unlabeled containers, rechargeable tool batteries.

Liquids, cooking oils, human waste, or other materials that pose a health or safety risk.

Construction Materials:

Brick, block, lumber, drywall, pipe, stone.

Latex Paint - must be dried solid and without a lid before disposal.

3. Collection Schedules

- A.** The scheduled collection times in this policy may be changed on a temporary or permanent basis by the Director of Public Works, subject to City Manager approval. This is typically done following periods of extreme or inclement weather conditions and city holidays.

- B. Areas Outside The Central Business District:** Residential and commercial refuse will be collected one day per week according to the schedule published by the Public Works Department. Refuse must be placed at the curb no earlier than dusk the day before pickup and no later than 6:30 a.m. on the day of pickup. Emptied containers must be removed from the curb no later than 6:00 a.m. the day following pickup.

- C. Inside The Central Business District:** Refuse is collected in the Central Business District daily except Sundays and Wednesdays. When a City holiday falls on scheduled collection day, residents and businesses should simply hold refuse and/or recycling for pickup on the next scheduled collection day. All refuse must be placed at the curb no earlier than 10 p.m. the day before collection, and no later than 9 a.m. the day of collection. If containers are used, emptied containers must be removed from the curb by 11 a.m. the day of collection. In the event of multiple holidays in a single week, a pickup schedule

will be announced on the City's web page (www.staunton.va.us), and on social media.

4. Residential Yard Waste

- A. Residential customers will have the opportunity to participate in a yard waste collection program. After a deposit and sign-up, participants will receive a dedicated and differentiated 95-gallon city issued container specifically for yard waste.
- B. Scheduled pickups will be the first Wednesday of each month.
- C. Yard waste collected will include sticks, branches, leaves, and grass clippings. No bagged yard debris will be collected.

5. Scheduled Special Pickups

The health, safety, and appearance of the City of Staunton is important to the quality of life for its residents. Therefore, Public Works annually schedules and publicizes special pickups of leaves, Christmas trees and heavy/bulky trash items. These special collections will only occur on the dates and times and in the sectors publicized by Public Works.

- A. **Leaves (November – January)** Residents are asked to rake leaves to the curb, out of the city right-of-way, each fall so that crews may vacuum them up for composting. The city is divided into sectors and each sector will have two periods for leaf collection. Leaf piles that contain rocks, branches, or are inappropriately placed will not be picked up.
- B. **Christmas Trees (January)** are normally picked up on a Wednesday during the first several weeks of the New Year. Items such as lights, stands, and ornaments must be removed, as the trees will be composted.
- C. **Heavy Trash (Spring & Fall)** Large and bulky items not typically picked up during routine refuse collections, including:
 - Large quantities of yard waste, brush, limbs
 - Appliances, refrigerators, lawn mowers, microwaves, etc.
 - Furniture, mattresses, sofas, dressers, etc.
 - Electronics (these items are taken to the landfill, not recycled)
- D. **Holiday Collection & Weather Emergencies**

Holidays: If a holiday falls on a collection day, trash will be picked up on a makeup date. Check the city website and social media for updates.

Weather Emergencies: Collection may be suspended due to weather. Updates will be posted by 6:00 a.m. on the city website and on social media.

Weather Hazard Debris: In the event of a special yard debris pickup due to weather-related damage, branches and debris must be in bundles no longer than 4 feet and weigh less than 50 pounds.

6. **Unscheduled Special Pickups Due to Noncompliance**

When refuse is stored or placed curbside in a manner not as described in the provisions of this policy including refuse placed curbside at times not designated for pickup, a Public Works crew may be dispatched to pick up the refuse or materials and remove them. Containers will be picked up with refuse during unscheduled special pickups and will not be returned. Such pickups will be subject to a special fee charged to the property owner or known tenant.

Crews may be dispatched to remove:

- A. Containers or bags placed out for collection more than one hour prior to the designated set-out time specified or left at the curb more than one hour following the specified time for removal.
- B. Containers that are overflowing or with the lid not fully closed, or bags that are not tied.
- C. Other containers or refuse put out for pickup or stored in any manner not in compliance with this policy, or that may pose a threat to public health, safety, or appearance.
- D. Heavy or bulky items placed out other than at the scheduled yearly spring or fall collections or a specially designated weather hazard pickup day will be considered in violation of this policy and subject to the imposition of special collection fees.
- E. When refuse has been dumped illegally on public or private property or on other occasions when the refuse violates city code, special pickup rules will not apply and the violator will be subject to all civil and criminal penalties specified in the Staunton City Code.

7. **General Billing Information**

Refuse fees are added to city water and sewer bills for property owners or tenants of the property involved. Each billing cycle covers a two-month period. Every service address that receives water service is required to have refuse service.

- A. **Rates** can be found on the city website. The fee is assessed for each residential unit – in both single-family and multi-family structures. For any multi-family structure, the fee may be higher to cover all costs to the city, as determined by the Director of Public Works.

B. Exemptions: The Director of Public Works, in their sole discretion, may waive all or part of the fees for any multi-family structure or commercial customer if contractual arrangements are made and maintained by that customer for containerized service.

C. Fees For Unscheduled Pickups

- i. The fee for an unscheduled special pickup will be set by the Director of Public Works
- ii. In the event a special unscheduled pickup involves more than five containers, includes furniture and/or other bulky items, site clean-up or other special factors, the Director of Public Works may charge the customer the actual cost of the pickup including all administrative, labor and equipment costs.
- iii. Property owners or tenants with city utility accounts are responsible for refuse placed at the curb for pickup at their residence, on their property, or at their place of business, and for the cost of Special Unscheduled Pickups to remove such refuse or materials when not in accordance with Regular Collection regulations. In the event of multi-family buildings, this responsibility is assumed by the property owner. It is illegal for anyone to place trash, refuse or similar materials whether contained or not on private property without the written permission of the landowner. Should residents or businesses believe someone else is placing refuse or other materials at their location, they should report it to Staunton City Police Department immediately.
- iv. The Director of Public Works may direct special pickups be made without charge following special designated events or to meet special community needs.

8. Drop off and Collection Points

A. Recycling Center: Residents are encouraged to utilize the City's recycling center at the Public Works facility located at 1911 Craigmont Road in Staunton. Recyclable items such as paper, cardboard, and plastics should be clean and sorted to ensure proper processing. The Director of Public Works shall establish the normal operating hours of the recycling center and post those hours on the City's website. The recycling center is closed on City holidays.

B. Tires: may be dropped off at the Gypsy Hill Park Gym parking lot on a Saturday following Spring heavy trash collection. The specific date will be posted on the city's website and social media.

C. Landfill: The City of Staunton is a joint owner of the Augusta Regional landfill and city residents have free access to the landfill. Please refer to the landfill website for mor information on hours and what is accepted: www.augustawater.com/landfill

City of Staunton
Special Placement / Assistance Application

This request is for:
Special Placement ☐
Special Assistance/Hindrane ☐

Account Number: _____ Customer ID: _____

Account Holder Name: _____

Address: _____

Name and email of individual requesting Special Placement / Assistance:

Reason for Special Placement Request:

Special Assistance/Hindrane Request ONLY

Physician's Certification:

I certify that the above-referenced Account Holder needs Special Assistance
in the placement of their refuse container.

If the need for special assistance is temporary, when is intended release date?

Attending Physicians Signature:

Date:

Customer's Signature:

Date:

***Please provide a sketch of area desired for special placement.

Director of Public Works or their Designee will review & determine if a Special Placement is warranted.

The City will contact the customer through the provided email address with the City's determination.

City of Staunton

Extra Refuse Container Request Form for Residential Customers

- Limited to 95 Gallon customers only
- Fee: \$12 Per Month
- Limited to one (1) additional 95 Gallon container per residence.

Date Requested: _____

Account Number: _____ Customer ID: _____

Account Holder: _____

Address: _____

Phone number: _____ Email _____

In reference to the location listed above, I, _____(Print), hereby request an additional refuse container and agree to pay the additional \$12 per month, \$24 per billing cycle. I further understand and agree to call Public Works at 540-332-3892 when I vacate my residence, so they can collect the additional container.

Customer Signature

Date

Office use only:

- ☐ Work Order Entered in Munis for Delivery of Additional Container
- ☐ Extra Container Service Added to Account in Munis
- ☐ Customer Contact Note Added in Munis
- ☐ Extra Container added to Customer Record in Rubicon

Completed by: _____ Date: _____

City of Staunton

Yard Waste Container Request Form for Residential Customers

- Deposit: \$50 (one-time, refundable)
- Limited to one (1) 95-gallon container per residence, which is designated and differentiated specifically for yard waste only.

Date Requested: _____

Account Number: _____ Customer ID: _____

Account Holder: _____

Address: _____

Phone number: _____ Email _____

In reference to the location listed above, I, _____ (Print), hereby request a yard waste container and agree to pay the one-time \$50 deposit. I understand that by signing this form, I will be charged \$50 on my next bill, and that in order to have this deposit returned to me, I must call Public Works at 540-332-3892 when I vacate my residence so they can collect the container.

Customer Signature

Date

Office use only:

- ☐ Work Order Entered in Munis for Delivery of Additional Container
- ☐ Extra Container Service Added to Account in Munis
- ☐ Customer Contact Note Added in Munis
- ☐ Extra Container added to Customer Record in Rubicon

Completed by: _____ Date: _____

Attachment 3



Update on Refuse Modernization Initiative

January 9, 2025

“So. when do I get my new trash can?”



NEW YEAR – NEW BIN



Why is Change Needed?

- Aligns with City Organizational Value -- ***Environmentally Consciousness***
- Follows best practices, peers have been doing this for decades
- Encourages options for reducing waste and increasing recycling
- Combats ever increasing landfill costs
- Provides an environmentally robust program
- Improves safety for crews and customers
- Strengthens program accountability by optimizing collection routes and increasing collection efficiency
- City solid waste policies should and will align with actual practices



American Rescue Plan Act (ARPA)

◆ \$890,000

Cost Allocations

- ◆ Initial Survey/Related Costs - \$26,500
- ◆ Tippers - \$80,600
- ◆ Cans - \$702,600
- ◆ Self-Compacting Bins - \$80,300



Physical Components

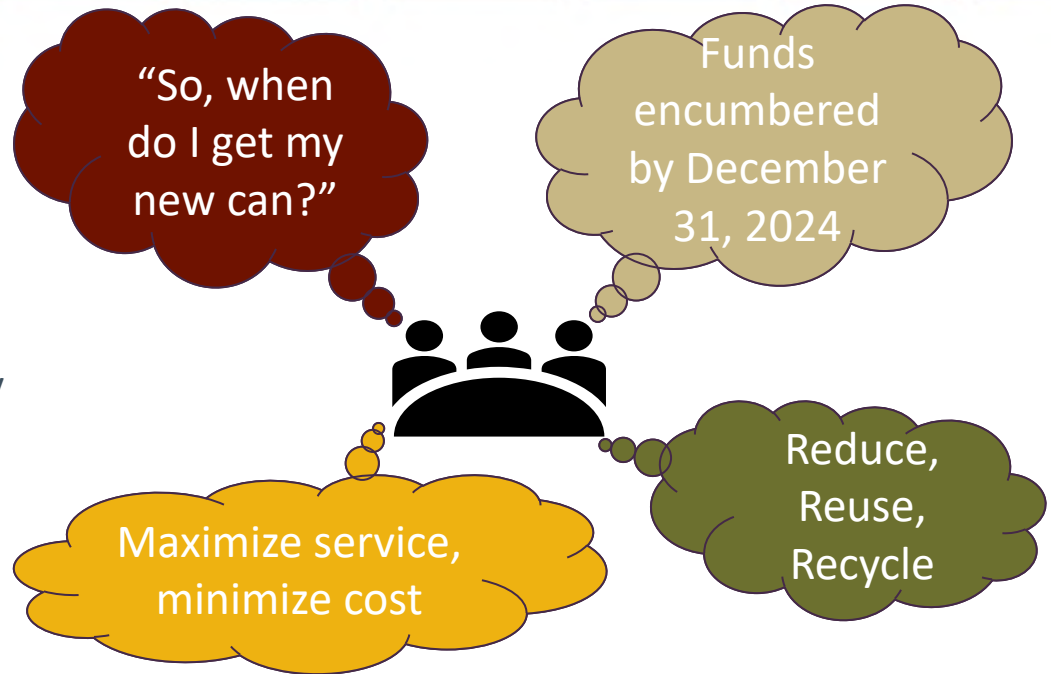
- ◆ Tippers
- ◆ Cans
- ◆ Software

Administrative Components

- ◆ Updated Solid Waste Policy
- ◆ Communications

Operational Components

- ◆ Rollout
- ◆ Troubleshooting



- ◆ Weekly Regular Waste for Residential Customers
(Early Spring 2025)
- ◆ Monthly Yard Waste for Residential Customers
(Late Spring 2025)
- ◆ Daily Regular Waste for Central Business District
(CBD) and Commercial Customers
(Future Phase TBD)
 - ◆ Current Status – Status Quo
 - ◆ No Policy/Collection Changes (at this time)
 - ◆ Future Status (TBD)



Regular Waste – Residential

Key Features

- ◆ 1 City Provided Can per Residential Unit
- ◆ Customer Selected Size: 95 Gal **(Default)** or 45 Gal
 - ◆ Selected by those who responded to initial survey
 - ◆ Customers receive 95 Gal by default
 - ◆ If want smaller size, can contact Public Works
- ◆ Only Trash Placed in Can will be Picked Up*
- ◆ Trash Placed in Can will be Landfilled
- ◆ Only the City-Issued Can will be Serviced
- ◆ Rollout and Transition Period (Approx. 4-6 Weeks)
- ◆ **NO** Added Fees

*Extra trash addressed later in presentation



FAQs on City Website

www.staunton.va.us/StauntonTrashTalk

NEW!

Yard Waste – Residential

Why Needed?

- ◆ Reduces Volume in Regular Trash Cans
- ◆ Yard Waste Does not Belong in the Landfill
- ◆ Yard Waste is Mulched for Reuse

Key Features

- ◆ Customer Opt-In Program
- ◆ Opt-In by Calling Public Works or Completing Online Form
- ◆ 1 City Provided Can per Opt-In Request: 95 Gal
- ◆ Monthly Collection (First Wednesdays)
- ◆ **NO** Added Fees (Refundable One Time Deposit - \$50)



FAQs on City Website

www.staunton.va.us/StauntonTrashTalk

NEW!

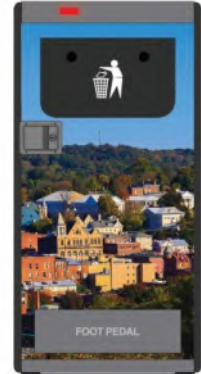
Added Features/Services

Heavy Trash

- ◆ Currently 2 Weeks in Spring
- ◆ *Starting in 2025 - 1 Week in Spring and 1 Week in Fall*
- ◆ NO Added Fees

Self-Compacting Bins

- ◆ Solar Powered Compactors
- ◆ Reduce Litter Downtown/Parks
- ◆ Improve Aesthetics
- ◆ Triple Volume/Empty as Needed



Old Cans/Extra Trash

Old Cans Reuse is Encouraged – Suggested Uses Include:

- ◆ Store Recyclables (Accepted at Public Works or Landfill)
- ◆ Create a Compost Bin
- ◆ Build a Rain Barrel
- ◆ Use as Yard Tool Storage
- ◆ City will Collect and Landfill Old Cans if Clearly Marked (a note taped to old can is fine!)

Extra Trash

- ◆ Bag Tags (Nominal Tag Cost = \$1 each)
 - ◆ Customers to Receive Free Bag Tags when Cans Delivered
- ◆ Second Can (Added Fee = \$12/month)
 - ◆ Will Not be Imposed Immediately



FAQs on City Website

www.staunton.va.us/StauntonTrashTalk

“So, when do I get my new trash can?”

ROLLOUT FOR RESIDENTIAL CANS

begins

MARCH 3, 2025

(contingent on weather)



Public Works ...

“The heart of every community”

Dave Irvin, PE
irvindh@ci.staunton.va.us
540.332.3892

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	City Council John C. Blair, II City Attorney
Item #	6	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for the Discussion of the Performance of the City Manager Pursuant to Virginia Code Section 2.2-3711 (A)(1)	

Suggested Motion: I move 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).

Second. Discussion. Vote – Clerk of Council to poll members of Council.

After the closed meeting: I move 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.

Second. Discussion. Vote –Clerk of Council to poll members of Council.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	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:	January 9, 2025	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 December 12, 2024

Suggested Motions: I move to approve the work session and regular meeting minutes of December 12, 2024 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



City Council
WORK SESSION
December 12, 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. Woods moved to approve the work session and regular meeting agendas with the addition of Item M- Consideration of a Motion to Encumber Any Unspent American Rescue Plan Act Funds.

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

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

2. Presentation by City Auditors on the FY2024 External Audit and Annual Comprehensive Financial Report

Mr. Robertson arrived at 5:09 p.m.

Kristin Holland of Brown Edwards & Company, L.L.P., the city's auditor, presented the FY2024 Annual Comprehensive Financial Report (ACFR) and findings.

Mr. Arrowood asked if there is any estimate of the financial loss due to the Pandemic. Ms. Holland stated there is an estimate, but it is not 100% accurate. The revenue loss calculations were designed to try to replicate it as much as possible by using years prior to the Pandemic and comparing it to the years proceeding after the Pandemic.

Councilmembers had no further questions.

50 **3. Update on Tourism Activities**

51
52 Director of Tourism Samantha Johnson provided an update to on the department's activities over
53 the past year and the impact that tourism has had on the city's economy.

54
55 Mr. Campbell asked if there are increasing opportunities for collaboration with regional partners.
56 Ms. Johnson stated there are, adding that the city is a part of several regional collaborations and
57 programs including the GART partnership, Shenandoah BeerWerks Trail, Shenandoah Valley
58 Tourism Partnership, and the Shenandoah Valley Tourism Association.

59
60 Councilmembers had no further questions.

61
62 **4. Update on Gypsy Hill Golf Course**

63
64 Director of Parks and Recreation Chris Tuttle provided an update on the operations of Gypsy Hill
65 Golf Course, including a report on revenues, branding and marketing efforts, clubhouse
66 improvements, membership data, and tournament schedule.

67
68 Mr. Robertson asked if the trees lost during the storm have been replaced. Mr. Tuttle that they are
69 replacing most of them, but some of those lost were due to be removed anyway, so they are being
70 strategic about replanting.

71
72 Mr. Arrowood asked what the lifespan of the new golf carts is. Mr. Tuttle stated that they should
73 last eight to ten years with proper maintenance and rotation of the fleet.

74
75 Mr. Arrowood asked if the golf course fees are in the right place. Mr. Tuttle stated that the fees are
76 appropriate for the amenities offered to players.

77
78 Councilmembers had no further questions.

79
80 **5. Update on Comprehensive Plan Review and Process**

81
82 Director of Community Development Rodney Rhodes stated that at the February 8, 2024, and June
83 27, 2024, City Council work sessions, staff provided Council with an overview on Comprehensive
84 Plans, a path forward in updating the Staunton Comprehensive Plan, and the creation of a Citizen's
85 Advisory Committee that will assist with the review and update of the plan. A joint work session
86 with the Planning Commission was conducted on August 22, 2024 to begin the process of
87 providing a clear direction for staff and the city's consultant.

88
89 Mr. Rhodes presented a status update on the Comprehensive Plan review process.

90
91 Ms. Edwards stated that having an "at-a-glance" version of the plan will be very helpful to people
92 who are unfamiliar with comprehensive plans. She added that an annual Planning Commission
93 review of the goals and objectives of the comprehensive plan is a great idea.

94
95 Mr. Arrowood agreed with Councilor Edwards and stated that zoning is not a finite thing; it is a
96 living plan that needs to be updated with the changing uses.

97
98 Councilmembers had no further questions.

99

100 The work session adjourned at 6:32 p.m.

101

102

103

104

Kiley A. Kesecker
Clerk of Council

DRAFT

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, December 12, 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 Mr. Robertson.

MAYOR'S REPORT

Mayor Claffey thanked city staff and the other members of City Council, and shared some of the successes and goals the city has accomplished during his time in office as Mayor and a member of City Council.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Darby thanked her family for supporting her during her time in office, and thanked city staff and the other members of City Council.

Mr. Robertson thanked city staff and the other members of City Council and gave the new members of City Council some advice regarding the handling of taxpayer money.

Councilors Edwards, Woods, Campbell, and Arrowood thanked Mr. Robertson, Vice Mayor Darby, and Mayor Claffey for their service to the city and for being good colleagues and friends.

Mr. Arrowood stated that he had attended the Shelburne Middle School Band holiday concert in City Hall.

Ms. Edwards stated that she had attended the School Board meeting where teachers and staff were recognized.

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 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

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

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

The motion was seconded by Ms. 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		

Ordinance No. 2024 - 31

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.

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

13.15.060 Water Connection charges – Connection fees.

...

(1) Connection Fees.

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

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

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

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

(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) Water Off-Site Facilities Fee.

(h) Single-family residential projects which meet all of the following criteria may also be 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; ~~and~~

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

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

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

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

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

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

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

(d) The organization provides documentation satisfactory to the City Manager or designee that the prospective owner of the property has an income between thirty and eighty percent of the area median income for Staunton, Virginia. 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: November 14, 2024

Adopted: December 12, 2024

Effective Date: December 12, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

B. Recognition of Outgoing City Councilmembers

City Manager Leslie Beauregard presented gifts to and recognized Councilor Robertson, Vice Mayor Darby, and Mayor Claffey for their four and a half years of service to the city as members of City Council, mayor, and vice mayor.

Other councilmembers, city staff, and former city staff shared words of appreciation for the three outgoing councilmembers.

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

Mayor Claffey presented a certificate to Glenn Graves in recognition of his contributions to the city, and 50 years of outstanding service to the citizens City of Staunton as an election official.

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

Chief Finance Officer Jessie Moyers stated that 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 Improvement 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.

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 the finance department 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 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

Councilmembers had no 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.

E. Public Hearing and Consideration of an Ordinance to Grant an Easement for Electrical Equipment and Facilities Across 2040 West Beverley Street

City Attorney John Blair stated that 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, located at 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.

Mayor Claffey opened a bid from Dominion Energy Virginia to obtain a 15-foot-wide utility easement to install and maintain electrical infrastructure to cross the property located on city property at 2040, West Beverly Street.

Mayor Claffey asked if there were any other bids for the proposed franchise ordinance.

No other bids were submitted.

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 franchise ordinance, as presented, granting to Dominion Energy Virginia 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.

The motion was seconded by Mr. Robertson 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 - 32

AN ORDINANCE

To grant to Dominion Energy Virginia, a public service corporation doing business in the Commonwealth of Virginia (SCC#00063172), 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 W. Beverley St., Staunton, in the form of a Right of Way Agreement (Agreement), annexed and incorporated by reference (Exhibit A);

467
468 **D.** Consistent with Chapter II, Section 11, of the City Charter, Staunton City Code §
469 2.10.190 and the provisions of Virginia Code Sections §§ 15.2-2100 and 15.2-2101, the City may
470 grant easements for a period of not longer than forty years;

471
472 **E.** Pursuant to §§ 15.2-2101(A) and 15.2-1427 of the Code of Virginia, before granting
473 any franchise, privilege, lease or right of any kind to use any public property described in § 15.2-
474 2100 or easement of any description, for a term in excess of five years, except in the case of and
475 for a trunk railway, the city or town proposing to make the grant shall advertise a descriptive notice
476 of the ordinance proposing to make the grant in a newspaper having general circulation in the city
477 or town;

478
479 **F.** This matter was properly advertised in the *Staunton News Leader* on November 27,
480 2024 and December 4, 2024;

481
482 **G.** The Staunton City Council, at its December 12, 2024 meeting, conducted an
483 opening of any bid(s);

484
485 **H.** The Staunton City Council conducted a public hearing on December 12, 2024, on
486 the proposed ordinance and Agreement and any bid(s);

487
488 **I.** The provisions of Virginia Code § 15.2-2100 and Staunton City Code § 2.10.180
489 require a recorded affirmative vote of three-fourths of all the members elected to Council to grant,
490 lease, sell or otherwise dispose of public property;

491
492 **J.** These recitals are deemed an integral part of this ordinance.

493
494 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
495 Virginia, that it authorizes the grant and conveyance of the utility easement as contemplated in the
496 proposed Agreement, for a term not to exceed forty years; and

497
498 **BE IT FURTHER ORDAINED** that the City Manager of the City of Staunton, Virginia,
499 is authorized to make minor modifications to the Agreement and to execute such proposed
500 instrument on behalf of the City of Staunton, Virginia, as advised by the City Attorney of the City
501 of Staunton, Virginia, and take all other reasonable actions in exchange for full execution by the
502 other parties and receipt by the City of Staunton, Virginia, in a form satisfactory as determined in
503 the sole discretion of the City Attorney.

504
505 Introduced: December 12, 2024

506 Adopted: December 12, 2024

507 Effective Date: December 12, 2024

508
509 Signed: STEPHEN W. CLAFFEY, MAYOR

510
511 Attest: KILEY A. KESECKER

512 Clerk of Council

513

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

Director of Community Development Rodney Rhodes stated that 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 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 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 board of the Staunton West End Business Association unanimously recommended adoption of the West End Revitalization Strategies Plan at their November 12, 2024 meeting.

At its November 21, 2024 meeting, the Planning Commission conducted a public hearing on the amendment to the Comprehensive Plan, during which one person spoke in opposition to new bicycle infrastructure on West Beverley Street. After the public hearing was closed, the Commission unanimously recommend approval of including the West End Revitalization Strategies Plan as an addendum to the Comprehensive Plan.

Mr. Campbell stated that he is in support of starting an initiative to look back at the plans at least once a year to see what has been accomplished and set goals for the following year.

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.

Cindy Connors, 106A Skyline Avenue, thanked Council and staff for being accessible throughout the process and spoke in support of having a yearly check-in on the progress of the plan.

Moonyene Jackson, MD resident, described her issues with the Staunton West End Business Association.

Daniel Linkins, President of the Staunton West End Business Association, thanked Council and staff for their work on the plan and for listening to the community.

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

Mr. Arrowood moved that 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.

The motion was seconded by Ms. Edwards 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		

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

Adopted: December 12, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

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

Planning Manager Tim Hartless stated that 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. 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. 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.

At its October 17, 2024 meeting, the Planning Commission conducted a public hearing on the amendment, during which 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.

Ms. Edwards clarified several points in the amendment.

Ms. Woods expressed concerns with a two-bedroom unit only having one parking space. Mr. Hartless stated that the idea is that a two-bedroom unit could be a single parent and a child, not necessarily two adults that both have vehicles. He added that the proposed amendment is not going to impact the density and will not result in more units being created on the site. It will only result in less parking spaces needing to be provided for those apartments.

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.

Constance Birch, 319 Mary Gray Lane, gave an example of a single-family home being converted to apartments and stated concerns with no parking being required in that scenario.

Jeff Overholtzer, 309 Rainbow Drive, spoke in support of the proposed amendments.

Linda Shallash, 1908 Springhill Road, stated that there are not enough handicap parking spaces downtown.

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 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		

Ordinance No. 2024- 33

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 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.

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 multifamily 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 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.

USES	PARKING SPACES REQUIRED
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.

USES	PARKING SPACES REQUIRED
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.

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

746

747 Introduced: December 12, 2024

748 Adopted: December 12, 2024

749 Effective Date: December 12, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

H. Consideration of an Amendment to Title 18, Zoning, of the Staunton City Code to add Chapter 18.47, Traditional Residential Development District

Mr. Hartless stated that 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 for review. At its November 21, 2024 meeting, the Planning Commission unanimously voted to recommend approval of the draft ordinance.

Councilmembers had no questions.

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

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- 34

**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.
- 18.47.020 Permitted principal and accessory uses and structures.
- 18.47.030 Uses permitted on review.
- 18.47.040 Area regulations.
- 18.47.050 Height regulations.
- 18.47.060 Off-street parking.
- 18.47.070 Occupancy limitations.

18.47.010 General description.

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

18.47.020 Permitted principal and accessory uses and structures.

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

- (1) Detached single-family dwellings, but not including trailer houses or mobile homes.
- (2) Temporary buildings for uses incidental to construction work, which buildings shall be immediately adjacent to said construction work and which buildings shall be removed upon completion or abandonment of the construction work.
- (3) Transportation and utility easements, alleys, and rights-of-way.
- (4) Accessory uses and structures, provided such uses are incidental to the principal use and do not include any activity commonly conducted as a business. Any accessory structure shall be located on the same lot with the principal building and located behind the front building line.
- (5) Signs as regulated in Chapter 18.140 SCC.
- (6) Agricultural crops (not to be sold), and not the raising of farm animals or poultry except for keeping of chickens, as defined, and provided for in Chapter 18.153 SCC.
- (7) The keeping of less than three boarders or roomers by a resident family with parking as required by Chapter 18.125 SCC, Table of Parking Spaces Required, boarding or rooming house.
- (8) Home occupations as regulated in Chapter 18.150 SCC.
- (9) Co-location of telecommunication antenna and related equipment as regulated in SCC 18.185.020(4). (Ord. 2017-17; Ord. 2015-11.
- 18.47.030 Uses permitted on review.**
- The following uses may be permitted on review by the city council in accordance with provisions contained in Chapter 18.210 SCC:
- (1) Churches or similar places of worship, with accessory structures but not including missions 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: December 12, 2024

Adopted: December 12, 2024

Effective Date: December 12, 2024

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

I. Consideration of Amended Agreement for Greater Augusta Regional Tourism

Director of Tourism Samantha Johnson stated that 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.

Councilmembers had no questions.

Vice Mayor Darby moved to approve the amended Greater Augusta Regional Tourism agreement, as presented.

The motion was seconded Mr. Arrowood 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		

J. Consideration of a Resolution Authorizing the Adoption of Substantial Amendments to the FY2021 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

Housing Planner Rebecca Joyce stated 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, which 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.

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 30 days.

Councilmembers had no questions.

Mr. Arrowood moved that City Council approve the Substantial Amendments to the FY2021 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

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		

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
AUTHORIZING THE ADOPTION 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
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**

Recitals

A. Under Title I of the Housing and Community Development Act of 1974, as Amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the elimination or prevention of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs;

B. On February 26, 2019, the City of Staunton (City) received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it had been designated as a new entitlement community starting with the federal fiscal year 2019;

C. Under this program designation, the City receives annual allocations from HUD;

D. This is the City's sixth year of such designation and in accordance with the federal regulations at 24 CFR Part 91, an Annual Action Plan (AAP) must be prepared and adopted by City Council every year and a Consolidated Plan (CP) must be prepared and adopted by City Council every five years;

E. The AAP is a prerequisite to receiving the annual allocation through HUD's Community Development Block Grant (CDBG) program, and its purpose is to describe the goals and objectives for the year and to detail how funds will be spent in the current program year;

F. The City of Staunton is required to meet certain timeliness standards established by HUD. In order to meet these standards, the City will redirect funds away from the Infrastructure Project for the SAW Habitat for Humanity A Street: Aging in Place Project to the Staunton Redevelopment Housing Authority's HVAC Units Replacement Project.

G. The City of Staunton has prepared 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 in the amount of \$443,642.34.

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.

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

K. Discussion of FY2024 End of Year General Fund Financial Overview and Fund Analysis

Ms. Moyers stated that 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 number three. 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.

Mayor Claffey asked if any of the reserves were touched in the past year. Ms. Moyers stated she did not believe so.

Councilmembers had no further questions.

L. Approval of Sale of Properties Located at 290 National Avenue and 102 Valley Center Drive

City Attorney John Blair stated that 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.

Director of Economic Development Amanda DiMeo stated that first, the Staunton Economic Development Authority has approved of the sale of 290 National Avenue for a purchase price of \$60,000. 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/acre).

She concluded by stating that the Economic Development Authority is asking the Council to ratify these purchases in accordance with the 2010 Contribution Agreement.

Councilmembers had no questions.

Vice Mayor Darby moved to ratify the Staunton Economic Development Authority's sale of the properties, as presented.

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

1168
1169 Mr. Campbell aye Ms. Woods aye
1170 Ms. Edwards aye Vice Mayor Darby aye
1171 Mr. Arrowood aye Mayor Claffey aye
1172 Mr. Robertson aye
1173

1174 **RESOLUTION**

1175 **OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA**
1176 **CONSENTING TO PROPOSED CONVEYANCE BY ECONOMIC DEVELOPMENT**
1177 **AUTHORITY OF A PORTION OF STAUNTON CROSSING PROPERTY**
1178 **TO COLUMBIA GAS OF VIRGINIA, INC., CONSISTING OF 12.36 ACRES AND**
1179 **IDENTIFIED AS PARCEL IDENTIFICATION NUMBER 9533**
1180

1181 **RECITALS**
1182

1183 A. The City of Staunton, Virginia (City), a municipal corporation of the
1184 Commonwealth of Virginia, and its Economic Development Authority (EDA), a separate entity
1185 and political subdivision of the Commonwealth of Virginia, entered into an agreement dated
1186 November 11, 2010 (Contribution Agreement) under which the City essentially would make
1187 available the funding contemplated for the EDA to acquire for economic development purposes
1188 what was then known as the "WSH" property from the Commonwealth of Virginia, totaling
1189 approximately 278 acres, now known as Staunton Crossing (Crossing Property), located in the
1190 City of Staunton, Virginia near U.S. Route 250, Interstate 81 and Interstate 64;
1191

1192 B. Under Section 3.3 of the Contribution Agreement, the City and the EDA stated and
1193 agreed, in part, as follows: "The Authority shall not license, lease, sell, encumber, alienate, grant
1194 or convey or relinquish all or any portion or interest or use, including but not limited to an easement
1195 of any type, or authorize any letter or memorandum of intent for such, of the WSH property without
1196 the express
1197 consent of City Council;"
1198

1199 C. The EDA has approved the sale of a portion of 102 Valley Center Drive, Staunton,
1200 Virginia, consisting of approximately 12.36 acres and identified as Parcel Identification Number
1201 9533, for a purchase price of \$1,236,000.00 to Columbia Gas of Virginia, Inc.;

1202
1203 D. The Council of the City of Staunton, Virginia, after briefing and review and
1204 further consideration and reliance upon the information provided to it, has concluded that on its
1205 behalf and on behalf of the City, by this resolution, gives its consent to the proposed conveyance
1206 to Columbia Gas of Virginia, Inc.; and
1207

1208 **WHEREAS**, these recitals are an integral part of this resolution.
1209

1210 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Staunton,
1211 Virginia, that consistent with the provisions of section 3.3 of the Contribution Agreement, the City
1212 gives its consent, to the EDA's conveyance of a portion of 102 Valley Center Drive, Staunton,
1213 Virginia, consisting of 12.36 acres and identified as Parcel Identification Number 9533, for a
1214 purchase price of \$1,236,000.00 to Columbia Gas of Virginia, Inc.

Adopted this 12th day of December, 2024.

Signed: STEPHEN W. CLAFFEY, MAYOR

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

RECITALS

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;

B. Under Section 3.3 of the Contribution Agreement, the City and the EDA stated and agreed, in part, as follows: "The Authority shall not license, lease, sell, encumber, alienate, grant or convey or relinquish all or any portion or interest or use, including but not limited to an easement of any type, or authorize any letter or memorandum of intent for such, of the WSH property without the express consent of City Council;"

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:

D. The Council of the City of Staunton, Virginia, after briefing and review and further consideration and reliance upon the information provided to it, has concluded that on its behalf and on behalf of the City, by this resolution, gives its consent to the proposed conveyance to TMK Holdings, LLC.; and

WHEREAS, these recitals are an integral part of this resolution.

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 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.

Adopted this 12th day of December, 2024.

Signed: STEPHEN W. CLAFFEY, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

M. Consideration of Motion to Encumber Any Unspent American Rescue Plan Act Funds

Ms. Moyers stated that as of December 12, 2024, city staff believes that all American Rescue Plan Act (ARPA) funds will be encumbered by December 31, 2024. ARPA requires the encumbrance of funds by December 31, 2024. If funds are not encumbered by that date, then the city is required to return the unencumbered funds to the federal government. It is possible that prospective procurements might provide goods or services at a cost less than currently anticipated. The City Council has made it clear that it would prefer that the City of Staunton does not return any ARPA funds to the federal government.

Therefore, city staff believes that it would be prudent, and in the city's best interest, for the Council to adopt a motion to permit the City Manager to encumber any unspent ARPA funds for the purpose of funding public safety salaries. City staff has attempted to avoid using ARPA funding for continuing operational costs. However, it would be impractical for the city to procure and encumber funds on such a short timeline for any other ARPA eligible expense. If this action needs to be taken, then a future transfer would be considered by City Council to move funds from the public safety salaries back into a capital improvement fund reserve account, to be allocated later at City Council's discretion.

Ms. Moyers emphasized that city staff does not anticipate the need to use ARPA funds for public safety salaries. However, in order to achieve Council's policy goal of exhausting all ARPA funds, this measure would achieve the goal.

Councilmembers had no questions.

Mr. Robertson moved to authorize the Staunton City Manager to encumber any American Rescue Plan Act funds that are unencumbered on December 31, 2024 for public safety salaries in compliance with the American Rescue Plan Act.

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

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

MATTERS FROM THE CITY MANAGER

Ms. Beauregard presented updates on the following items:

- Fuel Crisis Assistance Program
- City holiday schedules
- City Council organizational meeting January 7

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.”

Constance Birch, 319 Mary Gray Lane, expressed concerns about businesses not clearing snow from their sidewalks, which is mandated by an ordinance but not enforced.

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

Zach Lewis, 904 Rockway Street, stated that the interest gained from the city’s ARPA funds should be put towards the Uniontown revitalization effort.

There was no one else present wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:54 p.m.

Kiley A. Kesecker
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	Jessie L. Moyers Chief Finance Officer
Item #	A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Consideration of Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Two	

Background: The second budget amendment for fiscal year 2025 was introduced on December 12, 2024. The total budget amendment equals \$1,776,074. This is a city only budget amendment for the final ARPA appropriation. This budget amendment does require a public hearing, which was properly advertised on December 4, 2024 in the *News Leader* and held December 12, 2024. 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
 - \$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

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

Attachment: Budget Amendment Number Two

City Manager's Recommendation: Approve the proposed budget ordinance as presented.

Suggested Motion: I move to approve budget amendment number two for FY2025.

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

(121.10)

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			
<u>STORMWATER PROJECTS</u>			
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	
Legal Fees for Storm Drain	57004725-53010-ARPA		\$ 12,500.00
Storm Drain Construction	57004725-58364-ARPA		\$ 310,000.00
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	

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	Staff Member: Tim Hartless Planning Manager
Item #	B	
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 Augusta Opportunities, Inc. for a Special Use Permit to Revise the Master Plan for the Planned Residential Development Known as Olde South Village and South View	

Background: Olde South Village and South View is a Planned Residential Development located off Commerce Road and Green Hills Drive. The original Special Use Permit for the Planned Residential Development was approved in 2006. The development contains 98.6 acres of residential land, zoned R-4, High Density Residential, which will eventually be subdivided into 286 single-family lots and 9.01 acres of commercial land, zoned B-2, General Business, which is currently platted as three lots. To date, final plats have been approved and recorded for four sections of the development and have created a total of 108 lots. The developer, Augusta Opportunities, Inc, is requesting approval of a revised master plan for the entire development.

A Planned Residential Development is permitted in all residential zoning districts by Special Use Permit. The process allows a developer to cluster dwelling units on smaller lots in areas that are more easily developable. In exchange for allowing smaller lots and smaller minimum setback requirements, common areas and open space are provided for recreational opportunities. Generally, this requires the creation of a Home Owners Association (HOA) to own and maintain the common areas. Typically, a developer will provide the open space amenity and then transfer

it to the HOA which will own and maintain the amenity. In this case, the developer has agreed to provide a cash payment to the HOA and then the HOA will provide its own amenity based upon the desires of the homeowners.

Analysis: The developer, HOA representatives, and staff met in the Planning Conference Room at City Hall on Friday, April 12, 2024. Both the developer and the HOA expressed a desire to amend the master plan to reduce the amenities that would be provided by the developer and subsequently owned and maintained by the HOA in the future. Both parties came to an agreement and this revised master plan is the result of that agreement.

The results of the revised master plan:

1. Reduces the number of amenities to be provided from four to two (Amenity A and Amenity B).
2. Eliminates all required walking trails. Any trails the Home Owners Association may provide in the future will not be required as a condition of the Special Use Permit and will be at the discretion of the Association.
3. The developer has agreed to make a cash payment to the Home Owners Association in the amount of \$35,000 to cover the cost of the buildout of the amenity. The Association will take responsibility for providing any equipment, structures, etc., provided within the amenity. An agreement has been signed between the two entities.
4. Common areas will be organized into two categories: Native Areas and Mowed Use Areas. Mowed Use Areas will be regularly mowed and maintained to promote recreation. Native Areas would not be regularly maintained and would remain in a more natural state. These areas would be mowed at least annually.
5. Community Amenity: At the discretion of the HOA, the community amenity area shall include, but not be limited to, one or more of the following:
 - Commercial grade play elements (swing set, playset)
 - Picnic amenities (tables, grills)
 - Gathering amenities (pavilion, gazebo, benches)

The revised mater plan does not change the density of the development, the layout of the lots, the infrastructure, or the amount of open space/common area.

Planning Commission Recommendation:

At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request. During the public hearing no one spoke in opposition to the request; however, several people did speak expressing concerns related to traffic and the large number of homes served by only one means of ingress and egress. On a 3-0 vote, the Commission unanimously recommend approval of the Special Use Permit with the following conditions:

1. Any lighting of common areas and amenities must be wholly contained within the common area and may not spillover onto adjacent residential properties.
2. A building permit may be required for some amenities. The HOA shall inquire with the Community Development Department, Building Services Division, prior to beginning any work. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.
3. A plan must be reviewed and approved by the Community Development Department for build out of Amenity A and B prior to beginning any work in those areas.

Attachments:

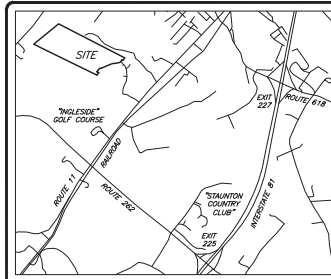
Attachment 1—Revised Masterplan for Olde South and South View

Attachment 2—Draft Resolution

Suggested Motion: I move that Council adopt the resolution and approve the special use permit and conditions as recommended by the Planning Commission.

City Manager: Leslie Beauregard

Attachment 1



VICINITY MAP
(SCALE: 1" = 2500')

NOTES:

- 1) THIS PLAT COMPILED FROM PLATS OF RECORD.
- 2) THIS MASTER PLAN AND PRELIMINARY PLAT IS MEANT TO SUPERSEDE THE PRIOR MASTER PLAN AND PRELIMINARY PLAT OF OLD SOUTH VILLAGE BY PATTON HARRIS RUST & ASSOCIATES, PC DATED 10/6/2005.
- 3) TOPOGRAPHY AS SHOWN IS COMPILED FROM THE CITY OF STAUNTON BASE DATA AS FLOWN IN 2006.
- 4) THE VERTICAL DATUM IS NAVD88.
- 5) PROPERTY IS LOCATED IN FLOOD ZONE "X".
MAP NUMBER: 51015C03330 AND 51015C03340
EFFECTIVE DATE: SEPTEMBER 08, 2002
- 6) ALL PROPOSED RIGHTS-OF-WAY ARE 50' IN WIDTH.
- 7) IT IS THE INTENT OF THIS REVISION TO CHANGE THE SUBDIVISION NAME FROM "OLDE SOUTH VILLAGE" TO "SOUTH VIEW" AS WELL AS THE ROAD NAMES STARTING AT SECTION FOUR AND BEYOND.

LINE	BEARING	DISTANCE
1	S 89°43'04" W	143.57'
2	S 15°18'46" W	50.21'
3	S 16°37'56" W	87.64'
4	S 75°09'54" W	173.15'
5	S 84°09'52" W	61.14'
6	S 81°00'41" W	82.86'
7	S 69°39'10" W	81.56'
8	S 64°28'49" W	140.00'
9	S 72°20'16" W	43.12'
10	S 72°54'45" W	14.34'
11	S 33°48'57" W	140.00'
12	S 35°25'02" W	50.00'
13	S 22°44'14" W	101.33'

CURVE	RADIUS	LENGTH	CHORD LENGTH	DELTA
C1	250.00'	101.33'	101.33'	103.91°
C2	200.00'	5.59'	5.59'	17.86°
C3	250.00'	96.65'	96.65'	82.99°
C4	250.00'	34.70'	34.70'	79.31°

NOTES:

OWNERS: AUGUSTA OPPORTUNITIES, INC.
PROP #14035
INST #220001115

D.R. HORTON, INC.
(SECTION FOUR LOTS)
INST #230001402 AND #230001487

EXISTING ZONING: (R-4) HIGH DENSITY RESIDENTIAL

SUBDIVIDERS: AUGUSTA OPPORTUNITIES, INC.
5061 LEE JACKSON HIGHWAY
GREENVILLE, VA 24440

D.R. HORTON, INC.
2820 WATERFORD LAKE DRIVE
MIDLOTHIAN, VA 23112

AGENT: BALZER & ASSOCIATES, INC.
104 INDUSTRY WAY, SUITE 102
STAUNTON, VA 24401
540-248-3220 (TEL)
540-248-3221 (FAX)

AREA TABULATION:	CURRENT	SEC. 1, 2, 3	TOTAL
AREA IN RES. LOTS=	440.1 ACS	19,953 ACS	±60.1 ACS
AREA IN BUS. LOTS=	N/A	3,779 ACS	3,779 ACS
AREA IN ROADS=	19.4 ACS	5,983 ACS	±15.4 ACS
AREA IN OPEN SPACE=	±15.4 ACS	12,555 ACS	±28.0 ACS
TOTAL AREA=	±65.0 ACS	42,500 ACS	±107.3 ACS

TOTAL ALLOWED DWELLING UNITS (BUS. LOTS NOT INCLUDED):
103.5 ACRES = 4,508,460 SF + 7,500 SF = 602 UNITS

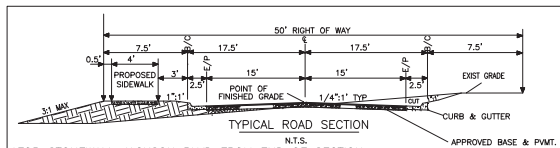
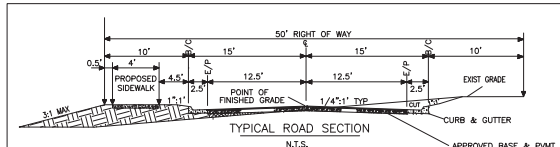
TOTAL PROPOSED DWELLING UNITS = 193 UNITS + 93 UNITS (FROM SECTIONS ONE, TWO, AND THREE) = 286 TOTAL UNITS

DENSITY = 286 UNITS ÷ 103.5 ACS = 2.8 DU/AC

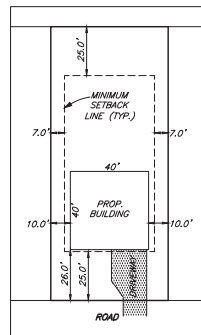
OPEN SPACE CALCULATION:
28.0 ACS ÷ 107.3 ACS = 26.1% TOTAL

USABLE OPEN SPACE CALCULATION:
AREA IN SWM FACILITIES = 2.6 ACS
AREA IN SANITARY PUMP STATION, ETC. = .5 ACS
MISCELLANEOUS AREAS = 2.0 ACS

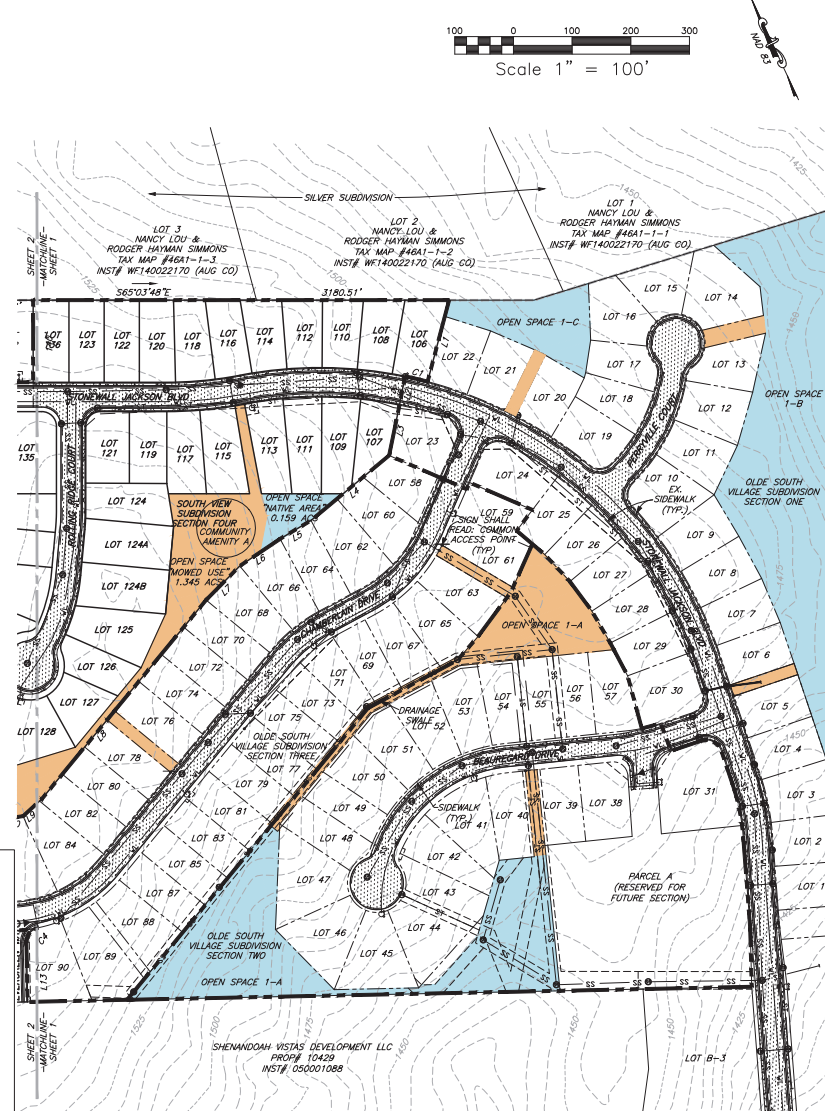
28.0 ACS - (2.6 + 0.5 + 2.0)ACS = 22.9 ACS ÷ 107.3 ACS = 21.3% TOTAL
*CALCULATIONS DO NOT INCLUDE PORTION OF PROPERTY IN AUGUSTA COUNTY. ONLY LAND IN THE CITY OF STAUNTON HAS BEEN TABULATED.



FOR STONEWALL JACKSON BLVD FROM END OF SECTION ONE TO INTERSECTION WITH SOUTHVIEW DRIVE ONLY



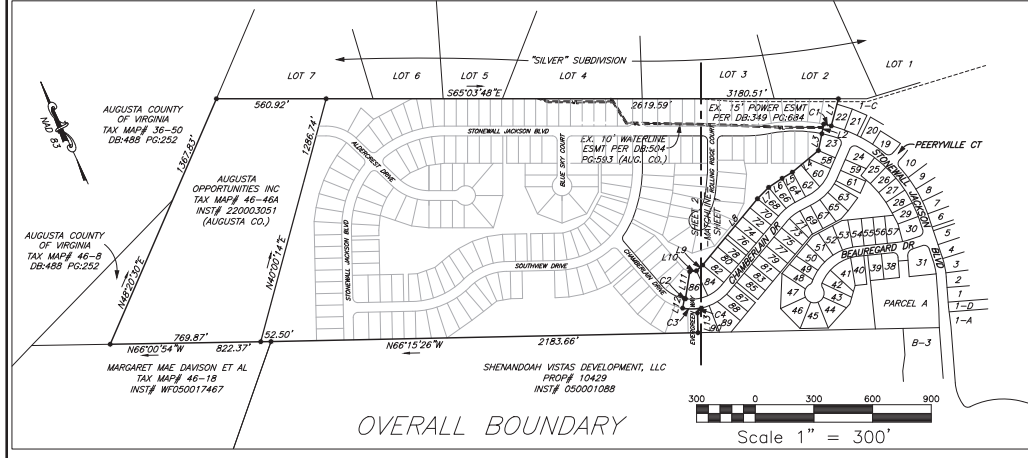
TYPICAL LOT CONFIGURATION
(SCALE: 1" = 30')



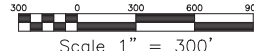
LEGEND	
●	CLEANDOUT (EX.)
○	HYDRANT (EX.)
○	HYDRANT (PROP.)
○	MANHOLE (PROP.)
○	SAN SEWER MANHOLE (EX.)
○	STORM TIE (PROP.)
○	STORM MANHOLE (EX.)
○	WATER VALVE (EX.)
—	CANTARY SEWER LINE
—	STORM SEWER LINE
—	WATER LINE

APPROVED BY THE CITY OF STAUNTON
DATE _____ PLANNING COMMISSION

***THE SUBDIVIDER SHALL, WITHIN 6 MONTHS AFTER OFFICIAL NOTIFICATION BY THE COMMISSION IN RESPECT TO THE PRELIMINARY LAYOUT, FILE WITH THE COMMISSION A FINAL SUBDIVISION PLAT.

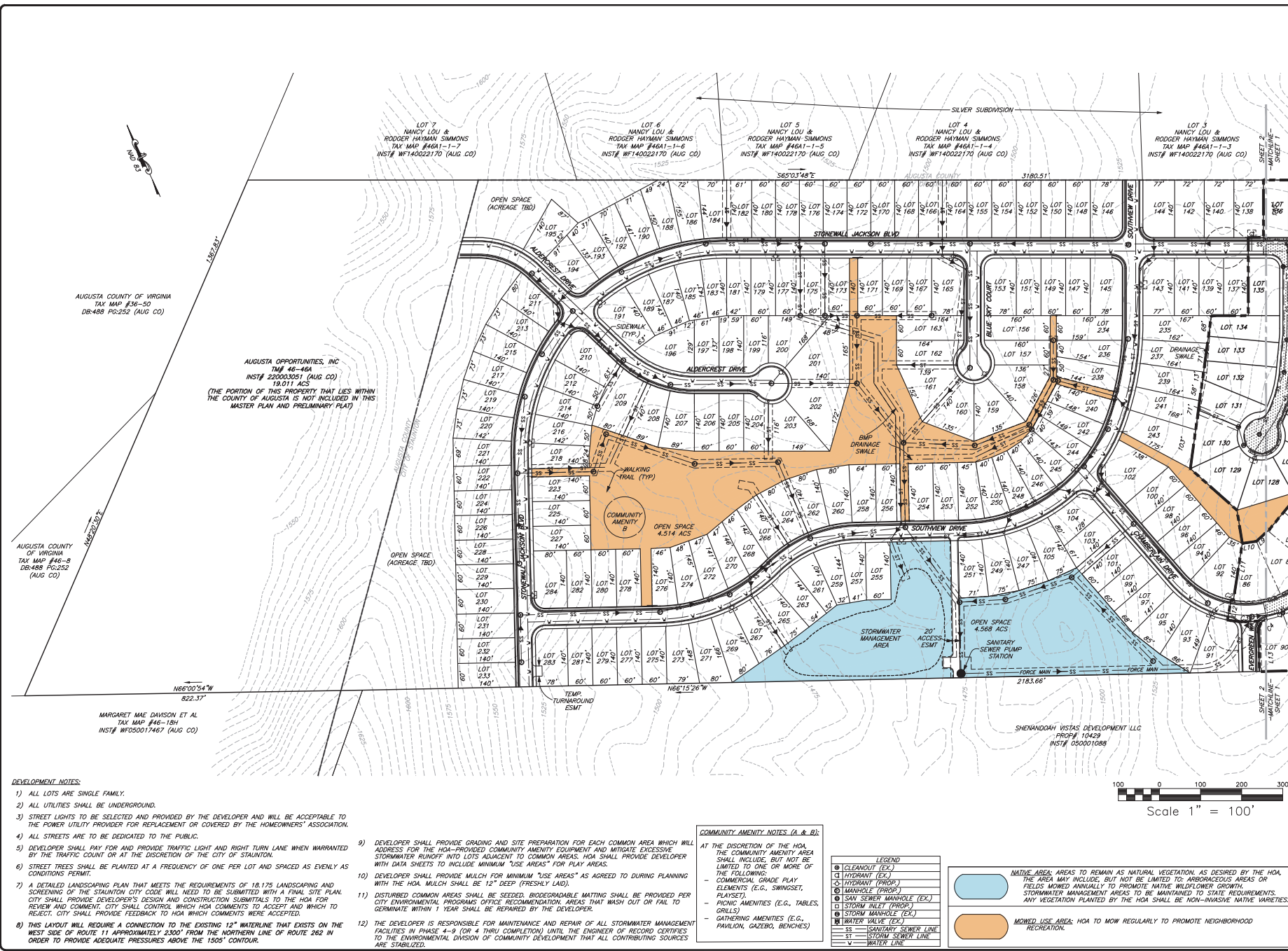


OVERALL BOUNDARY



SOUTH VIEW
MASTER PLAN

DRAWN BY: DEH
DESIGNED BY: WSM
DATE: 09-08-2023
SCALE: 1" = 100'
REVISIONS:
06-05-2024
08-07-2024
11-08-2024
12-04-2024



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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR REVISIONS TO THE MASTER PLAN
FOR THE PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS
OLDE SOUTH VILLAGE AND SOUTH VIEW**

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Recitals

A. Olde South Village and South View is a Planned Residential Development located at the intersection of Green Hills Drive and Stonewall Jackson Boulevard within the City of Staunton. Olde South Village and South View's Developer, Augusta Opportunities, Inc, is requesting a Special Use Permit to revise the Master Plan for the development;

B. The original Master Plan for this development was approved by Staunton City Council on January 12, 2006;

C. The Developer seeks a Special Use Permit under Staunton City Code (SCC) Section 18.105.020 which establishes the requirements for a Planned Residential Development;

D. The Property is located within a R-4, High Density Residential District, which, according to SCC Section 18.105.020 a Planned Residential Development may be permitted on review;

E. The Staunton Planning Commission conducted a public hearing on the request, after notice and advertisement as required by law on December 19, 2024 and recommended approval of the Special Use Permit;

F. Upon consideration of comments received at the public hearing, as well as the factors set forth within Section 18.105.020 and Chapter 18.210 of the SCC, Staunton City Council finds and determines that granting the proposed Special Use Permit would serve the public necessity, convenience, general welfare and good zoning practice; and

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

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NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that a Special Use Permit is hereby granted for revisions of the aforementioned 2006 Master Plan subject to the following conditions:

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1. Any lighting of common areas and amenities must be wholly contained within the common area and may not spillover onto adjacent residential properties.
 2. A building permit may be required for some amenities. The HOA shall inquire with the Community Development Department, Building Services Division, prior to beginning any work to construct or alter amenities. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.

3. A plan must be reviewed and approved by the Community Development Department for build out of Amenity A and B prior to beginning any work in those areas.

Introduced:

Adopted:

Effective:

, Mayor

Attest: _____
Kiley A. Kesecker, Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	Staff Member: Tim Hartless Planning Manager
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Infrastructure; Responsive, Efficient Government	
Subject:	Public Hearing and Consideration of an Amendment to Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code to Allow Alleys and Private Access Easements to be Used for Primary Access to Construct a Single-Family Dwelling in Certain Situations	

Background: Staunton City Code Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, requires that a public street form the direct and primary means of ingress and egress for all dwelling units.

Staunton City Code, Section 18.120.010 (4)

(f) No dwelling shall be erected on a lot which does not abut on at least one street for at least 30 feet. A street shall form the direct and primary means of ingress and egress for all dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and egress.

In recent years, staff noticed an increase in the number of existing lots in which this primary access requirement has created impediments to development. Typically, these issues are due to lot shape, lot topography, or high traffic volume on the street which provides the

frontage. In these cases, it can be difficult for both the home builder and the city to locate a desirable point on the street for a driveway entrance. All new entrances to the city street must be approved by the City Engineer through the issuance of a Driveway Entrance Permit. The City Engineer evaluates each application for stormwater runoff, existing water/sewer utility locations, proximity to an intersection, proximity to other entrances, sight distance, and ability to safely enter the street i.e., not backing into the street.

Due to the number of recent instances where this problem has arisen, staff believes it would be appropriate to amend the zoning code to allow, with conditions, alleys, and private access easements to be used as primary access for existing lots. This code amendment would only apply in cases where the City Engineer determines that issuing a Driveway Entrance Permit from the public street is not desirable.

At its October 17, 2024 meeting, the Planning Commission authorized staff to begin work on a draft zoning code amendment. At its November 21, 2024 meeting, the Planning Commission reviewed a draft amendment and authorized staff to move forward with scheduling a public hearing. The current draft amendment has been included in your meeting packet (Attachment 1).

While drafting the proposed language, staff considered the following issues and tried to ensure each was adequately addressed in the proposal:

- Only one single-family dwelling may be constructed per lot.
- The dwelling must face the public street and not the alley or the easement.
- Pedestrian access must be provided and maintained from the front door of the dwelling to the public street.
- In cases where an easement is used, the applicant must provide proof of an ingress and egress easement to the satisfaction of the City Attorney.
- A driveway entrance permit must be approved evaluating the alley or easement access point to the public street.

Planning Commission Recommendation:

At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request. During the public hearing no one spoke in opposition to the request. On a 3-0 vote, the Commission unanimously recommend approval of the amendment.

Attachments:

Attachment 1—Draft Amendment to SCC 18.120

Attachment 2—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

DRAFT 12/12/2024
ZTA - ALLEY AND EASMENT ACCESS

Chapter 18.120
YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS

Sections:

18.120.010 Setback exceptions.

18.120.010 Setback exceptions.

The following requirements provide exceptions or qualify and supplement, as the case may be, the specific district regulations set forth except in Division II of this title:

(1) No yard, open space, or lot area required for a building or structure shall, during its life, be occupied by any other building or structure except:

- (a) Awnings and canopies, as provided for in the building code and SCC 12.05.110.
- (b) Bay windows and chimneys, not to exceed two feet.
- (c) Driveways, curbs, sidewalks, steps, and ramps.
- (d) Fences, walls, and hedges, subject to the regulations as set forth in this chapter.
- (e) Garbage disposal equipment, nonpermanent.
- (f) Landscape features, planting boxes, and recreational equipment.
- (g) Overhanging roof, eave, gutter, cornice, or other architectural feature, not to exceed three feet. Open fire escapes may extend into any required yard not more than six feet.
- (h) Parking space subject to the regulations set forth in Chapter 18.125 SCC.
- (i) Signs, subject to the regulations set forth in Chapter 18.140 SCC.
- (j) Decks and porches (nonenclosed) not to exceed six feet.
- (k) Trees, shrubs, flowers, and other plants subject to the vision requirements in this chapter.
- (l) Accessory buildings or structures in a front yard when the accessory building or structure is located at least 400 feet from the public right-of-way.
- (m) Mechanical equipment and generators when installed and used as an accessory use and related to the function of the principal use.

(2) On any corner lot where a front and side yard is required, no wall, fence, sign, structure, or any plant growth which obstructs sight lines at elevations between two and one-half feet and 10 feet above the crown of the adjacent roadway shall be placed or maintained within a triangle formed by measuring from the point of intersection of the front and exterior side lot lines a distance of 15 feet along the front and side lot lines and connecting the points so established to form a right triangle on the area of the lot adjacent to the street intersections.

(3) The following regulations shall apply to fences and walls in residential districts, or in any other district when constructed, placed, and/or used for residential purposes:

- (a) The height of a fence or wall shall be measured from the elevation at the base of the fence or wall, on the side away from the principal structure, vertically to the highest point of the fence or wall. In the case of fences on top of retaining walls or immediately adjacent to retaining walls, the height of the fence shall be measured from the top of the wall.

Posts or decorative trim caps may extend an additional six inches above the maximum height allowed for the fence.

DRAFT 12/12/2024
ZTA - ALLEY AND EASMENT ACCESS

In cases where topography creates conditions that hinder the ability to maintain a consistent fence height, the zoning administrator may have the discretion to approve minor increases in height in order to maintain a consistent horizontal line along the top edge of the fence.

(b) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of four feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(i) Exceptions for nonresidential uses permitted on review in residential districts:

(A) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of six feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(B) Fences exceeding four feet in height shall not be permitted adjacent to vehicular entrance to or exit from the public right-of-way within a triangle formed by measuring from the point of intersection of the edge of the entrance/exit and the front lot lines a distance of 15 feet along the front line and 15 feet along the edge of the entrance or exit and connecting the points so established to form a right triangle on the area of the lot adjacent to the entrance or exit.

(c) In any required side or rear yard, no fence or wall shall be permitted above the height of eight feet.

(d) Only for the purposes of this section, on any lot having frontage on more than one street, the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, shall establish a primary front yard and all other front yards shall be considered secondary front yards. In secondary front yard(s), no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back at least half the required front setback for the lot.

(e) On any through lot, as to any secondary front yard(s), as established in subsection (3)(d) of this section, no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back the full front setback required for the lot, or the average setback established by the adjacent existing dwellings or structures in the block, whichever is greater.

(4) The following provisions also apply to certain conditions with respect to the use of lots and access points:

(a) If 25 percent or more of the lots on one side of the street between two intersecting streets are improved with buildings all of which have effectively established an average setback line which is less than the specified setback for that district, then no building on that side of the street shall be required to have a front yard greater than the average front yard of the existing buildings. However, when there are buildings on the adjacent lots on both sides, the front yard shall not be required to be greater than the average of the front yards of the buildings on the adjacent lots. Only front yards that are front facing based on the orientation of the principal structure, and the address assigned by the city, shall be a factor in these calculations.

(b) Lots having frontage on more than one street shall provide the required front yards along those streets. On a corner lot in a residential district (R-1, R-2, R-3, R-4 and P-1), the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, unless the front yard is designated on the recorded subdivision plat. The rear yard shall be opposite the front yard. The other yard abutting a street shall be a side yard and shall not be less than one-half of the front yard setback of the underlying district for single-family dwellings and accessory buildings, unless the lot meets the small lot exception granted under subsection (4)(d) of this section. Terraces and porches shall not encroach into this side yard setback notwithstanding the exceptions in subsection (1) of this section.

(c) Division of a Lot. No recorded lot shall be divided into two or more lots unless such division results in the creation of lots, each of which conforms to all of the applicable regulations of the district in which the property is located. No reduction in the size of a recorded lot below the minimum requirements of this title shall be permitted, except as prescribed below:

DRAFT 12/12/2024
ZTA - ALLEY AND EASMENT ACCESS

(i) On lots containing more than one single-family dwelling, existing on or before November 11, 2021, and located within the H-1, historic preservation, district in cases where more than half of existing lots with frontage on the same side of an existing and public street accepted by city council between two intersecting streets have a width or overall lot area which is less than that required in the regulations of the respective district, a lot may be divided into two or more new lots when the new lots will be equal to or greater than the width and the lot area of at least half of the other lots existing on the same side of the intersecting streets at the time the subdivision is proposed. In no case shall a lot be created which is less than 40 feet in width and 70 feet in depth. Width shall be measured at the front building line. The provisions of maximum lot length set forth in SCC 18.20.040(4)(b), 18.25.040(4)(b), and 18.30.040(4)(c) shall not apply to the newly created lots. The minimum required setbacks for the newly created lots shall conform to subsection (4)(d) of this section, Dwellings on Small and/or Narrow Lots. The result of the approved and recorded plat must be that each single-family dwelling be located wholly on its own individual lot.

(d) Dwellings on Small and/or Narrow Lots. Where there are existing recorded lots which do not meet the minimum lot area and/or width requirements, single-family dwellings may be constructed provided the building front yard setback is 15 feet or the average setback established by dwellings or structures existing at the start of construction, and as long as a side yard shall be not less than four feet and the sum of the side yards shall be not less than 10 feet and as long as all other requirements, except lot size and lot width, are met.

(e) Principal Uses Without Buildings. Where a permitted use of land involves no structures, such use, excluding agricultural uses, shall nonetheless comply with all yards and minimum lot area requirements applicable to the district in which located, as well as obtain any other license or permit applicable to that particular use.

(f) No dwelling shall be erected on a lot which does not abut on at least one street for at least 30 feet. A street shall form the direct and primary means of ingress and egress for all dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and egress.

(i) The following shall provide an exception to the requirement for 30 feet of street frontage:

~~(i)~~ Where there is an existing undeveloped street or undeveloped portion of a street, and where all the lots intended to utilize the undeveloped street or undeveloped portion of a street for sole or primary access are under the same ownership, the undeveloped street may be utilized as primary access for construction of one single-family dwelling under the following conditions:

(A) The portion of undeveloped street used for access must be of a sealed surface construction in compliance with SCC 18.125.020;

(B) The undeveloped street may be used by other lots as secondary access but shall only serve as primary access to one single-family dwelling;

(C) Where the undeveloped street serves as sole and primary access to more than one lot, the lots shall be combined into one lot for the purpose of constructing one single-family dwelling using the undeveloped street as sole and primary access. All provisions of SCC Title 17, Subdivisions, shall apply when combining the lots;

(D) The undeveloped street must have a direct connection to a developed public street without using or crossing any other undeveloped streets.

(ii) The following shall provide an exception to the requirement of a street being the direct and primary means of ingress and egress for dwelling units:

In cases where the Zoning Administrator and City Engineer have determined that issuance of a Driveway Entrance Permit is undesirable due to topography, traffic volume on a street, or disadvantageous street design and/or layout, vehicular access to a single-family dwelling may be permitted through the use of a secondary access. In cases where alleys do not exist or the use of an alley is deemed by the Zoning Administrator or the City Engineer to be undesirable, a private access easement may be used. In either of

DRAFT 12/12/2024
ZTA - ALLEY AND EASMENT ACCESS

these situations, the front façade of the dwelling must face the public street and not the alley or access easement. Provisions for pedestrian access from the front door of the dwelling to the public street must be provided and maintained.

(A) In cases where an alley is used:

(1) the portion of the alley used for access must be at least 10 feet in width.

(2) A Driveway Entrance Permit must be approved by the City Engineer evaluating the alley access point to the public street;

(3) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(B) In cases where a private access easement is used:

(1) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street.

(2) The portion of easement used for access must be at least 10 feet in width and have a sealed surface construction in compliance with SCC 18.125.020;

~~(+)(3)~~ A Driveway Entrance Permit must be approved by the City Engineer evaluating the access point to the public street.

(g) For any existing lot zoned residential which was displayed on a recorded subdivision plat without the required 30 feet of street frontage required in subsection (f) of this section, one single-family dwelling may be approved pursuant to the following conditions:

(i) In cases where frontage on a public street is less than 10 feet:

(A) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street.

(B) The easement shall be a minimum of 10 feet in width.

(C) Undeveloped streets, or undeveloped portions of streets, may not be used for access to the lot. Access must come from a street accepted by the city council pursuant to SCC 12.05.030.

(D) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(ii) In cases where the frontage on a public street is less than 30 feet but more than 10 feet, the lot may obtain approval for one single-family dwelling without an easement.

~~(iii) An easement found in compliance with this subsection may only be utilized by one single family dwelling to meet the street frontage requirements of this section.~~

(h) An attached or detached private garage which faces on a street shall not be located closer than 25 feet to the street right-of-way line.

(i) The following shall provide an exception to the minimum front setback requirement for attached private garages:

Notwithstanding any other provision set forth in this title, any attached private garage on any lot which includes a single-family dwelling that is nonconforming to the minimum required front setback for the zoning district, which faces on a street, shall not be located closer than 18 feet to the rear edge of the

DRAFT 12/12/2024
ZTA - ALLEY AND EASMENT ACCESS

public sidewalk on the street right-of-way line that the garage door opening faces, regardless of the orientation of the main dwelling. In cases where a public sidewalk does not exist, an attached private garage shall not be located closer than 23 feet to the nearest edge of the city maintained public street pavement that the garage door opening faces, regardless of the orientation of the main dwelling.

(i) Accessory buildings shall not be located in any required front yard with the exception of through lots in residential districts. On a lot in a residential district (R-1, R-2, R-3, R-4 and P-1) with frontage on two parallel streets, the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city unless the front yard is designated otherwise on the recorded plat. The yard abutting the other, parallel street shall be considered the secondary front yard, and an accessory building thereon is permitted solely for a single-family use that satisfies the front yard setback requirements of such district. (Ord. 2024-19; Ord. 2023-17; Ord. 2023-10; Ord. 2023-05; Ord. 2023-02; Ord. 2022-22; Ord. 2021-36; Ord. 2021-32; Ord. 2021-02; Ord. 2019-09; Ord. 2011-07; Ord. 2009-22; Ord. 2009-20; Ord. 2004-06. Zoning ordinance Art. 5, § 4).

Ordinance No. 2025-____

**AN ORDINANCE AMENDING
CHAPTER 18.120, YARD, BUILDING SETBACK, AND OPEN SPACE
EXCEPTIONS,
OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE,
TO ALLOW ALLEYS AND PRIVATE ACCESS EASEMENTS TO BE USED AS
PRIMARY ACCESS TO CONSTRUCT A SINGLE-FAMILY DWELLING IN CERTAIN
SITUATIONS**

Recitals

A. Staunton City Code (SCC) Chapter 18.120 Yard, Building Setback, and Open Space Exceptions, regulates permitted ingress and egress points from a public street for properties located within the City of Staunton.

B. Currently, SCC Section 18.120.010 (4) requires that a street shall form the direct and primary means of ingress and egress for all dwelling units;

C. City staff has noticed an increase in the number of instances where the current direct and primary access requirement has hindered building permit reviews;

D. City staff has proposed amending Chapter 18.120, Yard, Building Setback, and Open Space Exceptions, to allow, with conditions, ingress and egress for a single-family dwelling using alleys and private access easements in cases where the City Engineer has declined to issue a driveway entrance permit for direct and primary access from the public street;

E. At its October 17, 2024 meeting, the Planning Commission took action to authorize staff to proceed with drafting the requested amendment;

F. At its December 19, 2024 meeting, the Planning Commission conducted a public hearing on the request and took action to recommend that City Council approve the proposed amendment;

G. The Planning Commission considered the matter and after study, review, and consideration of comments received during the public hearing has recommended approval of the amendment;

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

I. 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 18.120, Yard, Building Setback, and Open Space Exceptions, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.120
YARD, BUILDING SETBACK, AND OPEN SPACE EXCEPTIONS

Sections:

18.120.010 Setback exceptions.

18.120.010 Setback exceptions.

The following requirements provide exceptions or qualify and supplement, as the case may be, the specific district regulations set forth except in Division II of this title:

(1) No yard, open space, or lot area required for a building or structure shall, during its life, be occupied by any other building or structure except:

- (a) Awnings and canopies, as provided for in the building code and SCC 12.05.110.
- (b) Bay windows and chimneys, not to exceed two feet.
- (c) Driveways, curbs, sidewalks, steps, and ramps.
- (d) Fences, walls, and hedges, subject to the regulations as set forth in this chapter.
- (e) Garbage disposal equipment, nonpermanent.
- (f) Landscape features, planting boxes, and recreational equipment.
- (g) Overhanging roof, eave, gutter, cornice, or other architectural feature, not to exceed three feet. Open fire escapes may extend into any required yard not more than six feet.
- (h) Parking space subject to the regulations set forth in Chapter 18.125 SCC.
- (i) Signs, subject to the regulations set forth in Chapter 18.140 SCC.
- (j) Decks and porches (nonenclosed) not to exceed six feet.
- (k) Trees, shrubs, flowers, and other plants subject to the vision requirements in this chapter.
- (l) Accessory buildings or structures in a front yard when the accessory building or structure is located at least 400 feet from the public right-of-way.
- (m) Mechanical equipment and generators when installed and used as an accessory use and related to the function of the principal use.

(2) On any corner lot where a front and side yard is required, no wall, fence, sign, structure, or any plant growth which obstructs sight lines at elevations between two and one-half feet and 10 feet above the crown of the adjacent roadway shall be placed or maintained within a triangle formed by measuring from the point of intersection of the front and exterior side lot lines a distance of 15 feet along the front and side lot lines and connecting the points so established to form a right triangle on the area of the lot adjacent to the street intersections.

(3) The following regulations shall apply to fences and walls in residential districts, or in any other district when constructed, placed, and/or used for residential purposes:

- (a) The height of a fence or wall shall be measured from the elevation at the base of the fence or wall, on the side away from the principal structure, vertically to the highest point of the fence or wall. In the case of fences on top of retaining walls or immediately adjacent to retaining walls, the height of the fence shall be measured from the top of the wall.

Posts or decorative trim caps may extend an additional six inches above the maximum height allowed for the fence.

In cases where topography creates conditions that hinder the ability to maintain a consistent fence height, the zoning administrator may have the discretion to approve minor increases in height in order to maintain a consistent horizontal line along the top edge of the fence.

(b) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of four feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(i) Exceptions for nonresidential uses permitted on review in residential districts:

(A) In any required front yard, except as provided in subsection (2), (3)(d), or (3)(e) of this section, no fence or wall shall be permitted above the height of six feet, except as to retaining walls on lots with a grade in excess of 15 percent.

(B) Fences exceeding four feet in height shall not be permitted adjacent to vehicular entrance to or exit from the public right-of-way within a triangle formed by measuring from the point of intersection of the edge of the entrance/exit and the front lot lines a distance of 15 feet along the front line and 15 feet along the edge of the entrance or exit and connecting the points so established to form a right triangle on the area of the lot adjacent to the entrance or exit.

(c) In any required side or rear yard, no fence or wall shall be permitted above the height of eight feet.

(d) Only for the purposes of this section, on any lot having frontage on more than one street, the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, shall establish a primary front yard and all other front yards shall be considered secondary front yards. In secondary front yard(s), no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back at least half the required front setback for the lot.

(e) On any through lot, as to any secondary front yard(s), as established in subsection (3)(d) of this section, no fence or wall shall be permitted above the height of four feet unless the fence or wall is set back the full front setback required for the lot, or the average setback established by the adjacent existing dwellings or structures in the block, whichever is greater.

(4) The following provisions also apply to certain conditions with respect to the use of lots and access points:

(a) If 25 percent or more of the lots on one side of the street between two intersecting streets are improved with buildings all of which have effectively established an average setback line which is less than the specified setback for that district, then no building on that side of the street shall be required to have a front yard greater than the average front yard of the existing buildings. However, when there are buildings on the adjacent lots on both sides, the front yard shall not be required to be greater than the average of the front yards of the buildings on the adjacent lots. Only front yards that are front facing based on the orientation of the principal structure, and the address assigned by the city, shall be a factor in these calculations.

(b) Lots having frontage on more than one street shall provide the required front yards along those streets. On a corner lot in a residential district (R-1, R-2, R-3, R-4 and P-1), the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city, unless the front yard is designated on the recorded subdivision plat. The rear yard shall be opposite the front yard. The other yard abutting a street shall be a side yard and shall not be less than one-half of the front yard setback of the underlying district for single-family dwellings and accessory buildings, unless the lot meets the small lot exception granted under subsection (4)(d) of this section. Terraces and porches shall not encroach into this side yard setback notwithstanding the exceptions in subsection (1) of this section.

(c) Division of a Lot. No recorded lot shall be divided into two or more lots unless such division results in the creation of lots, each of which conforms to all of the applicable regulations of the district in which the property is located. No reduction in the size of a recorded lot below the minimum requirements of this title shall be permitted, except as prescribed below:

(i) On lots containing more than one single-family dwelling, existing on or before November 11, 2021, and located within the H-1, historic preservation, district in cases where more than half of existing lots with frontage on the same side of an existing and public street accepted by city council between two intersecting streets have a width or overall lot area which is less than that required in the regulations of the respective district, a lot may be divided into two or more new lots when the new lots will be equal to or greater than the width and the lot area of at least half of the other lots existing on the same side of the intersecting streets at the time the subdivision is proposed. In no case shall a lot be created which is less than 40 feet in width and 70 feet in depth. Width shall be measured at the front building line. The provisions of maximum lot length set forth in SCC 18.20.040(4)(b), 18.25.040(4)(b), and 18.30.040(4)(c) shall not apply to the newly created lots. The minimum required setbacks for the newly created lots shall conform to subsection (4)(d) of this section, Dwellings on Small and/or Narrow Lots. The result of the approved and recorded plat must be that each single-family dwelling be located wholly on its own individual lot.

(d) Dwellings on Small and/or Narrow Lots. Where there are existing recorded lots which do not meet the minimum lot area and/or width requirements, single-family dwellings may be constructed provided the building front yard setback is 15 feet or the average setback established by dwellings or structures existing at the start of construction, and as long as a side yard shall be not less than four feet and the sum of the side yards shall be not less than 10 feet and as long as all other requirements, except lot size and lot width, are met.

(e) Principal Uses Without Buildings. Where a permitted use of land involves no structures, such use, excluding agricultural uses, shall nonetheless comply with all yards and minimum lot area requirements applicable to the district in which located, as well as obtain any other license or permit applicable to that particular use.

(f) No dwelling shall be erected on a lot which does not abut on at least one street for at least 30 feet. A street shall form the direct and primary means of ingress and egress for all dwelling units. Alleys, where they exist, shall form only a secondary means of ingress and egress.

(i) The following shall provide an exception to the requirement for 30 feet of street frontage:

~~(i)~~ Where there is an existing undeveloped street or undeveloped portion of a street, and where all the lots intended to utilize the undeveloped street or undeveloped portion of a street for sole or primary access are under the same ownership, the undeveloped street may be utilized as primary access for construction of one single-family dwelling under the following conditions:

(A) The portion of undeveloped street used for access must be of a sealed surface construction in compliance with SCC 18.125.020;

(B) The undeveloped street may be used by other lots as secondary access but shall only serve as primary access to one single-family dwelling;

(C) Where the undeveloped street serves as sole and primary access to more than one lot, the lots shall be combined into one lot for the purpose of constructing one single-family dwelling using the undeveloped street as sole and primary access. All provisions of SCC Title 17, Subdivisions, shall apply when combining the lots;

(D) The undeveloped street must have a direct connection to a developed public street without using or crossing any other undeveloped streets.

(ii) The following shall provide an exception to the requirement of a street being the direct and primary means of ingress and egress for dwelling units:

In cases where the Zoning Administrator and City Engineer have determined that issuance of a Driveway Entrance Permit is undesirable due to topography, traffic volume on a street, or disadvantageous street design and/or layout, vehicular access to a single-family dwelling may be permitted through the use of a secondary access. In cases where alleys do not exist or the use of an alley is deemed by the Zoning Administrator or the City Engineer to be undesirable, a private access easement may be used. In either of

these situations, the front façade of the dwelling must face the public street and not the alley or access easement. Provisions for pedestrian access from the front door of the dwelling to the public street must be provided and maintained.

(A) In cases where an alley is used:

(1) the portion of the alley used for access must be at least 10 feet in width.

(2) A Driveway Entrance Permit must be approved by the City Engineer evaluating the alley access point to the public street;

(3) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(B) In cases where a private access easement is used:

(1) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street that is satisfactory to the City Attorney.

(2) The portion of easement used for access must be at least 10 feet in width and have a sealed surface construction in compliance with SCC 18.125.020;

(3) A Driveway Entrance Permit must be approved by the City Engineer evaluating the access point to the public street.

(g) For any existing lot zoned residential which was displayed on a recorded subdivision plat without the required 30 feet of street frontage required in subsection (f) of this section, one single-family dwelling may be approved pursuant to the following conditions:

(i) In cases where frontage on a public street is less than 10 feet:

(A) The applicant must show evidence of the existence of an easement to the lot for ingress and egress from a public street.

(B) The easement shall be a minimum of 10 feet in width.

(C) Undeveloped streets, or undeveloped portions of streets, may not be used for access to the lot. Access must come from a street accepted by the city council pursuant to SCC 12.05.030.

(D) The lot must have been originally platted prior to annexation from Augusta County or have been platted in the city of Staunton prior to November 1, 1969, regardless of subsequent revisions.

(ii) In cases where the frontage on a public street is less than 30 feet but more than 10 feet, the lot may obtain approval for one single-family dwelling without an easement.

~~(iii) An easement found in compliance with this subsection may only be utilized by one single-family dwelling to meet the street frontage requirements of this section.~~

(h) An attached or detached private garage which faces on a street shall not be located closer than 25 feet to the street right-of-way line.

(i) The following shall provide an exception to the minimum front setback requirement for attached private garages:

Notwithstanding any other provision set forth in this title, any attached private garage on any lot which includes a single-family dwelling that is nonconforming to the minimum required front setback for the zoning district, which faces on a street, shall not be located closer than 18 feet to the rear edge of the

public sidewalk on the street right-of-way line that the garage door opening faces, regardless of the orientation of the main dwelling. In cases where a public sidewalk does not exist, an attached private garage shall not be located closer than 23 feet to the nearest edge of the city maintained public street pavement that the garage door opening faces, regardless of the orientation of the main dwelling.

(i) Accessory buildings shall not be located in any required front yard with the exception of through lots in residential districts. On a lot in a residential district (R-1, R-2, R-3, R-4 and P-1) with frontage on two parallel streets, the front yard shall be designated by the orientation of the front or main door of the principal structure, as determined by the address assigned by the city unless the front yard is designated otherwise on the recorded plat. The yard abutting the other, parallel street shall be considered the secondary front yard, and an accessory building thereon is permitted solely for a single-family use that satisfies the front yard setback requirements of such district. (Ord. 2024-19; Ord. 2023-17; Ord. 2023-10; Ord. 2023-05; Ord. 2023-02; Ord. 2022-22; Ord. 2021-36; Ord. 2021-32; Ord. 2021-02; Ord. 2019-09; Ord. 2011-07; Ord. 2009-22; Ord. 2009-20; Ord. 2004-06. Zoning ordinance Art. 5, § 4).

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:

, Mayor

ATTEST: _____
Kiley A. Kesecker,
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2024	Jon Venn Chief Human Resources Officer
Item #	D	
Department:	Human Resources	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Response, Efficient Government	
Subject:	Consideration of Proposed Fiscal Year 2026 Holiday Schedule	

Background: The City of Staunton will observe 13 paid holidays annually in FY 2026, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday.

City Manager's Recommendation: Recommend the following FY 2026 (July 1, 2025-June 30, 2026) Holiday Schedule:

1. Observe the following 13 paid holidays plus the 2 additional paid holidays granted by City Council for FY 2026 for a total of 15 paid holidays:

Holiday	Date Observed
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025

Day After Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025
Additional Holiday granted by City Council	Friday, December 26, 2025
New Year's Day	Thursday, January 1, 2026
Additional Holiday granted by City Council	Friday, January 2, 2026
Martin Luther King, Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Day	Friday, June 19, 2026
2 Personal Holidays*	Discretionary
*Must be on payroll July 1, 2025 to receive the personal holiday.	

Suggested Motion: I move to adopt the Fiscal Year 2026 holiday schedule, as presented.

City Manager: Leslie Beauregard



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**City of Staunton Holiday Schedule
Fiscal Year 2026 (July 1, 2025-June 30, 2026)**

Holiday	Date Observed
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Day After Thanksgiving	Friday, November 28, 2025
Christmas Day	Thursday, December 25, 2025
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Martin Luther King, Jr. Day	Monday, January 19, 2026
Presidents' Day	Monday, February 16, 2026
Memorial Day	Monday, May 25, 2026
Juneteenth Day	Friday, June 19, 2026
2 Personal Holiday*	Discretionary

*Must be on payroll July 1, 2025 to receive the personal holiday.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 9, 2025	Maggie Ragon Commissioner of Revenue
Item #	E	
Department:	Commissioner of Revenue	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Staunton City Code Amendments to Chapter 3.15 Relating to Real Estate Tax Relief for the Elderly and Permanently Disabled	

Background: Chapter 3.15 of the Staunton City Code allows for residents who are over age 65 and/or permanently and totally disabled who own their primary residence to apply for real estate tax relief based on the applicant's income and assets.

Current guidelines allow for a maximum household income of \$35,000 and assets of \$70,000. On January 1, 2024, a 3.2% increase was put in place for recipients of Social Security payments, and on January 1, 2025, an additional 2.5% increase was added. In order for program participants to maintain a similar amount of tax relief from the local program, the Commissioner of Revenue proposes changing the program limits by increasing the net combined income to \$50,000 and net worth to \$80,000. The Commissioner of Revenue proposes additional changes to the program by simplifying the sliding scale structure as follows:

INCOME

\$0	-	\$27,500	100%
\$27,501	-	\$35,000	75%
\$35,001	-	\$42,500	50%
\$42,501	-	\$50,000	25%

ASSETS

Not to exceed \$80,000.

Attachment: Draft Ordinance

Suggested Motion: I move to adopt the proposed amendments to Staunton City Code Chapter 3.15, as presented.

City Manager: Leslie Beauregard

Ordinance No. 2025-_____

**AN ORDINANCE
AMENDING, RESTATING AND REORDAINING
SECTION 3.15.030 (4) GENERAL ELIGIBILITY REQUIREMENTS
AND
3.15.060 AMOUNT OF EXEMPTION,
OF CHAPTER 3.15 REAL ESTATE TAX EXEMPTION
FOR ELDERLY AND DISABLED PERSONS,
OF TITLE 3, REVENUE AND FINANCE,
OF THE STAUNTON CITY CODE**

Recitals

A. Pursuant to Sections 58.1-3210 and 58.1-3212 of the Code of Virginia and provisions of Title 3 of the Staunton City Code, the City Council has the authority to enact and change provisions of the Staunton City Code regarding real estate tax exemptions for elderly and disabled persons;

B. In 2024, the Social Security Administration announced that recipients of Social Security and Supplemental Security Income Payments would receive a cost of living increase of 3.2% in 2024, and on January 1, 2025, an additional increase of 2.5% was added;

C. The Commissioner of Revenue proposes changes to increase the eligibility income and asset limits which would allow current eligible tax relief recipients to retain a similar level of relief as they have attained in prior years;

D. The City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to real estate tax exemptions for elderly and disabled persons;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 3.15.030, General Eligibility Requirements, and Section 3.15.060 Amount of Exemption, of Chapter 3.15 Real Estate Tax Exemption for Elderly and Disabled Persons, of Title 3, Revenue and Finance, of the Staunton City Code are hereby amended to read as follows:

3.15.030 General eligibility requirements.

Exemption pursuant to this chapter shall be granted to eligible persons as to their dwelling when:

1) The total combined income received from all sources during the preceding calendar year by (a) owners of the dwelling who use it as their principal residence, (b) owners' relatives who live in the dwelling, except for those relatives living in the dwelling and providing bona fide caregiving services to the owner whether such relatives are compensated or not, and (c) nonrelatives of the owner who live in the dwelling except for bona fide tenants or bona fide caregivers of the owner, whether compensated or not, does not exceed the sum of \$50,000; provided, however, that the first \$2,500 of income of each relative, other than the spouse of the owner, who is living in such dwelling shall not be included in such total. If an individual described in subsections (1)(b) and (c) of this section is permanently and totally disabled, any disability income received by such person shall not be included in such total.

(2) The net combined financial worth, including equitable interests, as of December 31st of the immediately preceding calendar year, of the owners and of the spouse of any owner, excluding the value of the dwelling and the land, not exceeding one acre, upon which it is situated, does not exceed \$80,000.

...

3.15.060 Amount of exemption.

The amount of the exemption granted by this chapter is as follows:

SCHEDULE OF RELIEF

Single Property Owner or Property Owner and Spouse							
	Net Combined Financial Worth						
Gross Combined Income	0-\$80,000						
\$ 0 – \$27,500	100%						
\$27,501 – \$35,000	75%						
\$ 35,001 – \$42,500	50%						
\$ 42,501 – \$50,000	25%						

In all other respects, the provisions of Section 3.15.030 and 3.15.060 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective:

_____, Mayor

ATTEST: _____

85
86

Kiley A. Kesecker,
Clerk of Council

DRAFT