

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
May 22, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|--|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:15 p.m. | 2. | Update on Juvenile & Domestic Relations District Court Facility |
| 5:30 p.m. | 3. | Update on Staunton Business Retention Survey |
| 5:45 p.m. | 4. | Update on Tourism Marketing Plan and Activities |
| 6:00 p.m. | 5. | Presentation on Adopt-a-Spot Program |
| 6:15 p.m. | 6. | Discussion of City Council Contingency Funds |
| 6:30 p.m. | | Dinner Break Until Regular Meeting at 7:00 p.m. |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
May 22, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Edwards

Proclamations

Juneteenth

LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

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 May 8, 2025

A.2. Consideration of Resolution Appointing the Fire Chief as the City's Emergency Coordinator

A.3. Consideration of Extension of the Reverter Clause for the A Street Deed to Assist Staunton Augusta Waynesboro Habitat for Humanity, Inc.

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 for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four*

C. Consideration of Resolution Adding Highland County to the Central Shenandoah Valley Office on Youth's Virginia Juvenile Community Crime Control Act Efforts

D. Authorization of Application for Economic Mobility and Opportunity Special Assistants Grant through the International City/County Management Association

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 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



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	John Keene Project Manager
Item #	2	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Areas: Built Environment; Responsive, Efficient Government	
Subject:	Update on Juvenile & Domestic Relations District Court Facility	

Background: Staff will provide an update on the Juvenile & Domestic Relations District Court Facility. Information on the project can be found at <https://www.ci.staunton.va.us/government/projects/courthouse>

Attachment: Not applicable.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	Amanda DiMeo Economic Development Director Jessica Blythe Assistant Economic Development Director
Item #	3	
Department:	Economic Development	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government; Economic Development	
Subject:	Update on Staunton Business Retention Survey	

Background: Staff will provide an update on the results and key findings of the recent business survey, as well as discuss implications for steering future work and strategic planning.

City Manager's Recommendation: Not Applicable.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 22, 2025	Samantha Johnson Tourism Director
Item #	4	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity, Excellence, and Engagement Strategic Areas: Responsive, Efficient Government	
Subject:	Update on Tourism Marketing Plan and Activities	

Background: Tourism Director Samantha Johnson will provide an update to City Council concerning the tourism marketing plan and activities.

Attachment: Presentation—2025 Tourism Marketing Update

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



2025 Tourism Marketing Update

Samantha Johnson, Director of Tourism

Presented by Visit Staunton, the City of Staunton Tourism Department



Tourism Department

- **Mission** –to promote the City of Staunton as a tourism destination through integrated marketing, advertising & public relations. (Staunton tourism department was created in 1989.)
- **Money** – FY 2025: \$665,454 (additional \$62,254 for Downtown Visitor Center.) Total budget: **\$727,708**
 - Lodging Tax
 - General Fund

Tourism Staff

Samantha Johnson, Director of
Tourism

- Manages overall operation of the Tourism department.

Jessica Williams, Sales & Marketing
Manager

- Responsible for soliciting and booking group business for Staunton & all digital marketing.

Kim Cormier, Administrative Assistant

- Provides office management and support to the Tourism & Economic Development departments.

Gloria Brandt, Visitor Center
Supervisor

- Oversees Visitor Center operation and provides information and assistance to visitors.

Karen Bergmann, Travel Counselor

- Provides information and assistance to visitors.

Nancy Artley, Travel Counselor

- Provides information and assistance to visitors.

Selah Sprinkel, Travel Counselor

- Provides information and assistance to visitors.



Tourism is an Instant Revenue Generator

IN 2023, THE STAUNTON DOMESTIC TOURISM INDUSTRY:

GENERATED
\$79,200,000
IN TRAVELER
SPENDING

SUPPORTED
1078
JOBS

4TH
LARGEST EMPLOYER IN
STAUNTON

PROVIDED
\$8,500,000
IN STATE AND LOCAL
TAXES

INCREASED STATE &
LOCAL TAX REVENUES
2%
FROM 2022

SAVED STAUNTON
HOUSEHOLDS
\$614.61



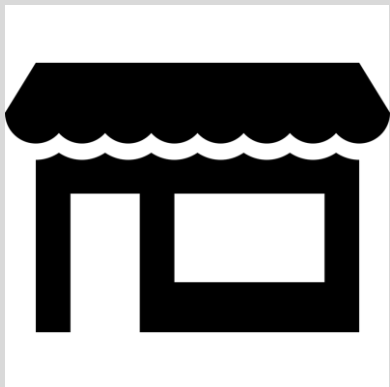
885 Hotel Rooms



74 Restaurants



7 Bed & Breakfasts



**80 Independent
Retailers**



**3 Craft Breweries
5 Wine Tasting Rooms**



75 Airbnb's

Key Insights

30% <i>% of Devices that are Visitors</i>	17% <i>% of Spend from Visitors</i>	24% <i>Share of Visitor Spend at Local Businesses*</i>
6% Increase from previous year	10% Increase from previous year	Equal to previous year

Visitors make a **larger share of observations** and **visitors account for a larger share of in-market spend** than they did the previous year, indicating **positive growth** in the Staunton tourism economy.



2024 STR Data

Occupancy (%)	2023						2024												Year To Date			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2024	
	This Year	60.9	60.8	60.7	67.2	53.4	40.0	35.1	42.6	48.6	55.6	61.6	58.5	57.5	58.4	56.7	66.0	50.2	43.3	58.3	56.3	52.8
	Last Year	64.9	64.1	67.2	71.6	58.0	47.1	40.5	45.7	54.0	60.8	65.7	65.5	60.9	60.8	60.7	67.2	53.4	40.0	49.4	58.3	56.3
Percent Change	-6.1	-5.0	-9.8	-6.1	-7.9	-15.0	-13.3	-6.8	-10.0	-8.5	-6.3	-10.7	-5.6	-4.0	-6.5	-1.9	-6.0	8.3	18.1	-3.4	-6.3	
ADR	2023						2024												Year To Date			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2024	
	This Year	101.30	102.50	112.62	118.43	106.34	89.44	87.45	90.91	95.60	103.84	112.82	104.85	101.63	103.81	115.53	123.01	103.47	91.73	100.02	102.74	104.34
	Last Year	100.78	100.10	107.16	117.94	97.40	87.33	84.96	88.39	95.10	101.25	111.43	103.36	101.30	102.50	112.62	118.43	106.34	89.44	91.93	100.02	102.74
Percent Change	0.5	2.4	5.1	0.4	9.2	2.4	2.9	2.9	0.5	2.6	1.3	1.4	0.3	1.3	2.6	3.9	-2.7	2.6	8.8	2.7	1.6	
RevPAR	2023						2024												Year To Date			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2024	
	This Year	61.68	62.35	68.31	79.64	56.78	35.81	30.73	38.70	46.43	57.78	69.45	61.33	58.44	60.64	65.50	81.16	51.91	39.77	58.35	57.87	55.10
	Last Year	65.37	64.12	72.02	84.46	56.46	41.14	34.43	40.39	51.31	61.57	73.18	67.72	61.68	62.35	68.31	79.64	56.78	35.81	45.40	58.35	57.87
Percent Change	-5.6	-2.8	-5.1	-5.7	0.6	-13.0	-10.8	-4.2	-9.5	-6.1	-5.1	-9.4	-5.3	-2.7	-4.1	1.9	-8.6	11.1	28.5	-0.8	-4.8	
Supply	2023						2024												Year To Date			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2024	
	This Year	52,018	52,080	50,400	52,080	50,400	52,080	52,080	47,040	52,080	50,400	52,080	47,760	49,352	49,352	47,640	49,228	47,640	49,228	603,360	611,390	593,880
	Last Year	51,832	51,832	50,160	51,522	49,860	51,522	51,522	46,704	51,708	50,040	52,018	50,340	52,018	52,080	50,400	52,080	50,400	52,080	610,068	609,360	611,390
Percent Change	0.4	0.5	0.5	1.1	1.1	1.1	1.1	0.7	0.7	0.7	0.1	-5.1	-5.1	-5.2	-5.5	-5.5	-5.5	-5.5	-0.1	0.3	-2.9	
Demand	2023						2024												Year To Date			
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2022	2023	2024	
	This Year	31,674	31,679	30,571	35,022	26,910	20,851	18,298	20,027	25,295	28,046	32,058	27,937	28,379	28,828	27,011	32,481	23,902	21,340	355,513	344,397	313,602
	Last Year	33,620	33,201	33,713	36,897	28,904	24,268	20,880	21,340	27,899	30,426	34,162	32,983	31,674	31,679	30,571	35,022	26,910	20,851	301,279	355,513	344,397
Percent Change	-5.8	-4.6	-9.3	-5.1	-6.9	-14.1	-12.4	-6.2	-9.3	-7.8	-6.2	-15.3	-10.4	-9.0	-11.6	-7.3	-11.2	2.3	18.0	-3.1	-8.9	

Who are Staunton visitors?



52%
are **25 - 54** years old



41%
have an average
household income **\$100k+**

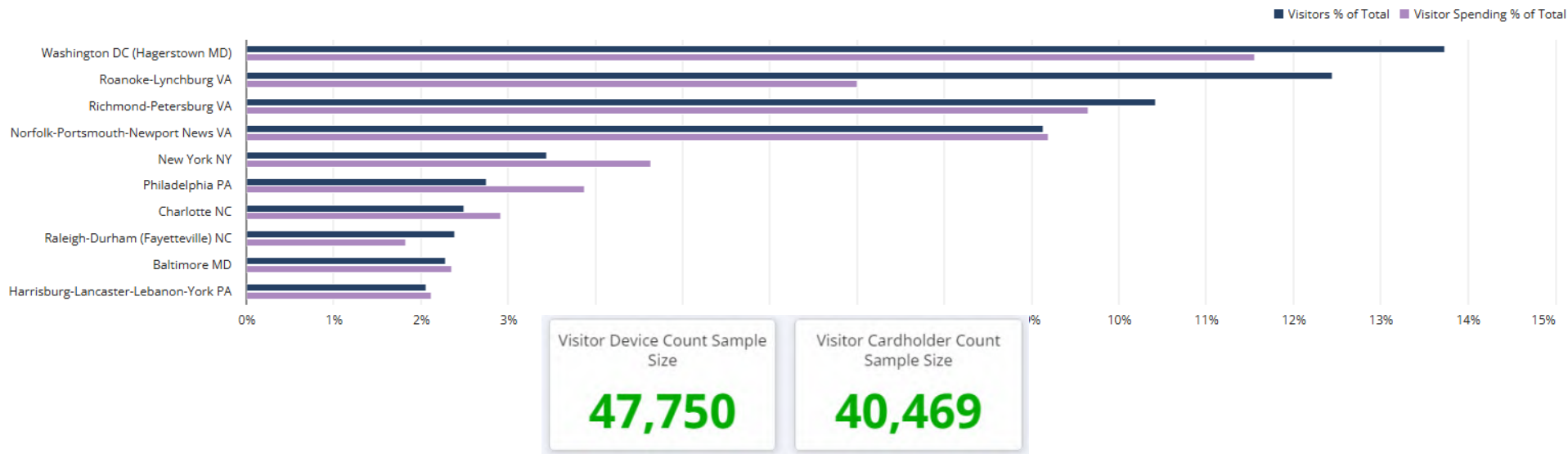


37%
have children in
the household



Visitor Market & Visitor Spend

Top 10 Origin Markets by Visitation with their Spend









In-Market Messaging

Charlotte Today/WCNC



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Discover Historic Staunton

👍❤️ 118 3 comments 8 shares

👍 Like 💬 Comment ➦ Share

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Art and Theatre in Staun...

👍❤️ 55 2 comments 3 shares

👍 Like 💬 Comment ➦ Share



Spring Weekend in Staunton, Virginia Vlog

brown.eyed.flower.child and 2 others
Paid partnership
Original audio

brown.eyed.flower.child Spend a nostalgic spring weekend with me in @visitstaunton. It's located in Virginia's Shenandoah Valley, where I went to college, so it felt amazing being back in the area and reliving some old memories. #Sponsored

During my weekend escape to Staunton, I stayed at @oakdeneinn, a luxurious boutique historic inn with beautiful gardens.

From there, journey with me through the city's Gospel Hill District, admiring the captivating mansions, and check out the stunning blooms.

As you enter Downtown Staunton, stop at @heirloomhomestaunton and Design by witness a public performer!

A must-visit in the downtown area is @the.wharf District. You can watch a glass blower create your own souvenir, such as a glass bottle.

Folly Mills Falls is a hidden gem to check out. It includes a short, easy hike along a creek.

A special place I always have to visit when in the Mountains is @klinesdairybar. Their new flavor of the week!

A visit to Staunton, Virginia is incomplete without a visit to the city's historic downtown.

Like by visitstaunton and 325 others
7 days ago



This & Vibes in Staunton, VA

shiondafarielli and 2 others
Paid partnership with visitstaunton, Virginia

shiondafarielli This and

#LoveStaunton #VisitVa #VisitStaunton @tripscout

shiondafarielli #virginia #visitstaunton #staunton

1w Reply

erichristina Love Staunton, VA is a beautiful city. I called and the Mexican spot. I want to visit next time I'm there!

1w 1 like Reply

View replies (2)

bando_britt I love the design space

1w 1 like Reply

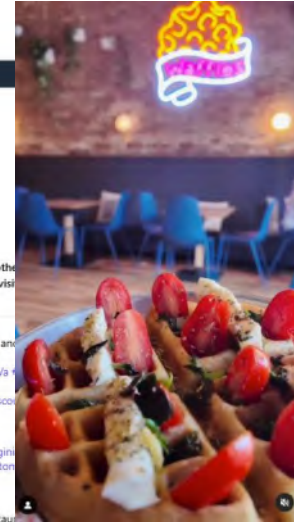
View replies (1)

charlottemama So much character

1w 1 like Reply

Missouri creative 15k

Like by noelianunezart and others
April 29



shiondafarielli and 2 others
Paid partnership with visitstaunton
Original audio

shiondafarielli Explore Staunton, VA – two days filled with charm, flavor, and history!

Day 1 a sweet start at @sweetlablles, to creativity at @thejazzstudio, bold bites at Latin Soul, and a step back in time at the @swellhouse. Then it was wine & dine vibes at @acordistaunton, and an unforgettable dinner at @zynodas.

Day 2 started the day at @the.bry.and.jay for coffee + chill vibes, then wandered through Staunton's charming downtown for boutique & vintage finds.

Sipped cocktails & grabbed some lunch sandwiches at @thegreengrassrestaurant, dined in a historic train station at @thepotgrill, and wrapped up the night with drinks and music at @thejazzclubbarlounge.

Will you be adding Staunton, VA, as a place to visit soon?

#LoveStaunton #VisitVa #ad

@visitstaunton @tripscout

Edited · 1w

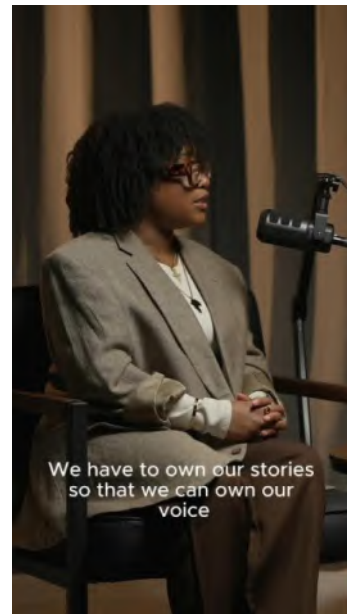
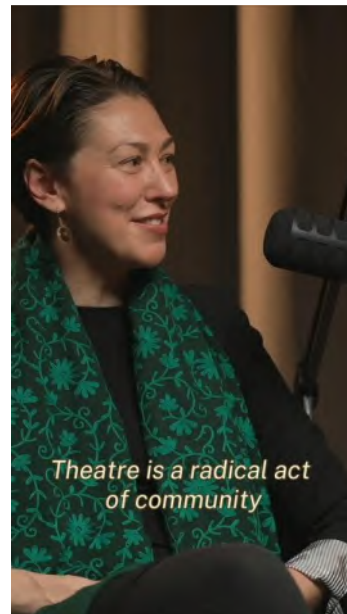
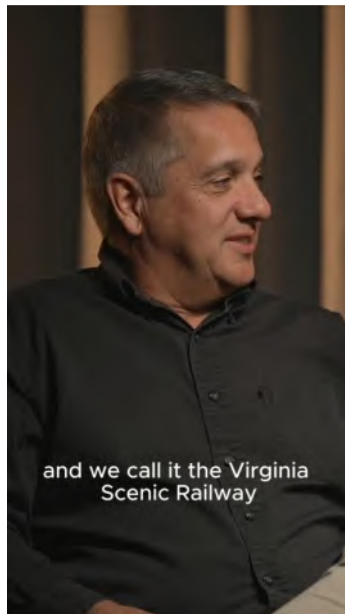
visitstaunton Those nails are amazing! ❤️

1w 1 like Reply

Like by noelianunezart and 597 others
April 28

Add a comment...

Destination Storytelling



Destination Storytelling



[THINGS TO DO](#)
[EVENTS](#)
[EAT & DRINK](#)

[STAY](#)
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STAUNTON'S WHARF: TOP THINGS TO SEE AND DO

5/9/2025

Developed in the 1850s when the railroad came to Staunton, the Wharf Historic District shines as one of Staunton's busiest and most vibrant neighborhoods, home to a wealth of independently owned businesses and restaurants.

[LEARN MORE](#)



WELCOME BACK, WARM WEATHER!

5/9/2025

It seems as if Old Man Winter has finally gone into hibernation, making way for the warm gaze of spring and summer. Staunton is a great place to enjoy the sun and mild weather, and we have lots of ways to do it. Here's a roundup of all our favorite ways to enjoy the warm weather in Staunton.

[LEARN MORE](#)



STAUNTON AFTER DARK

4/25/2025

Whether you're looking for a snack, a craft cocktail, or the sounds of a local band, Staunton has your ideal late-night eatery, watering hole, or place to gather after dark.

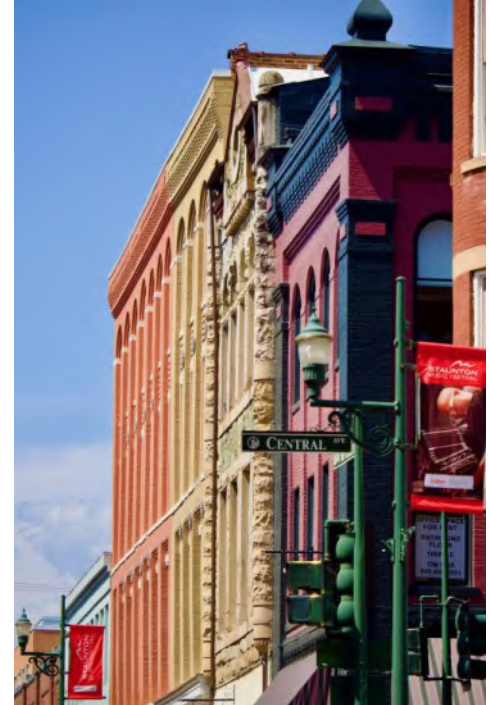
[LEARN MORE](#)





Made of *Magic.*







Contact Us

City of Staunton Tourism Department



540-332-3865



[VisitStaunton.com](https://www.visitstaunton.com)



116 West Beverley Street



tourism@visitstaunton.com

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	Willow Hughes Environmental Programs Administrator
Item #	5	
Department:	Community Development	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Environmentally Conscious; Excellence Strategic Areas: Responsive, Efficient Government	
Subject:	Presentation on Adopt-a-Spot Program	

Background: In response to a request to revitalize the Adopt-a-Street program, staff determined it would be best to combine this program with the existing Adopt-a-Stream program. These programs are both designed to encourage citizen participation in beautification and litter cleanup of designated areas in the community at regular intervals. The combined programs will be called Adopt-a-Spot and will allow citizens to adopt a portion of a street, stream, parking lot or public grounds. Combining these programs will make administration much easier and more efficient.

Staff will review the program and answer any questions. The updated application and information for this program will be available on the City's website following the presentation.

Attachment: Adopt-a-Spot Application

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



ADOPT-A-SPOT PROGRAM APPLICATION

In order to enhance the environment and the appearance of our City, the undersigned applicant, requests permission to Adopt-A-Spot at the following location:

In consideration of being allowed to be part of the Adopt-A-Spot program and to be present on or near any public lands or rights of way, any accepted applicant will perform any related activity in accordance with the City of Staunton's terms attached hereto and incorporated herein by reference and any applicable law. The applicant also hereby agrees to indemnify and hold harmless the City of Staunton, its officials, employees or agents, from responsibility, damage or liability or any claim arising from the applicant's exercise of the activities and privileges granted under this agreement.

This agreement may be terminated by the City of Staunton at any time the applicant does not comply with this agreement or at any time the applicant's work effort is discovered to be unsatisfactory. The City reserves the right to revise or discontinue the Adopt-a-Spot program at any time. The applicant likewise may terminate this agreement at any time.

The applicant hereby assumes all risk of damage or injury resulting from the activities performed hereunder, and acknowledges that certain risks are inherent in litter pick up and removal, especially in areas where navigation may be difficult, such as along stream banks, or in areas that may be open to the public or where vehicular traffic is present, such as on or near the public right of way.

It is agreed that the applicant is not an agent, employee or volunteer of the City of Staunton while participating in this Adopt-a-Spot program. As such, the City will not provide any worker's compensation insurance, general liability or automobile insurance or uninsured/underinsured insurance motorist coverage, or any other insurance for the acts or omissions of the applicant while engaged in any activities arising out of or related to this Adopt-A-Spot agreement or activity. It is further agreed that the City will not defend, hold harmless, or indemnify the applicant for any claims of loss, injury, death, or damage arising out of or related to this Adopt-A-Spot agreement.

APPLICANT: _____

PRIMARY CONTACT NAME/TITLE: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

¹As a designated representative of, _____,
I have read, understand, and shall comply with the Adopt-a-Spot program conditions and safety
tips regarding participation in the program.

SIGNATURE: _____

The undersigned is the official City representative who has the legal authority to give permission
for the property location named in the aforesaid agreement to be involved in and designated in
the Adopt-A-Spot program as administered by the City of Staunton.

Permission is hereby given to perform the work described, insofar as the City of
Staunton has the right, power, and authority under the terms of this agreement.

CITY OFFICIAL: _____

TITLE: _____

DATE: _____

¹ Any organization shall provide to the City of Staunton a copy of official organizational minutes in which the
organization's governing body authorizes the signatory to place their signature on this application.

ADOPT-A-SPOT PROGRAM CONDITIONS

The Adopt-a-Spot program is designed to encourage citizen participation in beautification and litter cleanup of designated areas in their community. Individuals, organizations, and businesses may participate in the program. Participation involves agreeing to clear a designated stream reach, street, park, walkway, parking lot, or public grounds of litter and other debris on a regular interval.

In exchange, a sign bearing the name of the organization will be installed at the designated cleanup area. The City will bear the cost of producing, installing and maintaining the sign. The City will also provide program participants materials to help with the cleanup.

Eligible areas will be determined by the City. Those stream areas determined unsafe will not be eligible for adoption. Selected privately owned areas may also be eligible for adoption providing the property owner gives written consent allowing access to their property and is one of the signatories of the Adopt-a-Spot agreement.

- The Adopt-a-Spot agreement must be approved by the City of Staunton. The agreement shall be submitted to the City Environmental Programs Administrator. The agreement will be forwarded on to the appropriate City agency for review and approval. If there are any unresolved concerns with regard to safety or any questions concerning safety, the proposed adoption will not be approved.
- Local community organizations, such as civic, social or school groups, businesses or individuals 18 years or older are allowed to adopt a spot. The City of Staunton reserves the right to deny adoption requests for any reason whatsoever.
- All participants must sign the Liability Release Form.
- Participants are required to adopt for a minimum of two (2) years, with a minimum of four (4) cleanups per year. After two years, the adopting organization may renew their designation and agreement, modify their designation (choose a different location) or terminate the agreement.
- Group members less than fifteen (15) years of age must be supervised by an adult at least eighteen (18) years of age. There shall be at least one adult eighteen (18) years of age or older for every six (6) group members less than fifteen (15) years of age.

- It is required that participants should hold at least two (2) meetings a year to review safety and other guidelines.
- The City of Staunton will supply participants with plastic trash bags, safety vests and appropriate signage. The group's representative should contact the City's Environmental Program Administrator at 540-332-3858 before a planned cleanup to arrange for pickup of materials and to coordinate dates and times. The representative shall ensure all items are returned to the City. Any traffic control signs shall be displayed only during times when cleanup is actually taking place.
- Participants must dispose of all trash collected. Participants are urged to separate and recycle appropriate materials.
- Within two weeks of each cleanup, participants shall file a report to the City's Environmental Programs Administrator detailing the following information:
 - a) copies of all sign in sheets
 - b) copies of signed liability release forms
 - c) date of cleanup
 - d) time of cleanup
 - e) number of participants involved
 - f) number of bags of trash collected
 - g) total pounds of trash collected (if available)
 - h) hours spent on cleanup
- A sign noting the Adopt-A-Spot program and the participant's name will be provided for installation at the cleanup area. The City will bear the cost of producing, installing and maintaining the sign. Businesses that wish to sponsor groups may do so. However, only the business name may go on the sign in block letters. No business slogans or logos are allowed.
- Participants are encouraged to schedule three (3) of their cleanups in April, June, and October to coincide with the national and statewide litter control clean ups or with Earth Day (April), Clean the Bay Day (June), and America Recycles Day (November).
- Prior to participating in a cleanup, participants are encouraged to read *Adopt-A-Stream Manual* published by the Department of Conservation and Recreation. The manual can be found at <http://www.dcr.virginia.gov/environmental-education/adopt#forms>
- The City of Staunton reserves the right to revise these terms as needed.

ADOPT-A-SPOT PROGRAM CLEANUP MATERIALS

The following equipment items have been loaned to: _____

in support of cleaning up: _____

_____ Safety vests

_____ Grab sticks

_____ Trash bags

_____ Signs

Date of cleanup: _____

Date items will be returned on: _____

Organizational Representative

City Representative

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

ADOPT-A-SPOT PRECAUTIONS AND SAFETY TIPS

It is advisable to abide by the following DOs and DON'Ts to help avoid injury:

DOs:

- Always wear an orange/yellow reflective safety vest so you can be easily seen and be identified as being part of the cleanup team.
- Always wear protective clothing that is easy to see; shoes (preferably waterproof boots if cleaning a stream), and work gloves. Sandals or open toed shoes should never be worn.
- Always work in daylight hours only and in good weather.
- Always be aware of your surroundings and passing motorists.
- Always work in groups of at least two people, never work alone.

DON'Ts

- Never horse around or do anything dangerous or distracting to yourself or others.
- Never participate in a cleanup under the influence of alcohol or drugs or while taking certain medications.
- Never overexert yourself.
- Never pick up hazardous materials - call the City Fire Department (911) to arrange for proper handling and disposal.

Specific Advice for Adopting Streams:

Urban streams often have some water quality impairment by the very nature of the lands that drain into them. This is the case with many of the streams and waterways in the City of Staunton, some of which have been identified by the Virginia Department of Environmental Quality as being impaired due to excessive levels of sediment and bacteria. A stream being impaired does not mean necessarily that the stream is dangerous to be in or around. What it does mean is that it is always advisable to follow some practical guidelines when interacting with an urban stream:

- Never conduct a stream cleanup or go into a stream during, or immediately following, a rainfall event. Stormwater runoff during storm events carry pollutants from impervious surfaces such as roof tops, streets, parking lots, etc., into local waterways, thereby increasing the levels of pollutants at these times.
- Always wear shoes and gloves to protect your feet and hands.
- Always wash your hands or use hand sanitizer immediately after being in contact with the stream.
- Do not ingest any of the stream water or sediment.

CITY OF STAUNTON ADOPT-A-SPOT PROGRAM
LIABILITY RELEASE FORM

As an Adopt-a-Spot program volunteer, I have read, understand, and shall comply with the City of Staunton Adopt-a-Spot program guidelines Conditions and Safety Tips. I will exercise care and safety while participating in any program events. I will seek further direction or explanation of anything not fully understood by me.

As an Adopt-a-Spot Program volunteer, I will at all times indemnify and hold harmless the City of Staunton, City of Staunton employees, agents and officers from responsibility, damage, or liability arising from the exercise of the privileges granted under the Adopt-a-Spot program.

By voluntarily engaging in a stream cleanup activity, I personally assume all risks for any harm, injury, or damage to myself or others during my participation.

Signature _____

Name (print) _____

Date _____

CITY OF STAUNTON ADOPT-A-SPOT PROGRAM
CLEANUP SIGN-IN SHEET

Page _____ of _____

Adopting Organization _____

Name of Waterway _____

Date of cleanup _____

Name	Street Address	City	State	Zip	Phone #	Email	Over 18?

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	City Council Leslie Beauregard City Manager
Item #	6	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Areas: Built Environment; Responsive, Efficient Government	
Subject:	Discussion of City Council Contingency Funds	

Background: As part of the FY 2025 Adopted Budget, \$50,000 was appropriated for City Council to utilize at their discretion. To date, none of the funds have been allocated. During the FY 2026 budget discussions, staff reminded Council of this and that any funds remaining at the end of the fiscal year would be carried over. There was also discussion among Council to allocate the funds to nonprofits that had requested for the first time, but did not receive funding as part of the FY 2026 budget.

If City Council would like to allocate any or all of those funds before the end of FY 2025, they should discuss this at the May 22nd work session so that action can be taken at the June 26, 2025 regular meeting. Otherwise, the funds can be carried over to FY 2026 and decisions made at a later date.

Attachment: [FY 2026 Budget Presentation with List of Unfunded New Outside Agency Requests \(slide #25\)](#)

City Manager's Recommendation: Discuss use of these funds and provide direction to staff.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard



CITY OF STAUNTON, VIRGINIA

Proclamation

Juneteenth

June 19, 2025

- WHEREAS,** it is well documented that Africans were enslaved and forcibly brought to a land that would later become the United States beginning in the early 1600s and continuing for over 200 years, becoming the main cause of the Civil War; and
- WHEREAS,** although President Abraham Lincoln's Emancipation Proclamation was issued on January 1, 1863, in Texas, many slaveholders continued to enslave Black people after the announcement; and
- WHEREAS,** on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended; and
- WHEREAS,** African Americans who had been enslaved, celebrated June 19 – also known as Emancipation Day, Freedom Day, Jubilee Day, Juneteenth Independence Day, and Black Independence Day – as a symbolic date representing African American freedom; and
- WHEREAS,** Juneteenth also serves as a reminder of the work yet to come that will be necessary in order to ensure a more equitable world for future generations; and
- WHEREAS,** Juneteenth has been celebrated by Texans since 1866, it became a Virginia state and federal holiday in 2021; and
- WHEREAS,** Staunton City Council recognizes that the observance of the end of American slavery is a part of the history and heritage of the United States and acknowledges the significance of Juneteenth as a federal, state, and citywide day of celebration.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that June 19, 2025, is hereby recognized as

Juneteenth

in the City of Staunton, and Council encourages all residents to join together in celebration and solidarity and urges all residents to raise their own awareness of the significance of this celebration in African American History and in the heritage of our nation and city.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the city to be affixed, adopted this 22nd day of May, 2025.

MICHELE D. EDWARDS, MAYOR

ATTEST: _____
CLERK OF COUNCIL



CITY OF STAUNTON, VIRGINIA

Proclamation

LGBTQ+ Pride Month & The Shenandoah LGBTQ Center

- WHEREAS,** our nation was founded on the principle of equal rights for all people, but the fulfillment of this promise has been long in coming for many Americans; and
- WHEREAS,** the historical riot at Stonewall in New York City on June 28, 1969 is recognized as the beginning of the modern-day LGBTQ+ civil rights movement and, as a result, June has been celebrated as LGBTQ+ Pride Month nationwide for over 50 years; and
- WHEREAS,** everyone should be able to live without fear of prejudice, discrimination, violence, and hatred based on race, ethnicity, religion, class, gender identity, sexual orientation, age, mental, or physical disability; and
- WHEREAS,** the fabric of our community is strengthened when we center the values of equity, justice, diversity, acceptance, inclusion, and kindness, not only during this month of recognition, but throughout the year; and
- WHEREAS,** Staunton has a diverse LGBTQ+ community and is committed to uplifting the voices and dignity for all people in the community; and
- WHEREAS,** the Shenandoah LGBTQ Center of Staunton, Virginia was established in July 2018 by Christopher Wood to address the unique challenges faced by the rural LGBTQ+ community, strengthening it through advocacy, education programs, and safe spaces; and
- WHEREAS,** consistent with the efforts of the Center, the City of Staunton strives to be a community where everyone is celebrated for our differences, rather than limited by what might divide us.

NOW, THEREFORE, BE IT PROCLAIMED by Staunton City Council that the month of June 2025, is hereby designated as

LGBTQ+ Pride Month

in the City of Staunton, and Council honors the Shenandoah LGBTQ Center and their work to serve the LGBTQ+ community, encourages the citizens of Staunton to celebrate our diverse community, and join in celebrating the resiliency of LGBTQ+ people of all ages.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the city to be affixed, adopted this 22nd day of May, 2025.

MICHELE D. EDWARDS, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 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:	May 22, 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 May 8, 2025

Suggested Motions: I move to approve the work session and regular meeting minutes of May 8, 2025 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



Attachment 1

City Council
WORK SESSION
May 8, 2025
5:00 p.m.

Council Members present: Mayor Edwards, Vice Mayor Arrowood, and Councilors Campbell, Overholtzer, Park, and Woods. Councilor Shepherd was absent.

1. Annual Visit to Betsy Bell

The annual visit to Betsy Bell Mountain took place, per the deed conveying it to the City of Staunton for use as a city park, which requires that a majority of the elected members of Council shall “go in a body to the top of the mountain at some time each spring.”

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

2. Consideration of Work Session and Regular Meeting Agendas

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

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

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

Ms. Park	aye	Mr. Shepherd	absent
Mr. Overholtzer	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Campbell	aye		

3. Overview of Land Use Matters that Come Before City Council

Planning Manager Tim Hartless provided a summary of land use matters that routinely come before City Council for action. Special use permits, rezonings, final plats, master plans, and planned residential developments were discussed.

Mr. Hartless also provided information on various land use applications, their review and approval process, and the factors that Council should consider before acting on such requests, as well as the appeals process for decisions of the Planning Commission and Historic Preservation Commission.

Mr. Overholtzer asked why there would not be a master plan for a commercial development. Mr. Hartless stated that for a commercial site with multiple lots being created and mixed use, a master plan would be required. Individual development of a commercial lot would all be done through the typical site plan process.

Mr. Campbell asked if there are any active master plans in addition to the Villages and South View that are not fully built out. Mr. Hartless replied that in addition to those two, there are master plans for the Red Oaks and Bell Creek planned residential developments.

Mayor Edwards clarified the definition of a “pipestem lot.”

Councilmembers had no further questions.

4. Presentation on Progress of City’s Comprehensive Plan Update

Comprehensive and Long Range Planner Meggie Roche stated that the city initiated the Comprehensive Plan 2045 update with EPR, PC in August 2024, embarking on a multi-faceted engagement process. This effort included the formation of a Citizen Steering Committee, conducting a public open house, and extensive stakeholder meetings with 10 groups, engaging 65 individuals to gather diverse perspectives on the city's future.

At the same time, formal research and data analysis began, including an online map survey that garnered 258 comments from 55 participants, and highlighted key community priorities. Four overarching themes were revealed through these engagements: addressing infrastructure and development challenges, ensuring community engagement, fostering sustainable economic growth, and maximizing resource management through collaboration.

Ms. Roche summarized the findings and introduced the next steps in the process, including another community workshop on June 25.

Mr. Campbell asked if the workshop will include a summary of the outcome of the data collection and some of the draft goals and objectives. Ms. Roche replied that they are still working on the exact format for the workshop, but it will definitely be a part of the experience.

Councilmembers had no further questions.

5. Presentation on Development of Staunton’s Flood Resiliency Plan

Environmental Programs Administrator Willow Hughes stated that the Environmental Programs Division is working with Wiley|Wilson and WSSI to develop a flood resiliency plan for the City of Staunton. The plan will provide a deeper look at the city’s natural hazards and vulnerabilities and will lay out a framework for the best projects and/or studies to pursue for enhancing flood control and resilience. Its ultimate goal is to help prepare the city for the increased threat of urban flooding. Its adoption will also be required before the city can pursue certain flood related grant funding.

Mr. Overholtzer stated that the Lewis Creek Watershed Advisory Committee would be an appropriate stakeholder group to consult with. Ms. Hughes agreed.

6. Closed Meeting for: (i) the Discussion or Consideration of the Acquisition of Real Property for a Public Purpose located on Churchville Avenue; (ii) Consultation with Legal Counsel for Legal Advice Related to Stream Buffers; (iii) the Discussion or Consideration of the Disposition of Publicly Held Real Property on A Street; and (iv) Consultation with Legal Counsel for Legal Advice Related to a Boundary Adjustment

Ms. Woods moved to enter a closed meeting for (i) the discussion or consideration of the acquisition of real property located on Churchville Avenue for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3); (ii) the discussion or consideration of the disposition of real property located on A Street for a public purpose where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, pursuant to Virginia Code § 2.2-3711(A)(3); and (iii) for consultation with legal counsel from the City Attorney for legal advice related to stream buffers and a boundary line adjustment pursuant to Virginia Code §2.2-3711(A)(8).

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

Mr. Shepherd	absent	Ms. Woods	aye
Ms. Park	aye	Vice Mayor Arrowood	aye
Mr. Overholtzer	aye	Mayor Edwards	aye
Mr. Campbell	aye		

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

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

Mr. Overholtzer	aye	Ms. Park	aye
Ms. Woods	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	absent	Mayor Edwards	aye
Mr. Campbell	aye		

The work session adjourned at 7:00 p.m.

Kiley A. Kesecker
Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, May 8, 2025****7:00 p.m.****Rita S. Wilson Council Chambers**

PRESENT: Mayor Michele D. Edwards
Vice Mayor Brad D. Arrowood
Adam F. Campbell
Jeff L. Overholtzer
Corrie R. Park
Alice L. Woods

ABSENT: Blake N. Shepherd

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

Mayor Edwards called the meeting to order: Mayor Edwards 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. Campbell.

PROCLAMATIONS

Building Safety Month—Received by Building Official John Glover and City Building Services Division staff.

MAYOR'S REPORT

Mayor Edwards and Ms. Woods presented a plaque to Col. Melissa Patrick in recognition of her exceptional dedication and service to the Staunton community. Other members of VFW Branch 7814 shared words about Col. Patrick's military service, community involvement, and contributions to local history and veterans' organizations.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Woods stated that the Nominations Committee met on April 29, 2025 and would like to make the following motion:

To appoint Mary “Suzie” Dull to the Economic Development Authority to fill the unexpired term of Betty Jordan expiring 1/31/26.

To appoint Dylan Mabe to the Library Advisory Board for a 4-year term beginning May 1, 2025 and ending April 30, 2029.

To appoint Aaron Barmer to the Bicycle & Pedestrian Advisory Committee for a 2-year term beginning May 1, 2025 and ending April 30, 2027.

To reappoint Michelle Davis to the Tourism Advisory Board for a 3-year term beginning May 1, 2025 and ending April 30, 2028.

Needing no second, the morion carried as follows:

Ms. Park	aye	Ms. Woods	aye
Mr. Campbell	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	absent	Mayor Edwards	aye
Mr. Overholtzer	aye		

Vice Mayor Arrowood stated that he had attended a groundbreaking ceremony for the new Friends of the Library terrace project at the Staunton Library.

Mr. Campbell stated that he attended the Building Bridges Breaking Bread event and gave a reminder about the upcoming Stamp Out Hunger Food Drive.

Mr. Overholtzer stated that he attended the Earth Day celebration and provided information on the upcoming Clean the Bay Day event.

REGULAR MEETING**A. Consent Agenda**

Mayor Edwards 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**Special Meeting of April 17, 2025****Work Session and Regular Meeting of April 24, 2025****A.2 Consideration of Proclamations to be Presented in Council Chambers at the May 22, 2025 City Council Meeting—LGBTQ+ Pride Month & The Shenandoah LGBTQ Center and Juneteenth**

Mayor Edwards 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. Overholtzer moved to approve the Consent Agenda as presented.

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

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	absent	Vice Mayor Arrowood	aye
Mr. Campbell	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

B. Public Hearing and Consideration of a Request by Sarah Geary for a Special Use Permit to Operate a School at 224 Taylor Street Under the Provisions of Staunton City Code (SCC) Section 18.20.030(2)

Planning Manager Tim Hartless stated that Sarah Geary (applicant) is requesting a Special Use Permit at 224 Taylor Street (property) to operate a school in a portion of the building owned by Memorial Baptist Church. The property is located on Taylor Street across from Staunton High School and adjacent to McSwain Elementary School. The property is zoned R-1, Low Density Residential District. In the immediate area, there are two public schools and a number of single-family residential uses.

The current use of the property as Memorial Baptist Church will not change. The applicant has obtained permission from the church to use approximately 3,250 square feet of space within the existing building for the school use. This portion of the building will continue to also be used for church purposes. Churches are permitted in R-1 zoning districts by special use permit, and Memorial Baptist Church has a current special use permit to operate at this location. The proposed school is not part of the church ministry; therefore, a separate special use permit is required for the school to operate at this location.

The applicant proposes the school operate in a single-room schoolhouse model. Initially, there will be two staff members and up to 12 students, based on information given to the Fire Department. The school will operate Monday through Friday from 8 a.m. to 3:15 p.m.

A parking analysis was conducted; there are two parking calculations that could be applied to this use. The most appropriate calculation is used for kindergartens, day schools, and the equivalent private or parochial schools, as this calculation includes provisions for student drop off and pickup.

The property contains approximately 198 parking spaces. These spaces can be dual counted for the church and the school because the two entities operate at different timeframes, so parking is not an issue for this request. Surrounding zoning is all R-1, Low Density Residential district. Surrounding uses include single-family homes, two schools, and an existing church located on the same property.

There is one area of concern that should be addressed with a special use condition. There should be a cap on the number of students, and if that number is exceeded, a new special use permit review would be required. Staff shared its concern with the applicant, and they have proposed a cap at 100 students and school staff. Staff believes that number is too large and has proposed the cap be set at 50. That number would include students and any school related personnel.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Future Land Use Map, designates this area as Low Density Residential. This designation is characterized as single-family residential with a suggested density of one to five units per acre. Although not necessarily supported by the Comprehensive Plan, the property is currently used as a church, consistent with the provisions for uses permitted on review within the R-1, Low Density Residential zoning classification. Additionally, the property is located on the edge of the adjacent residential neighborhood and adjacent to two public schools. The requested use is consistent with other established uses in the area.

At its April 17, 2025 meeting, the Planning Commission considered the recommendation to establish a cap at 50 persons, as well as the applicant's request that the cap be set at 100 persons. After consideration and discussion, the Commission elected to set the cap at 50.

The Commission also gave consideration to where student drop offs and pickups should occur. Currently, parents dropping off and picking up students at McSwain Elementary School use the western side of the parking lot closest to McSwain. The Commission recommended, as a condition of approval, that the proposed school use the eastern side of the parking lot on the opposite side of the church building to eliminate potential conflicts between traffic for the two schools.

At its April 17, 2025 meeting, the Planning Commission conducted a public hearing on the request, during which no one spoke in opposition, and the Planning Commission unanimously recommended approval of the request with two conditions:

1. If the school use expands to exceed 50 students and staff, a new special use permit will be required.
2. Student drop offs and pickups must be done using the entrance off of Taylor Street that is furthest from North Coalter Street.

Applicant Sarah Geary briefly outlined the request for Council.

Here were no questions from Councilmembers.

Mayor Edwards 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.

Ms. Park moved that Council adopt the resolution and approve the Special Use Permit with its conditions as recommended by the Planning Commission.

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

Mr. Campbell	aye	Mr. Overholtzer	aye
Ms. Woods	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	absent	Mayor Edwards	aye
Ms. Park	aye		

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR A
PRIVATE SCHOOL
AT 224 TAYLOR STREET (PIN 9030)**

Recitals

A. Sarah Geary (Applicant), has requested a Special Use Permit at 224 Taylor Street, identified as parcel identification number (PIN) 9030, in the City of Staunton, Virginia (the Property), to use a portion of the existing church building located on the Property as a private school (the Project);

B. The Applicant seeks a Special Use Permit pursuant to Staunton City Code (SCC) Section 18.20.030(2) to establish the project;

C. The Property is located within a R-1, Low Density Residential District, which, according to SCC Section 18.20.030(2) elementary or high schools, private or public may be permitted on review;

D. The Staunton Planning Commission conducted a public hearing on the request, after notice and advertisement as required by law on April 17, 2025 and recommended approval of the Special Use Permit;

E. Upon consideration of comments received at the public hearing, as well as the factors set forth within Section 18.20.030 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

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

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

1. If the school use expands to exceed 50 students and staff, a new special use permit will be required.
2. Student drop offs and pickups must be done using the entrance off of Taylor Street that is furthest from North Coalter Street.

Introduced: May 8, 2025

Adopted: May 8, 2025

Effective: May 8 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER

Clerk of Council

C. **Public Hearing and Consideration of Amendments to Chapter 18.85, H-1, Historic Preservation District of Title 18, Zoning, of the Staunton City Code**

Historic Preservation Coordinator Linda Nesselrodt stated that the Staunton Historic Preservation Commission (HPC) held a work session in October of 2024 to discuss possible changes to the H-1, Historic Preservation District ordinance. The proposed changes were to include updating definitions, administrative review for certain exterior changes, an exception to the guidelines, and updating maintenance provisions.

The proposed amendments were presented as follows:

Definitions: The proposed changes to definitions will better align the city ordinance with the federal *Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings for Reconstruction, Rehabilitation, and Restoration*. This includes the addition of a definition for "preservation."

A revision to the definition of "repairs" to require that the HPC review any work or replacement in kind when the work or replacement exceeds fifty percent of the building element. The purpose of this change is to address problems that have occurred in recent years with the replacement of roof surfaces; specifically, with improper installation of historic standing seam metal roofing and where porches or decks have been removed and replaced with in-kind materials but have resulted in a total reconstruction where important elements have been lost.

The addition of a definition of "substantial justification" as it pertains to the proposed exception to the guidelines in certain applications.

Administrative processing of applications: Throughout the chapter, small changes are proposed to update how Certificates of Appropriateness are processed, clarify treatment types, and update the person responsible for inspecting for conformance with the chapter.

Exception to guidelines: In cases where the HPC deems it necessary, this change will grant the HPC the ability to deviate from the Historic District Design Guidelines when approving a certificate for proposed alterations if the proposed changes do not change the character of the district or property.

Administrative review: The current ordinance allows the review of signage to be completed administratively. This process includes the review and issuance of a sign permit by city staff, along with a recommendation by the Historic Staunton Foundation, to ensure the proposed signage meets city sign regulations and complies with the Staunton Historic District Guidelines. This process generally takes about ten business days.

To reduce application review times for minor changes that are appropriate treatments for historic buildings, HPC is proposing to include four additional items to be reviewed administratively. These include screening of mechanical equipment, removal of vinyl or metal siding to expose the original siding, removal of gutters to install metal half-round gutters, and replacement of roofing

material with in-kind material when the repair exceeds fifty percent of the roof element. This administrative review will reduce review times from a four week waiting period for a full HPC review to ten business days.

Update to maintenance provision: This change includes clarification that paint products causing alteration and potential damage of exterior surfaces, including application of liquid siding products, are not exempt from review by the HPC.

At its February 20, 2025 meeting, the Planning Commission conducted a public hearing on the request, during which no one spoke in opposition. Action on the item was postponed until the April 24, 2025 meeting to provide clarification on two items. At the April 24, 2025 meeting, the Planning Commission unanimously recommended approval of the amendment.

Councilmembers had no questions.

Mayor Edwards 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 Arrowood moved that City Council adopt the ordinance and approve the amendments as recommended by the Planning Commission.

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

Ms. Park	aye	Ms. Woods	aye
Mr. Campbell	aye	Vice Mayor Arrowood	aye
Mr. Shepherd	absent	Mayor Edwards	aye
Mr. Overholtzer	aye		

Ordinance No. 2025-12

AN ORDINANCE AMENDING CHAPTER 18.85, H-1, HISTORIC PRESERVATION DISTRICT, OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE, TO ADD AND UPDATE DEFINITIONS, ADMINISTRATIVE REVIEWS, ADMINISTRATIVE PROCESSES, AN EXCEPTION TO THE GUIDELINES, AND OTHER ADMINISTRATIVE UPDATES

Recitals

A. Staunton City Code (SCC) Chapter 18.85 establishes the regulations for the H-1, Historic Preservation District within the City of Staunton;

B. It is necessary to amend SCC Chapter 18.85 to align the Historic Preservation District ordinance definitions with the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, to update administrative review processes, provide additional items that staff may review administratively to better serve citizens, allow for an exception to the guidelines when there is a conflict between the local zoning ordinance and the adopted guidelines as well as other updates;

C. At its December 19, 2024 meeting, the Staunton Planning Commission took action to authorize staff to work with the Staunton Historic Preservation Commission to draft the necessary zoning text amendments;

D. The Staunton Planning Commission conducted a public hearing on the request, after notice and advertisement as required by law on February 20, 2025;

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

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 18.85, H-1, Historic Preservation District, of Title 18, Zoning, of the Staunton City Code, is **HEREBY AMENDED, RESTATED, AND REORDAINED** as follows:

Chapter 18.85

H-1 HISTORIC PRESERVATION DISTRICT

Sections:

18.85.010 Purpose.

18.85.020 Definitions.

18.85.030 Creation of an historic preservation commission.

18.85.040 Recommendation and designation of historic districts.

18.85.050 Application to commission for certificate of appropriateness.

18.85.060 Maintenance and zoning code provisions.

18.85.010 Purpose.

The intent of this chapter is to promote and protect the health, safety, comfort, recreation, prosperity, and general welfare of the community through the identification, preservation, rehabilitation, restoration, reconstruction, new construction, and enhancement of buildings, structures, sites, neighborhoods, landscapes, places and areas which have special historical, cultural, artistic, architectural or archaeological significance as provided by Sections 15.2-2201 and 15.2-2306 of the Code of Virginia, as amended.

It is hereby recognized that inappropriate treatment through neglect, ~~the~~ deterioration, destruction, or alteration of such buildings, structures, sites, neighborhoods, landscapes, places, and areas may cause the permanent loss of unique resources which are of great value to the people of the city of Staunton, the state of Virginia and the nation, and that the special controls and incentives are warranted to ensure that such losses are avoided when possible.

The purposes for establishing this chapter are:

- (1) To preserve and improve the quality of life for residents of the city by protecting familiar and reassuring visual elements in the area.
- (2) To promote tourism investment and business growth by protecting historical and cultural resources attractive to visitors and thereby supporting local business and industry.
- (3) To stabilize and improve property values by providing incentives for the upkeep and rehabilitation of older structures and by encouraging desirable uses and forms of economic development.
- (4) To educate residents on the local cultural and historic heritage as embodied in the historic districts and properties and to foster a sense of pride in this heritage.
- (5) To promote local historic preservation efforts and to encourage the identification and nomination of qualified historic properties and districts to the National Register of Historic Places and the Virginia Landmarks Register.
- (6) To prevent the encroachment of additions or new buildings and structures which are architecturally incongruous with their environs within areas of architectural harmony and historic character.
- (7) To recognize and develop the historic areas as integral parts of the city so that succeeding generations may build with the quality and sensitivity of past generations.

18.85.020 Definitions.

The following definitions apply to this chapter:

- (1) "Alteration" means any change, modification, or addition to a part of or all of the exterior of any building or structure.

(2) "Building" means any enclosed or open structure which is a combination of materials to form a construction for occupancy or use.

(3) "Building official" means that person appointed by the city manager as the individual who issues the permit for the construction, alteration, reconstruction, or demolition of all or part of any building.

(4) "Building permit" means an approval statement signed by the building official authorizing the construction, alteration, reconstruction, or demolition of all or part of any building.

(5) "Contributing properties" means properties so designated on the inventory map of historic districts and properties which is adopted as a part of this chapter, being generally those properties which by reason of form, materials, architectural details, and relation to surrounding properties contribute favorably to the general character of the part of the historic district in which they are located.

(6) "Certificate of appropriateness" means the approval statement signed by the [zoning administrator](#) ~~chairman of the historic preservation commission~~ which certifies the appropriateness of a particular request for the construction, alteration, reconstruction, repair, restoration, or demolition of all or a part of any building within an historic district, subject to the issuance of all other regional permits needed for the matter sought to be accomplished.

(7) "Demolition" means the dismantling or tearing down of all or part of any building and all operations incidental thereto.

(8) "Exterior architectural features" means the architectural style, general design, and general arrangement of the exterior of a building, structure, or object, including, but not limited to, the kind or texture of the building material and the type and style of all windows, doors, signs, and other appurtenant architectural fixtures, details, features, or elements.

(9) "Exterior environmental features" means all those aspects of the landscape or the development of a site which affect the historical character of the property including trees, shrubbery, plantings, walks, fences, walls, signs, lights, and other appurtenances and elements.

(10) "Historic district" means a geographically definable area consisting of public and/or private property within the city, possessing a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history. An historic district shall further mean an area designated by the city council as an historic district pursuant to the criteria established in SCC 18.85.040(2) and (3).

(11) "Historic property" means an individual building, structure, site, or object including the adjacent area necessary for the proper appreciation thereof designated by the city council as an historic property pursuant to the criteria established in SCC 18.85.040(2) and (3).

(12) “Material change in appearance” means a change that will affect either the exterior architectural or environmental features of an historic property or any contributing or noncontributing building, structure, site, object, or landscape feature within an historic district, such as:

(a) ~~Reconstruction or~~ Alteration of the size, shape, or facade of an historic building, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements.

(b) Demolition or relocation of an historic structure.

(c) Commencement of excavation for construction purposes.

(d) Change in the location of advertising visible from the public right-of-way.

(e) The erection, alteration, restoration, or removal of any building or other structure within an historic property or district, including walls, fences, steps, and pavements, or other appurtenant features.

(f) New construction within an historic district.

(13) “New construction” means any construction within an historic district which is independent and exclusive of an existing building or structure or part thereof in the historic district.

(14) “Noncontributing properties” means properties so designated on the inventory map of historic districts and properties which is adopted as a part of this chapter, being generally those properties which by reason of age, condition, amount of alterations, form, materials, architectural details and relation to surrounding properties do not contribute favorably to the general character of the part of the historic district in which they are located.

(15) Object. An “object” is a material thing of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.

(16) “Preservation” means the act or process of applying measures necessary to sustain the existing form, integrity, and materials of a historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. Limited and sensitive upgrading of mechanical, electrical, and plumbing systems, as well as other code-required work, to make properties functional is appropriate within a preservation project.

(17) “Reconstruction” means any or all work needed to remake or rebuild all or a part of any building to a sound condition, but not necessarily of original materials. the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site,

landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

(18) “Rehabilitation” means the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

(197) “Repairs” means any work or all work involving the replacement of existing material with equivalent material for the purpose of maintenance, but not including any addition, change or modification in construction. Any work or replacement, in-kind, where the project exceeds fifty percent of the building element, is not considered a repair and shall be reviewed as a rehabilitation and reviewed by the Commission.

(2018) “Restoration” means any or all work connected with the returning to or restoring of a building, to its original condition through the use of original or nearly original materials; the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems as well as other code-required work to make properties functional is appropriate within a restoration project.

(2149) “Site” means the location of a significant event, a prehistoric or historical occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself maintains historical or archaeological value regardless of the value of any existing structure.

(2220) “Structure” means anything manmade that is a work made up of interdependent and inter-related parts in a definite pattern of organization.

(23) “Substantial justification” means a conflict between the Staunton Historic District Design Guidelines and the Staunton Zoning Ordinance that is not inconsequential, incidental, or trivial.

18.85.030 Creation of an historic preservation commission.

(1) Creation of the Commission. There is hereby created a commission whose title shall be city of Staunton historic preservation commission (hereinafter “commission”).

(2) Commission Members – Number. The commission shall consist of five voting members appointed by the city council and shall be persons who have demonstrated special interest, experience or education in history, architecture, or the preservation of historic resources. All members shall be residents of the city of Staunton.

(3) Commission Members – Qualifications. To the extent available in the city of Staunton, at least two members shall be appointed from among professionals in the disciplines of architecture, history, architectural history, planning, archaeology, or related professions and at least one member shall be appointed from among professionals in the disciplines of building construction or real estate or the general business community.

(4) Commission Members – Terms. Members shall serve three-year terms. Members may be reappointed for consecutive terms. In order to achieve staggered terms, initial appointments shall be: one member for one year; two members for two years; and two members for three years. The term of any member who is also a member of the planning commission shall be concurrent with his/her appointment to the planning commission. A new appointment shall be made by the city council for any unexpired term within 60 days after it becomes vacant.

(5) Commission Members – Conflict of Interests. No member shall participate in the selection, award, or administration of a contract, vote, participate or otherwise engage in any other conduct or action which would violate the terms of the applicable provisions of the Virginia State and Local Government Conflict of Interests Act, Sections 2.2-3100 through 2.2-3127 of the Code of Virginia.

(6) Commission Members – Removal. Any appointed member of the commission may be removed from office by the city council for inefficiency, neglect of duties, or malfeasance. An appointment to fill a vacancy shall be only for the unexpired term on the vacancy.

(7) Statement of the Commission’s Powers and Responsibilities. The commission shall have the following powers:

(a) To issue or deny certificates of appropriateness for any material change in appearance including construction, reconstruction, exterior alteration, demolition, or relocation of contributing or noncontributing properties within the historic districts and for individually designated historic properties with the exceptions of ordinary maintenance and repair items listed in SCC 18.85.060;

(b) To assist and advise the city council, the planning commission, and other city departments, agencies, and property owners in matters involving historically significant sites and buildings or other properties in historic districts. Upon request of the commission and with approval of the city manager, the departments, agencies, boards, commissions, and other offices of city government shall furnish to the commission such available information and render it such service as may be required for the exercise of the powers and performance of the duties and functions of the commission. All city departments and agencies responsible for individually designated historic properties or for properties within an historic district shall make application to the commission for review and recommendation for any project related to construction, reconstruction, substantial exterior alteration, demolition, or relocation;

(c) To continuously evaluate and recommend to the planning commission and the city council specific places, areas, neighborhoods, landscapes, sites, buildings, structures, or objects to be designated by ordinance as historic properties or historic districts;

(d) Adopt standards or guidelines for review and approval by the city council to supplement the standards set forth in this chapter;

(e) Conduct educational programs on historic properties and districts located within the city of Staunton and on general historic preservation activities;

(f) Prepare and submit an annual budget to the city council and seek out local, state, federal, or private funds for historic preservation with consent of the city council, and make recommendations to the city council concerning the most appropriate uses of any funds acquired;

(g) Receive donations, grants, funds, or gifts of historic property and acquire and sell historic properties. The commission shall not obligate the city of Staunton without prior consent and the commission shall ensure that these funds do not displace any appropriated governmental funds;

(h) Employ qualified persons, if necessary, to advise and assist the commission within the limits of funds that may be made available to the commission for the performance of its work;

(i) Review and make comments to the Virginia Department of Historic Resources concerning the nomination of districts and properties within its jurisdiction to the National Register of Historic Places and to the Virginia Landmarks Register with consent of the city council;

(j) Participate in private, state, and federal historic preservation programs and with the consent of the city council enter into agreements to do the same; and

(k) Perform other historic preservation activities as the official agency of the city of Staunton's historic preservation program.

(8) Commission's Power to Adopt Rules and Standards. The commission shall adopt rules and standards for the transaction of its business such as bylaws and design guidelines and criteria without amendment to this chapter as approved by city council. The commission shall provide for the time and place of regular meetings and a method for the calling of special meetings. The commission shall select such officers as it deems appropriate from among its members. A quorum shall consist of a majority of the members.

(9) Records of Commission Meetings and Annual Report. A public record shall be kept of the commission's resolutions, proceedings, and actions and the commission shall make an annual report with recommendations to the planning commission and the city council concerning the operation of the commission and the status of historic preservation within the city.

18.85.040 Recommendation and designation of historic districts.

(1) Preliminary Research by Commission.

(a) Inventory Map of Local Historical Resources Established. The commission shall prepare and recommend for adoption as a part of this chapter an inventory map covering the areas to be considered for inclusion as historic districts and/or historic properties and based upon the criteria set forth in this chapter. This map, hereinafter called the inventory map, when adopted

shall be as much a part of this chapter as if fully described herein and shall be filed as a part of this chapter. All structures shall be considered as contributing or noncontributing structures for the purposes of this chapter. Structures or sites designated as properties which contribute to the historic character of the city shall be known as contributing properties for the purpose of this chapter. Structures or sites not designated as contributing properties shall be known as noncontributing properties. The inventory map may be amended from time to time in the same manner as the zoning district map. The commission shall compile and collect such information and conduct surveys of historic resources within the city of Staunton with the assistance of Historic Staunton Foundation.

(b) Commission's Power to Recommend Districts and Buildings to the City Council. The commission shall present to the city council recommendations for historic districts and historic properties.

(c) Commission's Documentation of Proposed Designation. Prior to the commission's recommendation of an historic district or historic property to the city council for designation, the commission shall prepare a report for nomination consisting of a completed National Register of Historic Places nomination or:

(i) A physical description;

(ii) A statement of the historical, cultural, architectural and/or aesthetic significance;

(iii) A map showing historic district boundaries and classification (i.e., contributing, noncontributing) of individual properties therein, or showing boundaries of individual historic properties;

(iv) A statement justifying district or individual property boundaries; and

(v) Representative photographs.

(2) Designation of an Historic District or Historic Property.

(a) Criteria for Selection of Historic District. An historic district is a geographically definable area, which contains buildings, structures, sites, objects, and landscape features or a combination thereof, which:

(i) Have special character or special historic/aesthetic value or interest;

(ii) Represent one or more periods, styles, or types of architecture typical of one or more eras in the history of the city, state, or region; and

(iii) Cause such area, by reason of such factors, to constitute a visibly perceptible section of the city.

(b) Criteria for Selection of an Historic Property. An historic property is a building, structure, site, or object, including the adjacent area necessary for the proper appreciation or use thereof, deemed worthy of preservation by reason of value to the city, state, or region, for one of the following reasons:

(i) It is an outstanding example of a structure representative of its era;

(ii) It is one of the few remaining examples of a past architectural style;

(iii) It is a place or structure associated with an event or persons of historic or cultural significance to the city, state, or the region; or

(iv) It is a site of natural or aesthetic interest that is continuing to contribute to the cultural or historical development and heritage of the city, state, or region.

(c) Boundaries of an Historic District or Historic Property. Boundaries of an historic district or an historic property shall be included in the separate ordinances designating such districts and properties and shall be shown on the official zoning map of the city of Staunton.

(3) Requirements for Adopting an Ordinance for the Designation of Historic Districts and Historic Properties.

(a) Application for Designation of Historic Districts or Property. Designations may be proposed by the city council, the planning commission, the commission, Historic Staunton Foundation, neighborhood associations, group of property owners, or individual property owners.

(b) Required Components of a Designation Ordinance. Any ordinance designating any property or district as historic shall:

(i) List each property in a proposed historic district or describe the proposed individual historic property;

(ii) Set forth the name(s) of the owner(s) of the designated property or properties;

(iii) Require that the property or district be shown on the official zoning map of the city of Staunton, Virginia, and kept as a public record to provide notice of such designation.

(c) Required Public Hearings for Designation. Requests for the designation of historic districts or historic properties or for the termination of any district or property designation previously created shall be made in the same manner provided in this title for the amendment, supplementation or changing zoning designations, and the procedure for such amendments or designations and the establishment of such district shall be in accordance with the provisions of Section 15.2-2280 et seq., Chapter 22 of Title 15.2 of the Code of Virginia, as amended.

Virginia Code Section 15.2-2285 contains the procedures for amending a local zoning code. It sets forth six basic steps for zoning amendments:

(i) The planning commission prepares the proposed amendment after consultation and a recommendation from the historic preservation commission;

(ii) The planning commission, after providing notice in accordance with Section 15.2-2204 of the Code of Virginia, holds a public hearing on the proposal;

(iii) The planning commission presents the proposal to the city council, with its recommendations;

(iv) The city council, after providing notice in accordance with Section 15.2-2204 of the Code of Virginia, holds a public hearing on the proposal;

(v) If the amendment is adopted, it must be enacted in the same manner as all other ordinances; and

(vi) Any person, firm, or corporation aggrieved by the decision may file an action contesting the city council's adoption or failure to adopt a proposed zoning amendment within 30 days of the decision in the circuit court which has jurisdiction of the land affected by the decision.

(d) Recording Requirement for Historic Districts or Historic Properties. Following the creation of each historic district or historic property, a copy of the resolution creating such district or property, and a boundary description of such district, shall be filed by the zoning administrator with the clerk of circuit court for the city of Staunton.

(e) Notification of Adoption of Ordinance for Designation. Within 30 days following the adoption of the ordinance codified in this chapter for designation by the city council, the owners of each designated historic property, and the owners and occupants of each building, structure, site, or object located within a designated historic district, shall be given written notification of such designation by the commission which notice shall apprise said owners and occupants of the necessity of obtaining a certificate of appropriateness prior to undertaking any material change in appearance of the historic property designated or within the historic district designated.

(f) Notification of Other Agencies Regarding Designation. The commission shall notify all necessary agencies within the city of Staunton of the ordinance for designation.

(g) Ordinance Relation to City Codes and Other Ordinances. Whenever the regulations of this chapter require more restrictive standards than are required in or under any other statute or ordinance, the requirements of this chapter shall govern. Whenever the provisions of any other statute or ordinance require more restrictive standards than are required by this chapter, the provisions of such statute or ordinance shall govern.

(4) Designation of Existing Historic Districts.

(a) Upon the effective date of the adoption of the ordinance codified in this chapter, the following districts situated within the city of Staunton, Virginia, all of which are presently shown and registered with the Virginia Department of Historic Resources and the National Register of Historic Places and all of which are shown on the “Map of Staunton’s National Register Historic Districts,” a copy of which is on file at the city of Staunton’s Department of Planning and Inspections, are hereby designated as historic districts, including:

- (i) The Newtown Historic District;
- (ii) The Stuart Addition Historic District;
- (iii) The Beverley Historic District;
- (iv) The Gospel Hill Historic District;
- (v) The Wharf Historic District.

(b) Upon the effective date of the adoption of the ordinance codified in this chapter, the districts hereby created, as their boundaries are now shown on the “Map of Staunton’s National Register Historic Districts,” shall be overlaid onto the existing underlying zoning of such areas on the official zoning map of the city of Staunton.

18.85.050 Application to commission for certificate of appropriateness.

(1) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties. After the designation by ordinance of an historic property or of an historic district, no material change including construction, reconstruction, exterior alteration, demolition, or relocation that affects the appearance of such historic property, or of a contributing or noncontributing building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission. A certificate of appropriateness shall be required whether or not a building permit is required. Ordinary maintenance and repair items such as those listed in SCC 18.85.060 are exempt from review.

(2) Pre-Application Conference With Staff. Prior to the formal submission of a proposed plan of erection, demolition, alteration, or removal of buildings controlled by this chapter, the applicant or his or her representative is encouraged to meet with the designated staff of the commission concerning the proposed plan of action and submit unofficial preliminary studies, a written description, drawings, photographs, and plans of the concept of the proposed action for tentative review, comments, and recommendations.

(3) Submission of Plans to Commission. An application for a certificate of appropriateness shall be accompanied by a written description, drawings, photographs, plans, and documentation as

required by the commission and as further set forth on the application for the certificate of appropriateness. Upon the filing of a complete application and the payment of the application fee no later than the first Tuesday of the month, the application shall be considered at that month's commission meeting. An application filed or application fee paid after such first Tuesday shall cause such application to be considered at the following month's commission meeting.

(4) Interior Alterations. In its review of applications for certificate of appropriateness, the commission shall not consider interior arrangement or use having no effect on exterior architectural features.

(5) Technical Advice. The commission shall have the power to seek technical advice from outside its members on any application subject to funds being available for such purposes.

(6) Public Meetings on Applications for Certificate of Appropriateness, Notices, and Right to Be Heard. The commission shall hold a public meeting at which each proposed certificate of appropriateness is discussed. Notice of the meeting shall be emailed by the commission to all owners and occupants of the proposed property. The commission shall give the property owner and/or applicant and any other interested party an opportunity to be heard at the meeting.

(7) Commission Options. The commission may approve the certificate of appropriateness as proposed, approve the certificate of appropriateness with any modifications it deems necessary, or reject it.

The commission shall approve the application and issue a certificate of appropriateness if it finds that the proposed material change(s) in the appearance would not have a substantial adverse effect on the aesthetic, cultural, historic, or architectural significance and value of the historic property or the historic district. In making this determination, the commission shall consider, in addition to any other pertinent factors, the following criteria for each of the following acts:

(a) ~~Rehabilitation, Restoration, Reconstruction, Additions, Alteration, or New Construction, or Renovation.~~ The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback, and landscaping and to the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties and the Staunton Historic District Design Guidelines.

(b) Relocation Criteria. A decision by the commission approving or denying a certificate of appropriateness for the relocation of a building, structure, or object shall be guided by:

(i) The historic, scenic, cultural, aesthetic, or architectural significance of the building, structure, site, or object.

(ii) The importance of the building, structure, site, or object to the ambiance of a district.

(iii) Whether there are definite plans for the property to be vacated and what the effect of those plans on the character of the surrounding area will be.

(iv) Whether the building, structure, or object can be moved without significant damage to its physical integrity.

(v) Whether the proposed relocation area is compatible with the scenic, cultural, aesthetic, historical, and architectural character of the building, structure, site, or object.

(c) Demolition Criteria. A decision by the commission approving or denying a certificate of appropriateness for the demolition of buildings, structures, sites, or objects shall be guided by:

(i) The historic, scenic, cultural, aesthetic, or architectural significance of the building, structure, site, or object.

(ii) The importance of the building, structure, site, or object to the ambiance of a district.

(iii) The difficulty or the impossibility of reproducing such a building, structure, site, or object because of its design, texture, material, detail, or unique location.

(iv) Whether the building, structure, site, or object is one of the last remaining examples of its kind in the neighborhood or the city.

(v) Whether there are definite plans for reuse of the property if the proposed demolition is carried out, and what the effect of those plans on the character of the surrounding area would be.

(vi) Whether reasonable measures can be taken to save the building, structure, site, or object from collapse.

(vii) Whether the building, structure, site, or object is capable of earning reasonable economic return on its value.

(d) Applications for Demolition. In the case of an application for demolition, if preservation is found by the commission to be physically or economically unfeasible, the commission shall issue the certificate of appropriateness. If preservation is found to be both physically and economically feasible, the commission shall take or promote the taking of whatever public or private action that seems likely to lead to such preservation, either on the site on which the structure is located or on another site to which it might appropriately be moved. Where preservation is feasible, but the applicant still seeks demolition, the following provisions of subsection (7)(a)(v), Right to Demolish, from the Code of Virginia may be undertaken while alternatives for preservation are sought.

(e) Right to Demolish. The owner of an historic property or the owner of a building, structure, site, or object in any historic district, shall, as a matter of right, be entitled to raze or demolish such building, or structure; provided, that:

(i) The owner has applied to the commission for such right. If the demolition request is denied by the commission, the owner may appeal this decision to the city council;

(ii) The owner has, for the period of time set forth in the same schedule hereinafter contained and at a price reasonably related to its fair market value, made a bona fide offer to sell such building, structure, site, or object, and the land pertaining therein to such city or municipality or to any person, firm, corporation, government, or agency thereof, or political subdivision or agency thereof, which gives reasonable assurance that it is willing to preserve and restore the building, structure, site or object, and the land pertaining thereto;

(iii) No bona fide contract, binding upon all parties thereto, shall have been executed for the sale of any such building, or structure, and the land pertaining thereto, prior to the expiration of the applicable time period set forth in the time schedule hereinafter contained. Any appeal which may be taken to the court from the decision of the city council, whether instituted by the owner or by any other proper party, notwithstanding the provisions heretofore stated relating to a stay of the decision appealed from, shall not affect the right of the owner to make the bona fide offer to sell referred to above;

(iv) No offer to sell shall be made more than one year after a final decision by the city council, but thereafter the owner may renew his request to the commission to approve the demolition of the historic landmark, building, or structure. The time schedule for offers to sell shall be as follows: three months when the offering price is less than \$25,000; four months when the offering price is \$25,000 or more but less than \$40,000; five months when the offering price is \$40,000 or more but less than \$55,000; six months when the offering price is \$55,000 or more but less than \$75,000; seven months when the offering price is \$75,000 or more but less than \$90,000; and 12 months when the offering price is \$90,000 or more.

(f) Undue Hardship. The commission shall have the power to reduce or suspend any of the requirements of this chapter, if the property presents special circumstances whereby the strict compliance of this chapter will produce an undue hardship or if the spirit of the chapter has been met and deviation has been deemed to be in the best interest of the city.

(g) Approval or Rejection of Application for Certificate of Appropriateness. The commission shall approve or reject an application for a certificate of appropriateness at the meeting when the item is heard as prescribed in subsection (3) of this section. Failure of the commission to act shall constitute approval, and the certificate of appropriateness shall be issued, unless the applicant agrees to an extension of time in writing. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance of approval or denial of a certificate of appropriateness shall be sent by the United States mail or electronically to the applicant and all other persons who have requested such notice in writing filed with the commission. ~~Within 15 calendar days of the date of the decision.~~

(h) Necessary Action to be Taken by the Commission upon Rejection of Application for Certificate of Appropriateness.

(i) In the event the commission rejects an application, it shall state its reasons for doing so and shall transmit a record of such actions and reasons, in writing, to the applicant. The commission may suggest alternative courses of action it thinks proper if it disapproves of the application submitted. The applicant, if he or she so desires, may make modifications to the plans, and may resubmit the application at any time after doing so.

(ii) In cases where the application covers a material change in the appearance of a structure which would require the issuance of a building permit, the rejection of the application for a certificate of appropriateness by the commission shall be binding upon the building official or other administrative officer charged with issuing building permits and, in such a case, no building permit shall be issued.

(i) Requirement of Conformance with Certificate of Appropriateness. All work performed pursuant to an issued certificate of appropriateness shall conform to the requirements of such certificate. When a certificate of appropriateness has been issued, the ~~zoning building official~~ may administrator, may from time to time inspect the ~~material changes~~, alteration, or construction approved by such certificate and shall give prompt notice to the applicant of any work not in accordance with such certificate or violating any ordinances of the city. The ~~zoning administrator building official~~ may revoke the certificate ~~or the building permit~~ if violations are not corrected by the applicant in a timely manner. The building official may place a hold on any building permits until the violation is corrected.

(j) Certificate of Appropriateness Time Constraints.

(i) Certificates of appropriateness shall be issued for a period of 12 months. On written request from an applicant, the commission may grant a single extension of its approval for a period of up to one additional year if, based upon submissions from the applicant, the commission finds that conditions on the site and in the area of the proposed project are essentially the same as when approval originally was granted.

(ii) Any certificate of appropriateness shall also expire and become null and void if such authorized work is suspended or abandoned for a period of 12 months after being commenced. Any period or periods of time during which the right to use any such certificate or permit is stayed pursuant to this chapter shall be excluded from the computation of the 12 months.

(k) Recording of Applications for Certificate of Appropriateness. The commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with said application.

(l) Acquisition of Property. The commission may, where such action is authorized by the city council and is reasonably necessary or appropriate for the preservation of a unique historic property, enter into negotiations with the owner for the acquisition by gift, purchase, exchange, or otherwise, to the property or any interest therein.

(m) Exception to Guidelines. The commission may, when there is a conflict between the local zoning ordinance and historic district design guidelines, and there is substantial justification, deviate from the Staunton Historic District Design Guidelines when approving a certificate for proposed alterations if the exception does not change the character of the historic district or historic property. Reasons for the approval shall be noted by the member making the motion.

(nm) Appeals.

(i) An appeal from a decision of the commission may be taken to the city council by the owner of the property in question or by any person, firm, or corporation aggrieved by said decision. This appeal must be filed within 30 days of the commission's decision and the city council will hear such appeal at its next regularly scheduled meeting to be held at least 14 days after the appeal is filed. In exercising its powers, the city council may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify, any order, requirement, decision or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the commission.

(ii) If the city council fails to approve the application, an appeal may be filed by the property owner or any aggrieved person, firm, or corporation with the Staunton Circuit Court within 30 days of the city council decision.

(on) Notwithstanding the foregoing, however, a certificate of appropriateness may be granted for signs by the zoning administrator without submission to the commission as a whole unless, in the discretion of the zoning administrator, the application should be reviewed by the whole commission for the following:

(i) Installation of signage.

(ii) Screening of mechanical equipment.

(iii) Removal of vinyl or metal siding on a building to expose the original siding.

(iv) Removal of gutters to install metal, half round gutters.

(v) Replacement of roofing material with in-kind material, when the repair exceeds fifty percent of the roof element.

Appeals from the decision of the zoning administrator hereunder shall be processed as set forth in subsection (7)(nm) of this section.

18.85.060 Maintenance and zoning code provisions.

(1) Ordinary Maintenance or Repair. Ordinary maintenance or repair of any exterior architectural or environmental feature in or on an historic property or a building, structure, site, or object within

an historic district to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in design, material, or outer appearance thereof, does not require a certificate of appropriateness.

Such actions shall include the following and any similar actions which in the opinion of the commission or its designated staff will have no more effect on the character of the district than those listed:

(a) Repainting resulting in the same or in a different color. ([Products causing alteration and potential damage of exterior surfaces including application of liquid siding products and](#) [Original painting of masonry surfaces is not exempted from review.](#))

(b) Replacing broken window panes, missing roof shingles, or [documented](#) missing features with matching in-kind materials.

(c) Addition or deletion of storm windows and doors, window-box gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.

(d) Addition or deletion of television or radio antennas, skylights, or solar collectors in locations not visible from a public street.

(e) Planting of grass, trees, and shrubs, but not including landscape treatment which substantially alters the contour of a site or involves landscaping or construction of parking areas, fences, walls, walkways, pools, fountains, and the like which materially affect the appearance of a site, and which is visible from a public street.

(f) Any changes to a structure which are not visible from a public street.

Provided, however, that the commission or designated staff shall have authority to order that work be stopped and that an appropriate application be filed for review in any case where in his/her opinion the action may produce the loss or irreparable changes to character-defining features of the building or arresting and spectacular effects, violent contrasts of materials or colors and intense and lurid colors or patterns, or a multiplicity of incongruous details clearly inconsistent with the character of the present structures or with the prevailing character of the surroundings and the historic district.

(2) Failure to Provide Ordinary Maintenance or Repair. Property owners of historic properties or properties within historic districts shall not allow their buildings to deteriorate by failing to provide ordinary maintenance or repair. The commission shall be charged with the following responsibilities regarding deterioration by neglect:

(a) The commission shall monitor the condition of historic properties and existing buildings, structures, sites, and objects in historic districts to determine if they are being allowed to deteriorate by neglect.

Examples of such decay, deterioration, or defects which, in the opinion of the commission, may result in the irreparable deterioration of any exterior appurtenance or architectural feature or produce a detrimental effect upon the character of the district as a whole or upon the life and character of the structure itself, include but are not limited to:

- (i) The deterioration of exterior walls or other vertical supports;
- (ii) The deterioration of roofs or other horizontal members;
- (iii) The deterioration of exterior chimneys;
- (iv) The deterioration or crumbling of exterior plaster or mortar;
- (v) The ineffective waterproofing of exterior walls, roofs, and foundations, including broken windows or doors;
- (vi) The peeling of paint, rotting, holes and other forms of decay;
- (vii) The lack of maintenance of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures, and landscaping;
- (viii) The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions; or
- (ix) Signs that are not in good condition may be removed by the building official if not repaired by the owner within six months of a written request.

(b) In the event the commission determines a failure to provide ordinary maintenance or repair, the commission will notify the owner of the property and set forth the steps which need to be taken to remedy the situation. The owner of such property will have 30 days in which to begin corrective action of the situation and completion shall be done in a timely manner. Thereafter, each day during which there exists any violation of this chapter shall constitute a separate offense and shall be punishable as provided in Division IV of this title.

(c) In addition to the remedies set forth above and, at the direction of the city council, the commission may request that staff after due notice to the owner, to enter the property and make or cause to be made such maintenance or repair as is necessary to prevent deterioration by neglect. The owner of the property shall be liable for the cost of such maintenance and repair performed by the commission and staff. If these costs are not paid by the owner within 60 days, a lien shall be placed against the property.

(3) Affirmation of Existing Building and Zoning Codes. Nothing in this chapter shall be construed as to exempt property owners from complying with existing city building and zoning codes, nor to prevent any property owner from making any use of his property not prohibited by other statutes, ordinances, or regulations.

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: May 8, 2025
Adopted: May 8, 2025
Effective Date: May 8, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

D. Public Hearing and Consideration of an Ordinance to Grant an Easement for Natural Gas Equipment and Facilities Across 2040 West Beverley Street

City Attorney John Blair stated that Staunton's new Juvenile and Domestic Relations Courthouse 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 natural gas service to the new courthouse, Columbia Gas of Virginia, Inc. has requested an easement from the north side of the property at 2040 West Beverley Street to the gas service connection on the south side of the building. The property is owned by the City of Staunton. The proposed easement is a variable width easement.

The city has advertised and solicited bids for a potential 40-year easement to be granted to place natural gas equipment and facilities across the property as detailed in the franchise ordinance and form of right of way agreement.

Mayor Edwards opened a bid from Columbia Gas of Virginia, Inc., to obtain a variable width easement to place natural gas equipment and other facilities across city-owned property located at 2040 West Beverley Street.

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

No other bids were submitted.

Mayor Edwards stated the following:

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

The public hearing was opened.

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

Ms. Woods moved that City Council adopt the franchise ordinance, as presented, granting to Columbia Gas of Virginia, Inc. a franchise for an easement to place natural gas 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. Overholtzer and carried as follows:

Mr. Shepherd	absent	Ms. Park	aye
Mr. Campbell	aye	Vice Mayor Arrowood	aye
Ms. Woods	aye	Mayor Edwards	aye
Mr. Overholtzer	aye		

Ordinance No. 2025 - 13

AN ORDINANCE

To grant to Columbia Gas of Virginia, Inc. a public service corporation doing business in the Commonwealth of Virginia (SCC# 00080069), 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 gas equipment and facilities across 2040 W. Beverley St., Staunton, VA, and for that purpose to

(i) construct, operate, maintain, improve, repair, inspect, replace, alter the size, and remove or abandon in place pipelines and appurtenances, including, but not limited to, valves, markers, service lines and connections, lateral lines and connections, and cathodic and other protection(s) for transporting gas with associated products or other substances that can be transported through pipelines; (ii) perform pre-construction and due diligence work; access to and from the easement area by means of existing or future roads and other reasonable routes on the premises and grantor's adjoining lands to allow grantee to exercise all rights under the easement; and (iii) exercise all other rights necessary or convenient for the full use and enjoyment of the rights granted in the easement, including but not limited to, the right from time to time to the following: (a) clear the easement area of all dwellings, garages, out-buildings, pools, decks, man-made bodies of water, leach beds, septic tanks, unapproved utility installations, or any other obstruction of any kind that prevent or interfere with grantee's rights under the easement; and (b) clear, cut, trim, and remove any and all trees, vegetation, shrubbery, brush, and overhanging branches from the easement area by various means and methods, including, but not limited to, the use of

herbicides approved by the United States Environmental Protection Agency.

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. Columbia Gas of Virginia, Inc. 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**);

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

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

F. This matter was properly advertised in the *Staunton News Leader* on April 23, 2025 and April 30, 2025;

G. The Staunton City Council, at its May 8, 2025 regular meeting, conducted an opening of any bid(s);

H. The Staunton City Council conducted a public hearing on May 8, 2025, on the proposed ordinance and Agreement and any bid(s);

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

J. 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 it authorizes the grant and conveyance of the utility easement as contemplated in the proposed Agreement, for a term not to exceed forty years; and

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

Introduced: May 8, 2025
Adopted: May 8, 2025
Effective Date: May 8, 2025

Signed: MICHELE D. EDWARDS, MAYOR

Attest: KILEY A. KESECKER
Clerk of Council

Exhibit A - EASEMENT

This Easement (collectively, the “Easement”) is made by and between **CITY OF STAUNTON, VIRGINIA**, a Virginia municipal corporation, with a mailing address of 116 W. Beverley Street, Staunton, VA 24401 (the “Grantor”, whether singular or plural) and **COLUMBIA GAS OF VIRGINIA, INC.**, a Virginia corporation, with principal offices at 1809 Coyote Drive, Chester, Virginia 23836 (the “Grantee”).

GRANT. For good and valuable consideration of the sum of One Dollar (\$1.00) paid, the receipt and sufficiency of which are acknowledged by Grantor, Grantor grants to Grantee the rights in, on, over, under, across and through Grantor’s property situated in the City of Staunton, Virginia, and more particularly described in Instrument 230001874 as recorded in the Office of Recorder of Deeds, City of Staunton, Virginia on August 15, 2023 (the “Premises”) to all the following:

1. construct, operate, maintain, improve, repair, inspect, replace, alter the size, and remove or abandon in place pipelines and appurtenances, including, but not limited to, valves, markers, service lines and connections, lateral lines and connections, and cathodic and other protection(s) for transporting gas with associated products or other substances that can be transported through pipelines (collectively, the “Facilities”); and
2. perform pre-construction and due diligence work; and

- 1344 3. access to and from the Easement Area (defined below) by means of existing or future
1345 roads and other reasonable routes on the Premises and Grantor's adjoining lands to allow
1346 Grantee to exercise all rights under this Easement; and
1347
- 1348 4. exercise all other rights necessary or convenient for the full use and enjoyment of the
1349 rights granted in this Easement, including but not limited to, the right from time to time
1350 to the following: (a) clear the Easement Area (defined below) of all dwellings, garages,
1351 out-buildings, pools, decks, man-made bodies of water, leach beds, septic tanks,
1352 unapproved utility installations, or any other obstruction of any kind that, prevent or
1353 interfere with Grantee's rights under this Easement; and (b) clear, cut, trim, and remove
1354 any and all trees, vegetation, shrubbery, brush, and overhanging branches from the
1355 Easement Area (defined below) by various means and methods, including, but not limited
1356 to, the use of herbicides approved by the United States Environmental Protection Agency
1357 ((a) and (b) together shall collectively be known as "Encroachments").
1358

1359 The Facilities laid pursuant to the terms of this Easement shall be located within the limits
1360 of an easement ("Easement Area") as described or depicted, or both, on the attached Drawing
1361 Number **V790-58-25 revised 3/26/2025**, which is fully incorporated into this Easement, for a term
1362 not to exceed forty years, pursuant to Virginia Code Section 15.2-2100(B).
1363

1364 Grantor may use and enjoy the Easement Area, except to the extent such use and enjoyment
1365 interferes with the rights granted to Grantee under this Easement. Grantor shall not construct or
1366 permit to be constructed or place any Encroachments on or over the Easement Area that will, in
1367 any way, interfere with the use and enjoyment of the rights granted to Grantee in this Easement.
1368 Except as may be consented to by Grantee, in writing, Grantor, along with Grantor's agents,
1369 representatives, and independent contractors, shall not change the depth of cover in the Easement
1370 Area, conduct grading operations within the Easement Area, permit the dumping of refuse or waste
1371 in the Easement Area, operate heavy machinery or equipment in the Easement Area, or engage in
1372 any activity within the Easement Area that, creates or could create a safety issue or otherwise
1373 interferes with the rights granted to Grantee in this Easement.
1374

1375 Grantee shall restore and remediate any area on the Premises disturbed by Grantee in
1376 connection with Grantee exercising its rights under this Easement to as near as practical to the
1377 Premises' original condition, except as provided herein. Should Grantor and Grantee disagree
1378 regarding whether Grantee is responsible for restoration or remediation hereunder (the "Dispute"),
1379 the Dispute shall be submitted to a mutually agreed upon mediator who will mediate the
1380 disagreement before any legal action is commenced in any appropriate court having jurisdiction.
1381

1382 Grantor represents and warrants to Grantee that, to the best of Grantor's knowledge the
1383 following: (a) no pollutants, contaminants, petroleum, or hazardous substances have been disposed
1384 or released on or under the Premises that would cause or threaten to cause an endangerment to
1385 human health or the environment or require clean up; (b) no portion of the Premises is legally or
1386 contractually restricted as to its use or is subject to special environmental protections that would
1387 affect the use of the Easement Area for Grantee's intended use under this Easement. Grantor
1388 further represents that it has informed Grantee, prior to the execution of this Easement, of all

pollutants, contaminants, petroleum, hazardous substances, and endangerments which the Grantor knows or has reason to know exist or may exist on or under the Easement Area.

Grantor and Grantee agree that, except to the extent caused by the acts or omissions of Grantee or its representatives and contractors, Grantee shall not be liable for, and is forever released from, any and all claims, damages, losses, judgments, suits, actions, and liabilities, whether arising during, prior to, or subsequent to the term of this Easement, related to the presence of pollutants, contaminants, petroleum, hazardous substances, or endangerments in, beneath, or along the Premises.

Grantor covenants to the following: (a) to be the true and lawful owner of the Premises; (b) to be lawfully seized of the Premises in fee simple; (c) to have good right and full power to grant this Easement; and (d) that it will not convey or transfer fee simple ownership of the Premises prior to the recording of this Easement in the public land records.

Failure or refusal to exercise any rights in this Easement is not a waiver of any kind and no waiver or release is valid unless executed in writing by the waiving party and properly recorded in the public land records of the Premises' title. Both parties having participated fully and equally in the negotiation and preparation of this Easement, this Easement shall not be more strictly construed, nor any ambiguities in this Easement resolved, against either Grantor or Grantee.

The rights, privileges, and terms of this Easement shall be covenants running with the land and extend to and be binding upon Grantor and Grantee and their respective representatives, heirs, successors, and assigns.

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights, and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

Notwithstanding the foregoing language, this Easement is governed by Article VII, Section 9 of the Constitution of Virginia.

IN WITNESS WHEREOF, intending to be legally bound, Grantor executes this Easement this 12th day of May, 2025.

Signed: LESLIE M. BEAUREGARD
City Manager

Witness: MORGAN A. SMITH

E. Update on Gypsy Hill Park Pool House and 2025 Pool Season

Director of Parks and Recreation Chris Tuttle provided an update on the changes to the use of the Gypsy Hill Park pool house for the summer 2025 season.

In November 2023, a preliminary architectural report indicated structural issues with the pool house. These issues were addressed to make the pool house operational for summer 2024, but it was determined that ultimately the pool house would need to be replaced. A new pool house is in the final stages of design by Wiley|Wilson, and it is anticipated that the project will go out to bid in spring 2025. The goal is to have this new facility open for the 2026 pool season.

This spring, the pool house was inspected to prepare for the reopening this summer. Upon inspection, a few areas of new concern were identified. As a result, adjustments have been made to the use of the pool house for the upcoming season.

Mr. Tuttle outlined options for temporary facilities including large “wedding style” portable toilets and an outdoor event restroom trailer, with costs and logistics for each.

Mayor Edwards asked if there were any questions from Councilmembers.

Mr. Overholtzer asked what the total cost would be for all the proposed solutions. Mr. Tuttle stated that to rent for the season, wedding portable toilets would be around \$14,000 and the outdoor event trailer would be around \$40,000.

Mayor Edwards asked about the possibility of buying an event trailer for long-term use. Mr. Tuttle stated that while they would certainly have year round use for one, the short timeline to get things up and running for the pool season makes rental the current best option.

Councilmembers had no further questions.

MATTERS FROM THE CITY MANAGER

Ms. Beauregard provided information on the upcoming Kids Matter Day event at the Gypsy Hill Park Gym.

MATTERS FROM THE PUBLIC

Mayor Edwards 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 raise your hand, identify yourself, and complete your remarks within five minutes.”

1479

1480 There was no one present wishing to speak.

1481

1482 **ADJOURNMENT**

1483

1484 There being no further business to come before Council, the meeting adjourned at 8:03 p.m.

1485

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1488

1489

Kiley A. Kesecker
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	City Council John C. Blair, II City Attorney
Item #	A.2	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Resolution Appointing the Fire Chief as the City’s Emergency Coordinator	

Background: Virginia Code Section 44-146.19 requires the City Manager to appoint an Emergency Coordinator with the consent of City Council. After consultation with the Fire and Police Departments, it was determined that the Staunton Fire Chief should serve as the City's Emergency Coordinator.

Attachment: Proposed Resolution

City Manager's Recommendation: Adopt the resolution, as presented, appointing the Fire Chief to serve as the City's Emergency Coordinator.

Suggested Motion: I move to adopt the resolution, as presented, appointing the Fire Chief to serve as the City's Emergency Coordinator.

City Manager: Leslie Beauregard

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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
APPOINTING THE STAUNTON FIRE CHIEF
AS EMERGENCY COORDINATOR**

WHEREAS, Virginia Code Section 44-146.19 requires the City Manager to appoint, with the City Council's consent, an Emergency Coordinator; and

WHEREAS, the City Manager, in consultation with the Fire and Police Departments, has determines that the Staunton Fire Chief should serve as the City of Staunton's Emergency Coordinator.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that: The Staunton Fire Chief shall serve as the City's Emergency Coordinator.

BE IT FURTHER RESOLVED that this Resolution and consent of Council shall apply to any individual holding the office of Staunton Fire Chief unless and until repealed by a future City Council.

Adopted this ____ day of May, 2025.

Michele D. Edwards, Mayor

ATTEST: _____
Kiley A. Kesecker, Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	John C. Blair, II City Attorney Leslie Beauregard City Manager
Item #	A.3	
Department:	City Attorney City Manager	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Consideration of Extension of the Reverter Clause for the A Street Deed to Assist Staunton Augusta Waynesboro Habitat for Humanity, Inc.	

Background: Staunton Augusta Waynesboro Habitat for Humanity, Inc. ("Habitat") is proposing to construct twenty-two units of workforce housing on land it currently owns located on A Street.

In order to construct all twenty-two units as well as infrastructure associated with this project, Habitat needed to acquire property owned by the City of Staunton.

The City Council conveyed four lots and a portion of a fifth lot in the A Street area to Habitat on May 25, 2023 pursuant to a May 26, 2023 deed.

The 2023 deed contained a reverter clause. The reverter clause stated that if Habitat did not commence construction of the project and dedicate A Street right-of-way associated with the project to the City by July 1, 2025, the property conveyed to Habitat would revert back to the City of Staunton.

Unfortunately, Habitat has been unable to commence construction of the project. Habitat is asking that the reverter clause be extended.

The proposed amended deed would extend the reverter clause to July 1, 2028.

Attachments:

Attachment 1—Proposed Ordinance

Attachment 2—Proposed Deed

City Manager Recommendation: Approve the proposed ordinance.

Suggested Motion: I move that City Council approve the ordinance amending the deed to Staunton Augusta Waynesboro Habitat for Humanity, Inc., as presented.

City Manager: Leslie Beauregard

Ordinance No. 2025 - __

AN ORDINANCE AMENDING THE MAY 26, 2023 DEED CONVEYING A
PORTION OF PARCEL IDENTIFICATION NUMBER 9115
TO STAUNTON AUGUSTA WAYNESBORO HABITAT FOR HUMANITY, INC.

RECITALS

A. At its regular May 25, 2023 meeting, City Council voted 7-0, which constitutes an affirmative vote of at least three-fourths of all Council members, as required pursuant to Staunton City Code § 2.10.90, to convey a parcel of land to Staunton Augusta Waynesboro Habitat for Humanity, Inc. (“Habitat”) in exchange for One Dollar (\$1.00), a copy of the recorded deed is attached as Exhibit A;

B. The deed contained a reverter clause in which the property would revert back to the City of Staunton on July 1, 2025 if Habitat did not convey right of way to the City of Staunton pursuant to construction plans prepared by Jeffrey L. Gentry;

C. The City Council desires to extend the reverter clause date to July 1, 2028;

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

E. These recitals are deemed an integral part of this ordinance; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that it authorizes amendment of the reverter clause as contemplated in the proposed amended deed;

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

Introduced:

Adopted:

Effective Date:

Michele D. Edwards, Mayor

ATTEST:_____
Kiley A. Kesecker,
Clerk of Council

Attachment 2

NOTICE: THIS DEED IS EXEMPT FROM RECORDATION TAX PURSUANT TO VIRGINIA CODE §58.1-811(C)(4)

Existence of title insurance is unknown to the preparer

PIN: 9115

Consideration: \$1.00

THIS AMENDED DEED, made the ____~~26th~~ day of ~~June~~May in the year 202~~53~~, between the CITY OF STAUNTON, VIRGINIA, a municipal corporation of the Commonwealth of Virginia, Grantor, and STAUNTON AUGUSTA WAYNESBORO HABITAT FOR HUMANITY, INC., a Virginia Corporation, Grantee.

RECITALS:

WHEREAS, by Deed dated October 15, 1964 (the “Deed”) and recorded in the Clerk’s Office of the Circuit Court of the City of Staunton, Virginia in Deed Book 144 Page 1, Valley Investment Company, Incorporated, a Virginia Corporation, conveyed unto the City of Staunton, Virginia that certain property located in the City of Staunton, Virginia, and more particularly described herein (“Property”);

WHEREAS, Staunton Augusta Waynesboro Habitat for Humanity, Inc. has requested consideration of the transfer of title to it a portion of the property;

WHEREAS, the Council of the City of Staunton, Virginia authorized the City Manager to execute this deed on behalf of the City of Staunton, Virginia consistent with Staunton City Code § 2.10.180 and Virginia Code § 15.2-1800 at its May 25, 2023 meeting to convey title to the Property;

Prepared by:
John C. Blair, II, City Attorney
City of Staunton
116 W. Beverley Street
P.O. Box 58
Staunton, VA 24402-0058
540.332.3992

WHEREAS, the City of Staunton conveyed the property by deed dated May 26, 2023 and recorded as Instrument 230001814 in the Clerk's Office of the Circuit Court for the City of Staunton; attached and incorporated by reference is an attested copy of Ordinance No. 2023-20 adopted by the Staunton City Council on May 25, 2023 to authorize the conveyance;

WHEREAS, the Council of the City of Staunton, Virginia authorized the City Manager to execute this amended deed on behalf of the City of Staunton, Virginia at its May 22, 2025 meeting;

WHEREAS, this amended deed shall extended the date of the reverter clause to July 1, 2028; and

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

NOW, THEREFORE,

W I T N E S S E T H:

That for and in consideration of the sum of One Dollar (\$1.00) cash in hand paid by the Grantee to the Grantor, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Grantor does hereby grant and convey with Special Warranty, subject to easements, restrictions and reservations of record, unto the Grantee, the real property located in the City of Staunton, Virginia, more particularly described as follows:

All of that certain lot or parcel of land, with all appurtenances thereto belonging, situate in the City of Staunton Virginia: Lot Nos. One (1), Three (3), Five (5), the northeastern portion of seven (7) measuring 19.63' in width and 128.25' in length, and Lot twenty-one (21) as designated on the plat dated May 8, 2023, by Thomas W. Dorr, entitled "Plat Combining Lots 1, 3, 5, and a Portion of 7, Block 1, Corrected Map of Staunton Park Addition" and attached hereto.

This is a portion of the same property acquired by the City of Staunton by virtue of a deed dated October 15, 1964, of record in the Clerk's Office of the Circuit Court of the City of Staunton as Deed Book 144, Page 1.

The property hereby conveyed shall AUTOMATICALLY REVERT to the City of Staunton, Virginia in the event that Staunton Augusta Waynesboro Habitat for Humanity, Inc. does not commence construction and dedicate the right-of-way by July 1, 202~~8~~⁵, pursuant to the construction plans dated February 10, 2023, by Jeffrey L. Gentry, Professional Engineer, EGS & Associates, Inc., which were submitted to the City of Staunton on February 27, 2023.

Reference is here made to the aforesaid deed(s) and plat(s) for a more particular description of the property hereby conveyed and for other derivation of title. This conveyance is made subject to the easements, conditions, and restrictions of record insofar as they may lawfully affect the Property, and any matters that would be disclosed by a visual inspection and/or survey of the Property.

IN WITNESS WHEREOF, the City of Staunton, Virginia has caused this instrument to be executed on its behalf by its City Manager as thereunto duly authorized.

CITY OF STAUNTON, VIRGINIA,
a Virginia municipal corporation,

_____(SEAL)

By: Leslie M. Beauregard, City Manager~~Amanda C. Kaufman,~~
~~Assistant City Manager~~

COMMONWEALTH OF VIRGINIA
CITY OF STAUNTON, to-wit:

The foregoing instrument was acknowledged before me in the jurisdiction aforesaid this _____ day of _____ 202~~5~~³, by Leslie M. Beauregard~~Amanda C. Kaufman,~~ ~~Assistant~~ City Manager of the City of Staunton.

Notary Public – ID # _____

My commission expires: _____

[LEGIBLE SEAL AFFIXED HERETO]

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	May 22, 2025	Jessie L. Moyers Chief Finance Officer
Item #	B	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsible, Efficient Government	
Subject:	Public Hearing for Ordinance to Amend the FY2025 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Four	

Background: The fourth budget amendment for fiscal year 2025 has been prepared for review and discussion. The total budget amendment equals \$5,147,343. This budget amendment does require a public hearing, which was properly advertised on May 14, 2025 in the *News Leader*. Discussion and the public hearing are scheduled for May 22, 2025 and consideration of the ordinance is scheduled for the June 26, 2025 council meeting.

City Budget Amendment—\$4,982,148

1. General Fund amendment of \$1,230,998
 - \$3,000 – Appropriate GIS software grant
 - \$4,275 – Appropriate Risk Management grant
 - \$11,380 – Appropriate insurance recovery
 - \$13,688 – Appropriate Library of VA funding
 - \$3,231 – Appropriate PSAP Education Program grant
 - \$3,692 – Appropriate HEAT grant
 - \$4,982 – Appropriate VRSA Safety funds
 - \$12,500 – Appropriate Forest Sustainability award
 - \$1,174,250 – Appropriate sale of Staunton Crossing parcels

2. Capital Improvements Fund amendment of \$1,144,250
 - \$1,144,250 – Appropriate transfer from the General Fund
3. Grants Fund amendment of \$3,069
 - \$3,069 – Appropriate Local Law Enforcement grant
4. Blue Ridge Court Services amendment of \$91,962
 - \$20,000 – Appropriate Augusta Health grant
 - \$86,360 – Appropriate Maury Recovery Court grant
 - (14,398) – Adjust BRCS grants
5. Sewer Fund amendment of \$346,175
 - \$346,175 – Appropriate prior year fund balance for Cole Ave
6. Stormwater Fund amendment of \$1,070,280
 - \$342,480 – Appropriate prior year fund balance for Cole Ave
 - \$727,800 – Appropriate SLAF grant for Cole Ave
7. HUD Fund amendment of \$1,095,414
 - \$755,646 – Appropriate prior year carry over
 - \$328,268 – Appropriate current year HUD grant
 - \$11,500 – Appropriate transfer from General Fund

School Budget Amendment—\$165,195

1. Education Fund amendment of \$91,695
 - \$41,260 – Appropriate Student Improvement grant
 - \$50,000 – Appropriate Extended School Year grant
 - \$435 – Appropriate donations
2. School CIP Fund amendment of \$73,500
 - \$73,500 – Appropriate insurance recovery

Attachments:

Attachment 1 – Budget Amendment Number Four

Attachment 2 – Notice of Public Hearing

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

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

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

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

Recovered Costs	\$	1,185,630
Operating Grants and Contributions		<u>45,368</u>
Total Revenue	\$	1,230,998

Appropriations

General Government	\$	7,275
Judicial Administration		15,328
Public Safety		13,720
Public Works		7,925
Parks, Recreation, Cultural		12,500
Community Development		<u>1,174,250</u>
Total Appropriations	\$	1,230,998

GRANTS FUND - 215

Anticipated Revenue

Capital Grants and Contributions	\$	<u>3,069</u>
Total Revenue	\$	3,069

Appropriations

Public Safety	\$	<u>3,069</u>
Total Appropriations	\$	3,069

HUD FUND - 225

Anticipated Revenue

Transfer from the General Fund	\$	11,500
Appropriation of Prior Year Fund Balance		50,295
Operating Grants and Contributions		<u>1,033,619</u>
Total Revenue	\$	1,095,414

Appropriations

Operations	\$	<u>1,095,414</u>
Total Appropriations	\$	1,095,414

CITY CAPITAL IMPROVEMENTS FUND - 390

Anticipated Revenue

Transfer from the General Fund	\$	<u>1,144,250</u>
Total Revenue	\$	1,144,250

Appropriations

Capital Projects	\$	<u>1,144,250</u>
Total Appropriations	\$	1,144,250

BLUE RIDGE COURT SERVICES - 210

Anticipated Revenue

Operating Grants and Contributions	\$	54,472
Appropriation of Prior Year Fund Balance		<u>37,490</u>
Total Revenue	\$	91,962

Appropriations

Operations	\$	<u>91,962</u>
Total Appropriations	\$	91,962

SEWER FUND - 540

Anticipated Revenue

Appropriation of Prior Year Fund Balance	\$	346,175
Total Revenue	\$	346,175

Appropriations

Capital	\$	346,175
Total Appropriations	\$	346,175

STORMWATER FUND - 570

Anticipated Revenue

Capital Grants and Contributions	\$	727,800
Appropriation of Prior Year Fund Balance	\$	342,480
Total Revenue	\$	1,070,280

Appropriations

Capital		1,070,280
Total Appropriations	\$	1,070,280

EDUCATION FUND - 900

Anticipated Revenue

Operating Grants and Contributions		91,260
Total Revenue	\$	91,695

Appropriations

Operations	\$	91,695
Total Appropriations	\$	91,695

SCHOOL CIP FUND- 966

Anticipated Revenue

Recovered Costs	\$	73,500
Total Revenue	\$	73,500

Appropriations

Capital Projects	\$	73,500
Total Appropriations	\$	73,500

GRAND TOTAL BUDGET AMENDMENT NO 4	\$	5,147,343
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INTRODUCED: May 22, 2025

PUBLIC HEARING: May 22, 2025

PUBLIC HEARING ADVERTISEMENT DATE: May 14, 2025

Approved this _____ day of _____ 2025

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Kiley Kesecker

Clerk of Council

Michele Edwards

Mayor of Council

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
GENERAL FUND			
GENERAL GOVERNMENTAL ADMINISTRATION			
<u>GENERAL GOVERNMENT</u>			
Noncapital Grant	11013-45551	\$ 3,000	
Software	11011510-55498		\$ 3,000
To appropriate GIS Software grant			
Non-capital grant	11013-41737	\$ 4,275	
Training	11011210-55005		\$ 4,275
To appropriate Risk Management Grant			
JUDICIAL ADMINISTRATION			
<u>CLERK OF THE CIRCUIT COURT</u>			
Circuit Court Library Grant	11023-45562-40311	\$ 13,688	
Library Grants	11022160-55421-40311		\$ 13,688
To appropriate the Library of VA funding			
Insurance Recovery	11021-41928	\$ 1,640	
Maint and Repair of Vehicles	11022170-53105		\$ 1,640
To appropriate insurance recovery			
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Noncapital Grant	11033-45551	\$ 3,231	
Training	11033140-55005		\$ 3,231
To appropriate PSAP Education Program Grant			
Insurance recovery	11031-41928	\$ 582	
M&R Vehicles	11033110-53105		\$ 582
To appropriate insurance proceeds			
Insurance recovery	11031-41928	\$ 1,233	
M&R Vehicles	11033110-53105		\$ 1,233
To appropriate insurance proceeds			
Noncapital Grant	11033-45560-40260	\$ 3,692	
Training	11033110-55005-40260		\$ 3,692
To appropriate HEAT Grant			
Noncapital Donations	11033-41732	\$ 4,982	
Materials & Supplies	11033210-55415		\$ 4,982
To appropriate VRSA Safety Funds			
PUBLIC WORKS			
Insurance Recovery	11041-41928	\$ 7,925	
M&R Vehicles	11044220-53105		\$ 7,925
To appropriate insurance proceeds			
PARKS AND RECREATION			
<u>HORTICULTURE</u>			
Non-Capital State Revenue	11073-45560-33400	\$ 12,500	
Tree Care	11077120-53040-33400		\$ 12,500
To appropriate Forest Sustainability Award			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
COMMUNITY DEVELOPMENT			
<u>ECONOMIC DEVELOPMENT</u>			
Recovered Cost	11001-41925-46006	\$ 1,174,250	
Aracadia Contribution	11077410-55631		\$ 30,000
Transfer to City CIP	11099600-59339		\$ 1,144,250
To appropriate sale of parcels at Staunton Crossing			
TOTAL GENERAL FUND		\$ 1,230,998	\$ 1,230,998

BUDGET AMENDMENT NO. 4 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues

Recovered Costs		1,185,630
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General Government	1,174,250
Judicial	1,640
Public Works - Insurance Proceeds	7,925
Public Safety - Insurance Proceeds	1,815

<u>Non-Capital Grants and Contributions</u>		45,368
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Sheriff Department	-
Clerk of the Court	13,688
General Government	7,275
Police Department	6,923
Fire Department	4,982
Parks and Rec	12,500

\$ 1,230,998

GENERAL FUND EXPENDITURE SUMMARY

General Government	\$ 7,275
Judicial Administration	15,328
Public Safety	13,720
Public Works	7,925
Parks, Recreation, Cultural	12,500
Community Development	1,174,250

Total General Fund Expenditures	\$ 1,230,998
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CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Transfer from the General Fund	39001-49211	\$ 1,144,250	
ED Website Upgrade	39088150-55498		\$ 35,000
City Infrastructure	39044130-58545		\$ 1,109,250
To appropriate sale of Staunton Crossing parcel			
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 1,144,250	\$ 1,144,250
GRANTS FUND			
<u>Police Department</u>			
DCJS Grant	21533-46252-40261	\$ 3,069	
Non-Capital Equipment	21533110-55486-40261		\$ 3,069
To appropriate Local Law Enforcement Grant funds			
TOTAL GRANTS FUND		\$ 3,069	\$ 3,069
HUD FUND			
HUD Grant-CDBG-CV	22583-46242-CVHD1	51,270	
Professional Services	22588535-53010-CVHD1		\$ 5,049
HUD CDBG COVID Grant Program	22588535-55207-CVHD1		\$ 46,221
HUD Grant 2020	22583-46242-HUD20	102,449	
Public Service Grants	22588535-55207-HUD20		\$ 96,313
Sidewalk Curb and Gutter	22588535-58379-HUD20		\$ 6,136
HUD Grant 2021	22583-46242-HUD21	193,836	
Public Service Grants	22588535-55207-HUD21		\$ 153,836
Sidewalk Curb and Gutter	22588535-58379-HUD21		\$ 40,000
HUD Grant 2022	22583-46242-HUD22	151,272	
Public Service Grants	22588535-55207-HUD22		\$ 151,272
HUD Grant 2023	22583-46242-HUD23	206,524	
Public Service Grants	22588535-55207-HUD23		\$ 48,596
Sidewalk Curb and Gutter	22588535-58379-HUD23		\$ 157,928
To Re-appropriate Prior Year Remaining Grant Funds			
Prior Year Reserves	22501-41932	\$ 19,450	
Salaries	22588535-51006		\$ 15,726
FICA Taxes	22588535-53010		\$ 3,724
Prior Year Reserves	22501-41932	\$ 30,845	
Salaries	22588535-51006		\$ 30,845
Appropriate Prior Years Fund Balance Carryover			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
HUD Grant 2024	22583-46242-HUD24	\$ 328,268	
Special Grants	22588535-55207-HUD24		\$ 189,240
Sidewalks	22588535-58379-HUD24		\$ 28,000
Demolition of Buildings	22588535-53036-HUD24		\$ 45,375
Professional Services	22588535-53010-HUD24		\$ 26,063
Salaries	22588535-51006		\$ 12,256
Group Life Insurance	22588535-52001		\$ 942
Social Security	22588535-52010		\$ 5,378
VRS Retirement	22588535-52020		\$ 12,492
Health Insurance	22588535-52005		\$ 8,508
Unemployment Insurance	22588535-52030		\$ 14
To appropriate 2024 HUD Entitlement Funds			
Transfer from General Fund	22501-49211	\$ 11,500	
Salaries	22588535-51006		\$ 11,500
To appropriate transfer from general fund for salaries			
TOTAL HUD FUND		\$ 1,095,414	\$ 1,095,414
BLUE RIDGE COURT SERVICES FUND			
Augusta Health grant funds	21033-44122-40237	\$ 20,000	
Contractual services-Augusta Health DBT group	21033341-53011-40237		\$ 20,000
To appropriate the Augusta Health funding for Behavior Health			
Noncapital Grant	21033-44127	\$ 86,360	
Other Salaries	21033346-51009		\$ 47,960
Group Life Insurance	21033346-52001		\$ 566
Health Insurance	21033346-52005		\$ 16,732
Social Security	21033346-52010		\$ 3,669
Reitirement VRS	21033346-52020		\$ 7,563
DC Retirement Contribution	21033346-52024		\$ 480
Unemployment Insurance	21033346-52030		\$ 30
M&R Urine Screen	21033346-55404		\$ 9,045
Materials and Supplies	21033346-55415		\$ 315
To appropriate grant funds for Maury recovery court			
Prior Year Fund Balance	21001-41930	\$ 37,490	
Supreme Court OOA	21033-45553	\$ 30,600	
VCSB Therapeutic Docket	21033-44121	\$ (13,086)	
VCSB MR Rural Jail Diversion	21033-44125	\$ (30,000)	
Misc State Aid	21033-45560	\$ (39,402)	
Supplies	21033342-55404		\$ 30,600
Emergency Needs	21033341-52005		\$ (6,818)
Therapeutic Supplies	21033341-55415		\$ 1,732
Part-time salaries	21033345-51510		\$ (19,806)
Social Security	21033345-52010		\$ (1,515)
Worker's Comp	21033345-52025		\$ (569)
Unemployment	21033345-52030		\$ (22)
Special Expenses Housing	21033345-52005		\$ (15,000)
Client Transportation	21033345-55210		\$ (2,500)
Materials and Supplies	21033345-55415		\$ (500)
To adjust BRCS grants			

CITY OF STAUNTON			
FY 2025 BUDGET AMENDMENT NO. 4			
		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
CAPSAW Special Grant	21033-44123-40401	\$ 20,500	
CAPSAW Special Grant	21033-44123	\$ (20,500)	
To correct BRCS revenue			
TOTAL BLUE RIDGE COURT SERVICES FUND		\$ 91,962	\$ 91,962
SEWER FUND			
Appropriation for Prior Year Reserves	54001-41932	\$ 346,175	
Cole Ave Sewer Line	54004420-58537		\$ 346,175
To appropriate funds for Cole Ave Sewer project			
TOTAL SEWER FUND		\$ 346,175	\$ 346,175
STORMWATER FUND			
Prior Year Reserves	57001-41930	\$ 342,480	
SLAF Grant Revenue	57004-45560-74722	\$ 727,800	
Cole Ave Stream Restoration	57004799-58537		\$ 342,480
Cole Ave Stream Restoration	57004799-58537-74722		\$ 727,800
Re-appropriate funds for Cole Ave Project			
TOTAL STORMWATER FUND		\$ 1,070,280	\$ 1,070,280

FY 2025 BUDGET AMENDMENT NO. 4 SUMMARY

CITY GOVERNMENT FUNDS	
GENERAL FUND	\$ 1,230,998
CAPITAL IMPROVEMENTS FUND	\$ 1,144,250
GRANTS FUND	\$ 3,069
BLUE RIDGE COURT SERVICES FUND	\$ 91,962
SEWER FUND	\$ 346,175
STORMWATER FUND	\$ 1,070,280
HUD FUND	\$ 1,095,414
TOTAL CITY GOVERNMENT FUNDS	\$ 4,982,148
EDUCATION FUNDS	
EDUCATION FUND	\$ 91,695
SCHOOL CIP FUND	\$ 73,500
TOTAL EDUCATION FUNDS	\$ 165,195
TOTAL FY2025 BUDGET AMENDMENT NO. 4	\$ 5,147,343

**STAUNTON CITY SCHOOLS
FY 2025 BUDGET AMENDMENT
AMENDMENT NO. 4**

EDUCATION FUND 900		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
Federal Grant Revenue	900300-43040-SIG00	\$ 41,260	
Teacher Salaries	91312195-51120-SIG00		\$ 19,400
Employee Benefits	91212195-52010-SIG00		\$ 1,484
Other Purchased Services	91312195-53569-SIG00		\$ 750
Other Purchased Services	91312195-53569-SIG00		\$ 15,000
Instructional Supplies	91312195-56013-SIG00		\$ 4,626
To appropriate the School Improvement Grant			
State Grant Revenue	900300-42820-ESY	\$ 50,000	
Contingency	91101100-59100-ESY		\$ 50,000
To appropriate Extended School Year Grant			
TOTAL STATE AND FEDERAL GRANT PROGRAMS		\$ 91,260	\$ 91,260

LOCAL GENERAL REVENUE/PROGRAMS			
To appropriate Equity Fund donations			
Donation Revenues	900300-40580-EQUIT	\$ 435	
Contingency	91101100-59100-EQUIT		\$ 435
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 435	\$ 435
TOTAL EDUCATION FUND		\$ 91,695	\$ 91,695

SCHOOL CIP FUND 966		REVENUES	EXPENDITURES
Insurance Recovery	966100-40510	\$ 73,500.00	
CIP Undesignated	K9009000-58100		\$ (1,000.00)
HVAC/Chiller	K6609087-58104		\$ 74,500.00
To appropriate insurance recovery			
School CIP Undesignated	K9009000-58100		\$ 1,243.75
Tennis Courts	K6609088-58517		\$ (1,243.75)
School CIP Undesignated	K9009000-58100		\$ 6,949.74
Construction-SVCAL	K6609095-58360		\$ (6,949.74)
School CIP Undesignated	K9009000-58100		\$ 115.79
Building Renovations	K6609095-58197		\$ (115.79)
School Security Equipment	K6609081-58215-SSE24		\$ 6,850.00
School CIP Undesignated	K9009000-58100		\$ (6,850.00)
School Security Equipment	K6609088-56486-SSE25		\$ 309.14
School Security Equipment	K6609083-58215-SSE25		\$ 477.58
School CIP Undesignated	K9009000-58100		\$ (786.72)
To close CIP accounts			
SCS Operations Center	K6609095-58542		\$ 1,837,987.92
Shelburne CTE Renovation	K6609087-58360		\$ (1,837,987.92)
School CIP Undesignated	K9009000-58100		\$ 261,256.24
Cafeteria Equipment	K5109095-58101		\$ 52,635.00
Shelburne Furniture & Fixtures	K6609087-58102		\$ (313,891.24)
To Close Shelburne project accounts			
TOTAL SCHOOL CIP FUND 966		\$ 73,500.00	\$ 73,500.00

GRAND TOTAL BUDGET AMENDMENT NO. 4		\$ 165,195.00	\$ 165,195.00
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NOTICE OF PUBLIC HEARING

TO THE CITIZENS OF THE CITY OF STAUNTON, VIRGINIA

TAKE NOTICE that on Thursday, May 22, 2025, at the regular meeting of City Council at 7:00 p.m., to be held in the Rita S. Wilson Council Chambers, First Floor, City Hall, 116 West Beverley Street, Staunton, Virginia, the City Council intends to amend the Fiscal Year 2025 budget and will consider the adoption of the following:

An Ordinance to amend the FY 2025 Budget Ordinance for the City of Staunton, by adding Budget Amendment Number 4

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

General Fund	\$ 1,230,998
Capital Improvements Fund	\$ 1,144,250
HUD Fund	\$ 1,095,414
Grants Fund	\$ 3,069
Blue Ridge Court Services Fund	\$ 91,962
Sewer Fund	\$ 346,175
Stormwater Fund	\$ 1,070,280
Education Fund	\$ 91,695
School CIP Fund	\$ 73,500
Total FY2025 Budget Amendment No. 4	\$ 5,147,343

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

Those interested in listening to the meeting may do so via live stream from the City's website or by listening to the public access television Channel (Comcast Channel 7). The public may also provide comments to City Council by (i) emailing the Clerk of Council at: keseckerka@ci.staunton.va.us, or (ii) calling 540.332.3810. Voice mail messages are acceptable. Hearing impaired persons desiring to participate in the public hearings should contact the Clerk of Council by email at keseckerka@ci.staunton.va.us, to request an interpreter.

Kiley A. Kesecker
Clerk of Council

Please run this advertisement on Wednesday, May 14, 2025.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 22, 2025	Ginny Newman Director, Office on Youth
Item #	C	
Department:	Office on Youth	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity, Excellence, and Engagement Strategic Areas: Responsive, Efficient Government	
Subject:	Consideration of Resolution Adding Highland County to the Central Shenandoah Valley Office on Youth’s Virginia Juvenile Community Crime Control Act Efforts	

Background: In 1995, the General Assembly enacted the Virginia Juvenile Community Crime Control Act (VJCCCA) "to establish a community-based system of progressive intensive sanctions and services that correspond to the severity of offense and treatment needs." The purpose was "to deter crime by providing immediate, effective punishment that emphasizes accountability of the juvenile offender for his actions as well as reduces the pattern of repeat offending." Section [16.1-309.2](#) of the Code of Virginia sets out the intent and purposes of the Virginia Juvenile Community Crime Control Act.

In 2000, when the local Offices on Youth merged, the three localities combined their Virginia Juvenile Community Crime Control Act (VJCCCA) plans with Waynesboro as the fiscal agent. The Office on Youth has received continuous VJCCCA funding since 1996.

Highland County has not been able to fully utilize VJCCCA funds over several past fiscal years. To maximize funding utilization, the State VJCCCA team has recommended combining Highland with the Waynesboro Combined Plan. Doing so would have the following benefits:

- Funds are sure to be expended through the combined locality plan. Our communities will receive additional funding, which will allow for greater flexibility to create or enhance programs to meet the needs of youth in our own communities.
- Judges will have additional alternative sentencing options.

- Highland youth will be able to access a greater variety of services as needed.

There will be no additional cost to Staunton, Waynesboro, or Augusta County for adding Highland County to this plan.

Attachments:

Attachment 1—VJCCCA Resolution – April 13, 2000

Attachment 2—Proposed Resolution to include Highland County

City Manager's Recommendation: Adopt proposed resolution.

Suggested Motion: I move to adopt the resolution adding Highland County to the regional Virginia Juvenile Community Crime Contral Act efforts, as presented.

City Manager: Leslie Beauregard



City of Staunton

*116 W. Beverley Street
Post Office Box 58
Staunton, VA 24402-0058*

G. John Avoli
Mayor

Deborah L. Sutton, CMC/AAC
Clerk of Council
(540) 332-3810
suttondl@ci.staunton.va.us
~~disstun@ci.staunton.va.us~~
FAX (540) 851-4001

RESOLUTION

WHEREAS, the Commonwealth of Virginia, Department of Juvenile Justice, administers the Virginia Juvenile Community Crime Control Act funding for all participating localities; and

WHEREAS, the Department of Juvenile Justice has established a regional approach to Community Crime Control Plans, allowing localities to combine their plans, services, and administration of this programming if they so choose; and

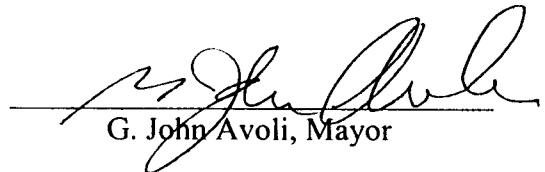
WHEREAS, the Governance for the Twenty-First Century Project encourages joint participation and service delivery where possible and practical; and

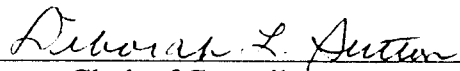
WHEREAS, Staunton City Council considers the delivery of Juvenile Crime Control Plan services to be an area that can benefit from joint service dealing under a joint plan;

NOW, THEREFORE, BE IT RESOLVED that the City of Staunton will continue its participation in the Virginia Juvenile Community Crime Control Act combining with the City of Waynesboro and the County of Augusta, and agreeing for the City of Waynesboro to accept funds and to serve as fiscal agent for the purposes set forth in this Act.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute a local plan on behalf of the City of Staunton.

Signed this 13th day of April, 2000.


G. John Avoli, Mayor

ATTEST: 
Clerk of Council

Virginia Juvenile Community Crime Control Act

The Department of Juvenile Justice has notified you of funding allocated to your locality. Will your locality participate in the Virginia Juvenile Community Crime Control Act at this time?

Yes X No

The Chief Administrative Officer submitting this local plan certifies that the participating jurisdiction:

- A. Will not contribute less funding for the implementation of this local plan than the amount required in §16.1-309.6 of the *Code of Virginia*;
- B. Will not utilize funds provided by this Act to *supplant* funds established as the state pool of funds under §2.1-757 in compliance with §16.1-309.3 C of the *Code of Virginia*;
- C. Will expend local maintenance of effort funds prior to expending state VJCCCA funding;
- D. Will comply with all provisions of §16.1-309.9 of the *Code of Virginia* which gives the Board of Juvenile Justice the authority to establish and enforce standards and to review the expenditures and services established by the local plan;
- E. Consulted with the judge(s) of the Juvenile and Domestic Relations District Court, the Director(s) of Court Service Units of the participating jurisdiction(s), the community policy and management team(s) established under §2.1-751 of the *Code of Virginia* and, the director of any Office on Youth (established pursuant to §66.26), if such office serves the jurisdiction(s); and
- F. Will submit routine reports and any other information to the Director of the Department of Juvenile Justice for each program or service funded by the Act in compliance with §16.1-309.3 E and §16.1-309.10 of the *Code of Virginia* and all applicable Departmental procedures.

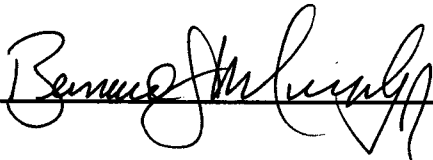
Bernard J. Murphy Jr.

Name of Chief Administrative Officer (County Administrator/City Manager)

City Manager

Title

Signature



City of Staunton

Jurisdiction

Date

April 13, 2000

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**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON
ADDING HIGHLAND COUNTY TO
REGIONAL VIRGINIA JUVENILE COMMUNITY CRIME
CONTROL ACT EFFORTS**

10 **WHEREAS**, on April 13, 2000, the Council of the City of Staunton adopted a Resolution
11 combining its participation in the Virginia Juvenile Community Crime Control Act (VJCCCA)
12 with the City of Waynesboro and Augusta County; and
13

14 **WHEREAS**, Highland County desires to combine its participation in the VJCCCA with
15 the Cities of Staunton and Waynesboro and Augusta County.
16

17 **NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Staunton,
18 Virginia, that the City of Staunton will continue to participate in the VJCCCA and accept funds
19 appropriate for the purpose set forth in the Act until it notifies the Department of Juvenile
20 Justice, in writing, that it no longer wishes to participate.
21

22 **BE IT FURTHER RESOLVED** that the City of Staunton will combine with the
23 governing bodies of the City of Waynesboro and Highland and Augusta County and agree for the
24 City of Waynesboro to accept funds and to serve as fiscal agent for the purposes set forth in the
25 Act.
26

27 **BE IT FURTHER RESOLVED** that the City Manager is authorized to execute a local
28 plan on behalf of the City of Staunton subject to the City Attorney's legal review.
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30
31 Adopted this ____ day of May, 2025.
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Michele D. Edwards, Mayor

ATTEST: _____
Kiley A. Kesecker, Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	May 22, 2025	Leslie Beauregard City Manager Amanda Kaufman Assistant City Manager Amanda DiMeo Economic Development Director Rebecca Joyce Housing Planner
Item #	D	
Department:	City Manager’s Office Economic Development Housing	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence; Inclusion & Equity Strategic Areas: Economic Development; Responsive, Efficient Government	
Subject:	Discussion and Authorization of Application for Economic Mobility and Opportunity Special Assistants Grant through the International City/County Management Association	

Background: The International City/County Management Association (ICMA) announced an opportunity for local governments to apply for a grant to fund an Economic Mobility and Opportunity Special Assistant for 30 months. ICMA will award funds for this position to 15 local governments through a competitive application process.

This position is intended to help communities address challenges that impact local economic mobility and offers a rare, significant infusion of resources to bolster local leadership and align actions and stakeholders around factors that enable all residents to climb the economic ladder.

In Staunton, we would envision this individual working with our Economic Development and Community Development Departments on issues related to housing and workforce development. This position would be required to report directly to the City Manager.

If awarded this grant, it will fund the full salary of this position for 30 months, up to \$250,000 over the 30-month period. Additionally, the grant would fund wrap-around services for the

position, including relocation, professional development, coaching, technical assistance, and local collaboration efforts, up to \$100,000 over the 30-month period.

If awarded the grant for this position, the city would be required to cover all expenses related to this position's benefits and health insurance.

The grant application is due on May 30, 2025 and local governments are anticipated to be selected in June with a hiring target of Fall 2025.

Staff is seeking direction from Council before submitting this application.

City Manager's Recommendation: Recommend that Council authorize staff to apply for the Economic Mobility and Opportunity Special Assistants Grant through the International City/County Management Association.

Suggested Motion: I move City Council authorize staff to apply for the Economic Mobility and Opportunity Special Assistants Grant through the International City/County Management Association and if awarded, identify the local share to cover expenses not supported by the grant.

City Manager: Leslie Beauregard