

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
December 11, 2025
5:00 p.m.**

- | | | |
|------------------|-----------|---|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Presentation by City Auditors on the FY 2025 External Audit and Annual Comprehensive Financial Report |
| 5:20 p.m. | 3. | Discussion of Ordinance Amendment for Snow and Ice Removal From Sidewalks |
| 5:35 p.m. | 4. | Closed Meeting for Discussion of the Performance of the City Manager, Potential Acquisition of Real Property, and Consultation with Legal Counsel (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
December 11, 2025
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Shepherd

Proclamation—President Wilson’s 1919 Pierce-Arrow, Celebrating 100 Years in Staunton

Mayor’s Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of November 13, 2025

A.2. Consideration of FY2025 External Audit and Annual Comprehensive Financial Report

A.3. Consideration of Resolution Authorizing City Manager to Execute an Agreement for the Staunton Augusta Waynesboro Animal Shelter

A.4. Consideration of Fiscal Year 2027 Holiday Schedule

A.5. Consideration of Resolution Authorizing the Staunton Housing Corporation

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. Fire & Rescue Staff Recognition

C. Public Works Staff Recognition

D. Public Hearing and Consideration of a Request by Green Hills Equipment, LLC, to Rezone 15 Industry Way from I-2, Heavy Industrial District, to B-2, General Business District

- E. Public Hearing and Consideration of a Request by BCS Holdings, LLC, for a Special Use Permit at 110 S Lewis Street, Under the Provisions of Staunton City Code Section 18.60.070(5) to Allow a Processing and Manufacturing Establishment in a B-2 District**
- F. Update on and Consideration of Preferred Option for the Virginia Department of Transportation Richmond Avenue/Greenville Avenue Intersection Improvement Project**
- G. Update on Tourism Activities**
- H. Update on Tunnel and Street Repairs on Johnson Street, Byers Street and New Street**

Matters from the City Manager

Matters from the Public*

Adjournment

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

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 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:	December 11, 2025	Jessie Moyers Chief Finance Officer Cindy Fitzgerald Asst. Director of Finance
Item #	2 & A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Integrity; Excellence	
Subject:	FY2025 External Audit and Annual Comprehensive Financial Report	

Background: Kristin Holland of Brown, Edwards & Company, L.L.P., the City's auditor, will present the FY 2025 Annual Comprehensive Financial Report (ACFR) and findings to City Council.

The following FY 2025 final audit documents will be available by December 11, 2025:

1. the FY 2025 Annual Comprehensive Financial Report, which will also be available online at [Staunton ACFR](#) by December 11th;
2. the Auditor's Comments on Internal Controls and Other Suggestions Report;
3. the Auditor's communication/management representation letter.

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

1. GASB Statement No. 103 – Financial Reporting Model Improvements (improves key components of the financial reporting model to enhance its effectiveness) (FY26);
2. GASB Statement No. 104 – Disclosure of Certain Assets (requires certain information regarding capital assets to be presented by major class in the notes to the financial statements) (FY26);

The ACFR is prepared by the Finance Department and opined by the auditor. The auditor expressed an unmodified opinion on the financial statements for FY 2025. An unmodified opinion means that the City's ACFR is materially correct in accordance with generally accepted accounting principles and may be relied upon by the users of the financial statements.

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

The Financial Section contains the Management's Discussion and Analysis of the City's financial performance during FY 2025 with some comparisons to FY 2024. This analysis summarizes financial statements of the City's general operating funds and the enterprise funds for the year.

The Statement of Activities is presented on pages 7 and 8 of the ACFR. The statement displays all of the operating revenues and expenditures for the entire City government. For Governmental Activities, education expenditures required the highest local tax revenue support at \$18,871,106, public safety expenditures were second at \$14,649,016, and general government expenditures were third at \$5,613,688.

The Compliance Section contains the report on internal controls over financial reporting and on compliance matters, and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards* starting on page 165.

The auditor noted the following in their Schedule of Findings and Responses, starting on page 169:

- a) The auditor's report expresses an unmodified opinion on the financial statements;
- b) No significant deficiencies and no material weakness relating to the audit are reported in the Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters based on an audit of the financial statements performed in accordance with *Government Auditing Standards*;
- c) No instances of noncompliance material to the financial statements were disclosed;
- d) One audit finding relating to Commonwealth of Virginia. 1. Several conflict-of-interest disclosure statements were not filed timely.

Please note that due to the federal shut down from October 1, 2025 to November 12, 2025 the Office of Management and Budget (OMB) Compliance Supplement was delayed until November 25, 2025. The delay prevented the auditors from finalizing the single audit by the time the ACFR had to be finalized. The fiscal year 2025 ACFR will not include the single audit. The single audit must be completed by March 31, 2026.

City Manager's Recommendation: Accept the FY2025 ACFR, as presented.

Suggested Motion: I move that City Council accept the Fiscal Year 2025 Annual Comprehensive Financial Report, as presented.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	John C. Blair, II City Attorney Leslie M. Beauregard, City Manager
Item #	3	
Department:	City Attorney City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Effective Communications with Citizens	
Subject:	Discussion of Ordinance Amendment for Snow and Ice Removal From Sidewalks	

Background: After discussions with City staff and Councilors about concerns related to the current ordinance regulating snow and ice removal from sidewalks, the following potential revisions are being presented to the entire Council for a possible amendment to the Staunton City Code:

1. A violation of the ordinance would be decriminalized from a Class Four misdemeanor to a civil penalty of fifty dollars (\$50.00).
2. The current ordinance does not state when "the clock starts" for purposes of snow/ice removal. The proposed revisions include a provision that authorizes the City Manager to declare when the snow/ice event has concluded. She is authorized to use all available communication channels to publicize her determination to the public.
3. The current ordinance's six hours or noon timeframe would be extended to twenty-four hours for events resulting in less than six inches of snow/ice, thirty-six hours for events resulting in six to twelve inches of snow/ice, and up to seventy-two hours for more than twelve inches of snow/ice. If an event results in more than twelve inches of snow/ice, the City Manager is authorized to extend the time of removal to a maximum of seventy-two hours.

City Manager's Recommendation: Not Applicable

Suggested Motion: Not Applicable

Attachments: Proposed Ordinance

City Manager: Leslie M. Beauregard

1 **AN ORDINANCE AMENDING TITLE 12, CHAPTER 12.05. SECTION 12.05.150**
2 **OF THE STAUNTON CITY CODE**
3 **TO AMEND SNOW REMOVAL REQUIREMENTS**
4

5 **Recitals**
6

7 **A.** The City of Staunton's Streets, Sidewalks, and Public Places Title establishes the
8 duties of property owners to remove snow and ice from the City's sidewalks;

9 **B.** The Staunton City Council desires to amend the Staunton City Code to alter time
10 requirements and penalties for the failure to remove snow and ice from the City's sidewalks;

11 **C.** The Staunton City Charter authorizes the Staunton City Council "to establish any
12 penalty for the violation of any city ordinance";

13 **C.** This matter has been properly advertised, heard, and considered; and
14

15 **D.** These recitals are an integral part of this ordinance.
16

17 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
18 Virginia that Title 12, Chapter 12.05, Section 12.05.150 of the Staunton City Code is **HEREBY**
19 **AMENDED, RESTATED, AND REORDAINED** as follows and indicated by the underlined
20 text:
21
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25 **Chapter 12.05**
26 **IN GENERAL**
27
28

29 **12.05.150 Duty of property owners or occupants to remove snow and ice from**
30 **sidewalks.**
31

32 It shall be the duty of every person occupying any property abutting on a paved sidewalk to
33 remove snow, sleet or ice from such sidewalk, within six twenty-four hours after the snow or
34 sleet ceases to fall or the ice ceases to form, ~~unless the snow or sleet fell or the ice formed during~~
35 ~~the night, in which case it shall be removed by 12:00 noon on the following day.~~ If any such
36 property is unoccupied, it shall be the duty of the owner or the person having charge thereof to
37 comply with the requirements of this section.
38

39 If the total accumulation of snow and ice exceeds six (6) inches or more, the aforementioned
40 twenty-four (24) hour time limit to remove snow, sleet or ice from such sidewalk shall be
41 extended to thirty-six (36) hours after the snow or sleet ceases to fall or the ice ceases to form. If
42 the total accumulation of snow and ice exceeds twelve (12) inches or more, the aforementioned
43 twenty-four (24) hour time limit to remove snow sleet or ice from such sidewalk may be
44 extended by the city manager up to seventy-two (72) hours after the snow or sleet ceases to fall

45 or the ice ceases to form. The duration of the extension, as determined by the city manager, shall
46 be based on the total amount of accumulation of snow and ice, the projected temperatures in the
47 city, and any other relevant weather conditions.

48
49 For purposes of this ordinance, the city manager shall declare when the snow or sleet ceases to
50 fall or the ice ceases to form by using any communication method the city manager deems
51 appropriate to communicate the declaration.

52
53 A violation of the prohibition contained herein shall be punishable by a civil penalty of not more
54 than \$50.00.

55
56 In all other respects, the provisions of Title 12 of the Staunton City Code remain the same
57 and are hereby restated, confirmed, and reordained.

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67 Introduced:
68 Adopted:
69 Effective Date:

70
71
72 _____
73 Michele D. Edwards, Mayor

74
75 ATTEST: _____

76 John Blair,
77 Acting Clerk of Council
78

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	City Council John C. Blair, II City Attorney
Item #	4	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Responsive, Efficient Government	
Subject:	Closed Meeting for Discussion of the Performance of the City Manager, Potential Acquisition of Real Property, and Consultation with Legal Counsel	

Suggested Motion: I move to enter a closed meeting for (i) discussion of the performance of the Staunton City Manager pursuant to Virginia Code Section 2.2-3711(A)(1); (2) the discussion of acquisition of real property located on Johnson Street where discussion in an open meeting would adversely affect the bargaining position of the City of Staunton pursuant to Virginia Code Section 2.2-3711(A)(3); and (3) consultation with legal counsel, the Staunton City Attorney, for a legal matter concerning the Economic Development Authority pursuant to Virginia Code Section 2.2-3711(A)(8).

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

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

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

City Manager: Leslie M. Beauregard



CITY OF STAUNTON, VIRGINIA

Proclamation

President Wilson's 1919 Pierce-Arrow Celebrating 100 years in Staunton

WHEREAS, President Woodrow Wilson's 1919 Pierce-Arrow Series 51 limousine arrived in Staunton, Virginia on November 25, 1925; and

WHEREAS, Wilson's Pierce-Arrow was originally donated to "leading citizens of Staunton" by Edith Bolling Wilson, the widow of President Wilson, for its inclusion in a memorial to her late husband; and

WHEREAS, Wilson's Pierce-Arrow was first used by President Wilson in July, 1919 as part of the White House fleet and friends of his purchased it for his private use when he left the White House in 1921, serving as his primary transportation until his death in February, 1924; and

WHEREAS, Wilson's Pierce-Arrow is recognized as the oldest continuously operating presidential automobile in the United States of America; and

WHEREAS, Wilson's Pierce-Arrow has been displayed in Staunton for 100 years and has been a fixture of parades and represented our city in car shows across the country; and

WHEREAS, Wilson's Pierce-Arrow once graced the cover of the Statler Brothers album, *10th Anniversary*, in 1980; and

WHEREAS, Wilson's Pierce-Arrow is only operational because of the steadfast efforts of the Woodrow Wilson Presidential Library's Pierce-Arrow Committee; and

WHEREAS, the Pierce-Arrow Committee is a group of dedicated volunteers who perform the maintenance and research required to keep it in good working order and it would not be the jewel of the Woodrow Wilson Presidential Library without their tireless efforts; and

WHEREAS, the Woodrow Wilson Presidential Library shares the stories of a transformational era in our nation's history through exhibits, research, and programs, with Wilson's Pierce-Arrow providing a vivid example of the age when horse-drawn carriages were slowly replaced by automobiles.

NOW, THEREFORE, BE IT PROCLAIMED by the Staunton City Council that the centennial of the arrival of

President Wilson's 1919 Pierce Arrow

be hereby celebrated in the City of Staunton by her residents and visitors alike.

MICHELE D. EDWARDS, MAYOR

ATTEST: _____
CLERK OF COUNCIL

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 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:	December 11, 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 November 13, 2025

Suggested Motions: I move to approve the work session and regular meeting minutes of November 13, 2025 [as presented] [with the following changes: _____.]

City Manager: Leslie Beauregard



City Council
WORK SESSION
November 13, 2025
5:00 p.m.

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

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

Councilor Woods moved to approve John Blair as Acting City Clerk.

The motion was seconded by Councilor Overholtzer and carried as follows:

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

1. Consideration of Work Session and Regular Meeting Agendas

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

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

The motion was seconded by Councilor Woods and carried as follows:

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

2. Update on Juvenile & Domestic Relations District Courthouse

John Keene provided an update on the Juvenile & Domestic Relations District Courthouse, which will be fully functional by mid-December.

Mr. Keene displayed a presentation which displayed various features of the next facility including a welcoming courtroom as well as a potential swing meeting space.

Mr. Keene noted that substantial completion of the project occurred on October 30, 2025 which was two days before the contract due date. He also noted that all mechanical and electrical system inspections have been satisfactorily completed. A final building inspection is still needed. The final inspection is contingent upon an elevator and generator inspection being completed.

Mr. Keene also noted that the courtroom is designed to be inviting and that the exterior structure is not intimidating nor is it overwhelming from a street view. He also made a joke that the three interior light fixtures should be called the “Brad Arrowood Memorial.”

Councilor Overholtzer expressed his anticipation to receive the Master Plan. Mr. Keene said that the contractors for the plan are working on it very hard, but he is not aware of the date on which they will finish.

Mayor Edwards asked how Mr. Keene managed to get the project completed early. Mr. Keene stated that the City had a good contractor and that made a world of difference. It was a great team effort.

Ms. Woods complimented Mr. Keene on a job well done.

3. Discussion of City Council Strategic Plan Areas, Goals and Strategies (Staunton Plan)

On September 13, 2025, City Council conducted a retreat facilitated by Dr. Stephanie Davis. At the October 9, 2025 City Council meeting, City Council adopted the retreat report and the City Manager reviewed the strategic areas, goals, strategies and timelines, with a few recommended changes. City Council also made some recommendations that have been incorporated into the attached report.

The City Manager reviewed the Staunton Plan with City Council.

The City Manager complimented Councilor Campbell on his reorganization of the Plan and turned it over to him.

Councilor Campbell attempted to condense the Plan to a little over one page. He added a section about funding Staunton City Schools and the West End and condensed the Plan into four topics.

Councilor Overholtzer asked if this document would guide the City Council for the next two years.

The City Manager said it would. There would be a shorter retreat next year and a longer Fall retreat in 2027 with the new Council.

Councilor Campbell praised the spreadsheet format of the Staunton Plan from an internal perspective, but he wanted his document to be more public facing.

Councilor Overholtzer praised the ambitious nature of the document and its stretch goals.

Mayor Edwards stated that she like the community-centered approach of the Staunton Plan.

Councilor Woods requested a timeline aspect to be added to the document.

Vice-Mayor Arrowood requested that an item about short term rentals be added to the document as it would be public facing. He also added that he thought this was a great document.

The City Manager stated she would meet with Councilors in the coming week to help wordsmith the document.

The Council requested that the document come back to it in December.

4. Closed Meeting for Discussion of the Performance of the City Manager and Consultation With Legal Counsel Concerning a Public Contract

Vice-Mayor Arrowood moved to enter a closed meeting for (i) discussion of the performance of the Staunton City Manager pursuant to Virginia Code Section 2.2-3711(A)(1); and (ii) consultation with legal counsel, the Staunton City Attorney, for a specific matter related to a contractual provision of a public contract and its conformity with the Code of Virginia requiring the provision of legal advice pursuant to Virginia Code Section 2.2-3711(A)(8).

Councilor Woods seconded and the motion carried as follows:

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

Councilor 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 Councilor Overholtzer and carried as follows:

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

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

John Blair
Acting Clerk of Council

**REGULAR MEETING OF STAUNTON CITY COUNCIL****Thursday, November 13, 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
Blake N. Shepherd
Alice L. Woods

ALSO PRESENT: Leslie Beauregard, City Manager
Amanda Kaufman, Assistant City Manager
John Blair, City Attorney

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 Councilor Park.

MAYOR'S REPORT

Mayor Edwards reflected on the suffering and loss of the world, but urged everyone to find joy on World Kindness Day.

She also expressed her gratefulness for City staff, Council colleagues, and each audience members and wished everyone a peaceful Thanksgiving.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Councilor Campbell thanked staff for its work at the November 10 Comprehensive Plan workshop.

He also thanked the Staunton Rotary Club for hosting a great Veterans Day parade.

Councilor Overholtzer said he attended a land use workshop organized by the Alliance for the Shenandoah Valley. He also mentioned that many Councilors attended the Wawa grand opening. He extended congratulations all of the constitutional officers on their re-election as well as to Jon Baber for his election as Commonwealth's Attorney.

Vice-Mayor Arrowood stated that he recently attended the Dawbarn Education Awards and was impressed with all of the winners and nominees. He also stated that the Council is speaking with staff about specific provisions in the City's contract with Flock and the Council would be addressing this in the coming months.

Councilor Woods asked for a moment of silence to recognize the passing of former City Councilor Mead's husband.

Councilor Woods moved to nominate Alex Avery to a three-year term on the Historic Preservation Commission beginning on November 1, 2025 and concluding on October 31, 2028.

As the motion was made out of the Nominations Committee, a second was not required.

The motion carried as follows:

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

Mayor Edwards then recognized the Staunton City University graduates.

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of October 23, 2025

A.2. Consideration of Resolution Establishing the City of Staunton's 2026 Legislative Program

A.3. Consideration of Proclamation to be Presented in Council Chambers in honor of President Wilson's 1919 Pierce-Arrow, Celebrating 100 Years in Staunton

A.4. Consideration of Appointment of City Manager and Transportation Planner as Representative to Select Public Bodies and Authorization for City Manager to Designate an Alternate Representative to Select Public Bodies

A.5. Consideration of Resolution in Support of Central Shenandoah Emergency Services Council Obtaining an Advanced Life Support Designation

A.6. Consideration of Ordinance and Agreements for Commercial Property Assessed Clean Energy Program

A.7. Consideration of a Resolution Approving an Application to the Virginia Economic Development Partnership for a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Site Assessment and Planning Grant for the Arcadia Project

(A Copy of All Ordinances and Resolutions Adopted Pursuant to the Consent Agenda Can Be Found at the Conclusion of the Minutes.)

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.”

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.

Councilor Overholtzer moved to approve the Consent Agenda as presented.

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

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

B. Proclamation and Key to the City for Kathy and Bill Frazier

Mayor Edwards read the following proclamation:

WHEREAS, working together, Kathy and Bill Frazier participated in and led many transformational efforts to protect and improve Staunton’s historic fabric by developing the public signage system for the historic districts, transforming Staunton from “anywhere, USA” to a coordinated historically compatible system throughout the downtown; and

WHEREAS, they assisted the city in applying for and receiving Main Street designation and served on the design committee for decades, as well as developed the Façade Improvement Program for Historic Staunton Foundation that offered free design services to downtown business owners; and

139 **WHEREAS,** Bill, as the first executive director of Historic Staunton Foundation, oversaw the
140 creation of four of the historic districts in Staunton; and

141 **WHEREAS,** Kathy designed the R.R. Smith Center, Old Y Lofts, Staunton Hub, the award-
142 winning New Street Parking Garage, and many of the façades on downtown Beverly
143 Street, among many other local projects; and

144 **WHEREAS,** they led the effort to create and implement a plan and raise funds to upgrade various
145 elements of the Gypsy Hill Park entrance, including the new gateway sign, restoration
146 of the existing gates and brick piers, reconstruction of three historic spring boxes,
147 installation of historically-styled streetlights, repairs to the Garden Center, and
148 installation of interpretive signage throughout; and

149 **WHEREAS,** the many honors and recognitions that Staunton has received for its vibrant downtown
150 and top-quality historic preservation would not have happened without the talent,
151 professionalism, and dedication of Kathy and Bill Frazier, who have contributed to
152 Staunton since the late 1970s; and

153 **WHEREAS,** without Kathy and Bill Frazier there would not be a thriving, historic Staunton and
154 Staunton would not be able to take its rightful place as the gem of the Shenandoah
155 Valley.

156
157 **NOW, THEREFORE, BE IT PROCLAIMED** by Staunton City Council, that the City of
158 Staunton honors

Kathy and Bill Frazier

160 with the key to the City of Staunton and that the city recognizes the legacy of Kathy and Bill
161 Frazier as the *“First Family of Preservation.”*

162
163 Bill Frazier then spoke about his time assisting the City’s revitalization and redevelopment efforts.
164 He spoke of conversations with former Staunton Mayor, Willson Sterrett, about his efforts in the
165 late 1970s and early 1980s including Mr. Frazier’s observation that redevelopment and
166 revitalization efforts in downtown Staunton could increase the taxable value of properties from
167 \$25 million to \$75 million. He also spoke of Mayor Sterrett appointing him as Vice-Admiral of
168 the Lewis Creek Navy.

169
170 Mr. Frazier also spoke of his efforts to convince city and state officials that downtown Staunton
171 should be a destination rather than an obstacle course. He stated that revitalization efforts
172 contributed to a renaissance in Staunton and that revitalization efforts never end.

173
174 He concluded his remarks by thanking various city officials, the Historic Staunton Foundation,
175 and his colleagues at Frazier and Associates.

176
177 Kathy Frazier spoke about her time as a student at Mary Baldwin and interning for T.J. Collins
178 and Sons in the 1970s. It was during this internship that she met Bill Frazier a student at U.Va.
179 writing his thesis about T.J. Collins.

180
181 She then mentioned attending architecture school at U.Va. before returning to work for the Historic
182 Staunton Foundation's façade program. She worked on over 60 façade improvements during her
183 time with the Historic Staunton Foundation. She also mentioned working on the historic storefront
184 of the Beverley Restaurant and completing the work in one day.

185
186 She also stated that she's done work for over fifty communities around Virginia, and no city the
187 size of Staunton has architecture of this quality.

188
189 The Fraziers concluded their remarks by thanking various City officials through the years and
190 offering to assist the City in any way they can.

191
192 Vice-Mayor Arrowood stated that the Staunton Downtown Development Association is a
193 continuation of the work begun by the Fraziers with the Virginia Main Street program. He then
194 announced the presentation of the key to the City by unanimous consent.

195
196 **MATTERS FROM THE CITY MANAGER**

197
198 Ms. Beauregard presented updates and information on the following items:

199
200 The Council will not have a second meeting in November. City offices will be closed on
201 Thanksgiving and the Friday following Thanksgiving. If your trash pick up is scheduled for
202 Thanksgiving or the Friday following Thanksgiving, please have your can out on Wednesday
203 November 26.

204
205 The comment period for the SAWMPO long range transportation plan will end on December 4,
206 2025.

207
208 Tonight is Amanda Kaufman's final meeting as Assistant City Manager.

209
210 **MATTERS FROM THE PUBLIC**

211
212 Mayor Edwards read the following statement:

213
214 "This part of City Council's agenda is entitled matters from the public. It is a time that Council
215 sets aside to hear from citizens and others about a wide variety of subjects. A copy of the Staunton
216 City Council's 'Matters from the Public' rules is available in paper form at the Clerk's desk and
217 online at the City of Staunton webpage. You are asked to familiarize yourself with those rules
218 before commenting. Please come to the podium or raise your hand, identify yourself, and complete
219 your remarks within five minutes."

220
221 Joshua North stated how much he enjoyed the past ten weeks as a student in the Staunton City
222 University. He stated that many City staff members truly love their job. He offered a special thank
223 you to Josh Knight and Morgan Smith for leading the Staunton City University. He concluded by
224 encouraging others to enroll in Staunton City University.

225

Deborah Kushner stated that her research into how Staunton's Flock cameras came to be is stalled. She does not know the length of the pilot program and whether the pilot program continues. She stated that Flock is a tool for immigration enforcement. She mentioned an October kidnapping in Harrisonburg involving a mother and her children and mentioned that the mother was released on her own recognizance. She stated that several Harrisonburg City Council members spoke in support of local immigrants and condemned actions that traumatize the local immigrant community. She stated that the Mayor of Harrisonburg challenged the Rockingham County Board of Supervisors to also speak about protecting immigrants.

Mark Hopp expressed concern that the relationship between Flock and the Staunton Police Department is the intersection of the merger between public governments and private corporations. He commented on an FBI arrest of twelve Mississippi criminally charges as part of a drug ring as well as a Sandy Springs, Georgia police officer charged with using a license plate reader for personal use. He stated that Flock is not enforcing multi-factor authentication. He also stated that Senator Ron Wyden has recommended that cities remove their Flock cameras because abuse of license plate readers is inevitable. He discussed Vigilant Solutions creating a revolving door of a private company and police department swapping license plate reader data which creates a data security risk. He stated that he started a petition three and a half weeks ago and has collected over 100 signatures. He stated that 95% of the people he has spoken to are opposed to the cameras.

Aaron Barmer wished Ms. Kaufman good luck. He also thanked the Fraziers for their contributions to Staunton. He mentioned that he learned about T.J. Collins and expressed that he learned about Staunton and how it related to Manassas, Virginia where he grew up. He stated that he has come to a point in his life where he feels urgency. He stated that niceness is the enemy of the least fortunate. He stated that he has written to the City Council, the City Manager, and made the City Attorney aware of Patriot Front's recruiting in the City of Staunton. He stated only one member of Council has responded to him. He apologized to Ms. Woods and said she is not party to the origin of the problem. He said when he speaks to Council he is not speaking disrespectfully to her. He mentioned that the Mayor and City Attorney have previously offered to meet with him about other matters. He requested that the Acting City Clerk to find time on the City Manager and City Council's calendars to convene a public meeting with himself, the City Council, the City Manager, Police Chief Williams, the City Attorney, and Sheriff Hartless.

Dolly Frazier stated that Staunton is a beautiful city. She encouraged the Council to develop a tree canopy because the world is getting hotter and trees are coming down in her neighborhood. She said that for every tree that comes down, she'd like to see two shade trees planted. She said she was not talking about Bartlett pear trees. She thanked the City Councilors for their service.

ADJOURNMENT

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

John C. Blair, II
Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Leslie M. Beauregard, City Manager John C. Blair, II City Attorney
Item #	A.3	
Department:	City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence; Engagement	
Subject:	Consideration of Resolution Authorizing City Manager to Execute an Agreement for the Staunton Augusta Waynesboro Animal Shelter	

Background: The Cities of Staunton and Waynesboro and Augusta County operate a joint animal shelter pursuant to Virginia Code Section 3.2-6546.

The animal shelter opened a new facility on November 1, 2025. The facility shall be known as the Staunton Augusta Waynesboro Animal Shelter (hereinafter "the Shelter").

The previous shelter was located in Lyndhurst, Virginia and operated pursuant to an agreement executed in 2022.

The localities need to execute a new Agreement to encompass the new facility located in Verona, Virginia.

The proposed Agreement includes the designation of Augusta County as the Shelter's fiscal agent and its fiscal agent fee. The Agreement also addresses the disposition of the Shelter's former facility in Lyndhurst. Additionally, the proposed Agreement details the process if any of the localities wishes to leave the Shelter within the next thirty years.

The Agreement also includes a new provision that requires the Shelter's Board of Directors to conduct an annual evaluation of the Shelter's Executive Director.

City Manager's Recommendation: Adopt the agreement as presented.

Attachment: Proposed Animal Shelter Agreement

Suggested Motion: I move to adopt the Staunton Augusta Waynesboro Animal Shelter Agreement as presented and to authorize the City Manager to take all necessary actions to execute the Agreement subject to legal review by the City Attorney.

City Manager: Leslie M. Beauregard

THIS AGREEMENT is made and entered into on this ___ day of _____ 2025, by and between the County of Augusta, a political subdivision of the Commonwealth of Virginia ("Augusta"); the City of Staunton, a municipal corporation of the Commonwealth of Virginia ("Staunton"); and the City of Waynesboro, a municipal corporation of the Commonwealth of Virginia ("Waynesboro") (also individually referred to herein as a "Party" and collectively as the "Parties").

WITNESSETH:

WHEREAS, § 3.2-6546 of the Code of Virginia requires the governing body of each county or city to maintain or cause a public animal shelter to be maintained;

WHEREAS, § 3.2-6546 of the Code of Virginia allows one or more local governing bodies to operate a single public animal shelter in conjunction with one another;

WHEREAS, the governing bodies of Augusta, Staunton, and Waynesboro have determined that it is in the best interest of each jurisdiction to operate a single animal shelter;

WHEREAS, the Parties entered into an Agreement dated June 27, 2022 relating to the operation of a single animal shelter;

WHEREAS, the Parties now wish to update their arrangement and enter a new agreement; and

NOW, THEREFORE, the Board of Supervisors of the County of Augusta, Virginia; the Council of the City of Staunton, Virginia; and the Council of the City of Waynesboro, Virginia, in consideration of the mutual obligations and mutual benefits accruing to their respective localities from this Agreement, have agreed upon the terms herein among themselves as follows:

ARTICLE I. LEGACY REAL ESTATE

Sec. 1-1. Description of Real Estate. The former joint animal shelter (the "former Animal Shelter") is located on a 4.608-acre parcel of property, which contains improvements thereon, described as tax map parcel 85-86D, and with a street address of 1001 Mount Torrey Road, Lyndhurst, Virginia (the "Property").

Sec. 1-2. Land Trust. The Property is owned by a land trust established by Augusta County and the Cities of Waynesboro and Staunton. There are three (3) trustees (the "Trustees") of the land trust, the County Administrator of Augusta, the City Manager of Staunton, and the City Manager of Waynesboro, whose actions shall be strictly governed by this Agreement, as it may be amended from time to time by the Parties.

Sec. 1-3. Proceeds of Sale of Property. The Trustees shall sell the Property. The net proceeds of the sale of the Property, or any portion thereof or any product therefrom, to any of the Parties or any outside party shall be deposited into the Animal Shelter's capital improvement fund to provide maintenance and capital costs to the New Shelter as described in Article II.

ARTICLE II. NEW SHELTER & TERM OF AGREEMENT

Sec. 2-1. New Shelter Established. The Parties agree to establish the Staunton Augusta Waynesboro Animal Shelter (the "New Shelter") at property located at 1011 Lee Highway, Verona, Virginia. The Parties intend for the New Shelter to be fully operational by November 1, 2025.

Sec. 2-2. Real Property Ownership. The New Shelter's real property shall be owned by Augusta County. The physical improvement shall consist of approximately 37,816 square feet.

Sec. 2-3. Capital Contributions. The Parties acknowledge that the City of Staunton contributed approximately \$1.4 million to the construction of the New Shelter and that the City of Waynesboro contributed approximately \$1.1 million to the construction of the New Shelter.

Sec. 2-4. Term of Agreement. The Parties acknowledge that this Agreement shall have a term of thirty years from November 1, 2025 to November 1, 2055. The Parties agree that in November 2051, the Parties shall comprehensively review this Agreement and determine if the term of this Agreement shall be extended and determine whether additional amendments to the Agreement are necessary.

Sec. 2-5. Expulsion/Departure Notice. If, at any time, Augusta County desires to expel either the City of Staunton or the City of Waynesboro or both Cities from the New Shelter property between November 1, 2025 and November 1, 2055, Augusta County must provide two (2) calendar years' notice to the party being expelled from the New Shelter property. For purposes of this Agreement, the term expulsion shall include ejection or any other action that precludes the full use of the New Shelter by the City of Staunton or City of Waynesboro as an animal shelter consistent with the Code of Virginia.

If either Staunton or Waynesboro or both cities desire to leave the New Shelter property and end their budgetary and fiscal commitment to the Animal Shelter, each city must provide Augusta County with two (2) calendar years' notice of the city's intent to leave. Any city which leaves the Animal Shelter shall not be eligible for any repayment of its capital contribution to the New Shelter.

Sec. 2-6. Augusta County Repayment. In recognition of the Cities of Staunton and Waynesboro's capital contributions, the County agrees to repay any City expelled

from the New Shelter before November 1, 2055 on a sliding scale basis. Such payment shall be as a lump sum on the effective date of expulsion. The sliding scale shall be 3.33% of the applicable City's capital contribution per calendar year. For example, if Augusta County expelled the City of Staunton from the New Shelter effective November 1, 2035, Augusta County would make a \$980,420.00 lump sum payment to the City of Staunton on November 1, 2035.

ARTICLE III. SHARING COSTS

Sec. 3-1. Annual Calculation of Cost Shares. The costs in excess of all revenues from all other sources shall be shared by the Parties on the basis of the respective usage by each Party in the Animal Shelter based upon a three-year average including the just concluded calendar year and the immediately preceding two calendar years. Each Party's usage shall include the number of dogs, cats, or other animals brought to the Animal Shelter from each locality.

ARTICLE IV. BUDGET, GOVERNANCE, AND FISCAL MATTERS

Sec. 4-1. Fiscal Agent. The fiscal agent will maintain a program account for the receipt of funds paid by each Party and fees paid by the general public and for payment expenses for the operation, maintenance, repairs, and capital improvements to the New Shelters, provide human resources services to the New Shelter, procurement services, and provide maintenance and facilities services to the New Shelter. The fiscal agent of the New Shelter shall be Augusta County. In recognition of Augusta County's service as fiscal agent, the Cities of Staunton and Waynesboro shall pay an addition two percent (2%) to the costs calculated for each City in accordance with Section 3-1 of this Agreement. Additionally, Augusta County will subtract four percent (4%) of its costs calculated for it in accordance with Section 3-1 of this Agreement. Such additions and subtractions shall be made on an annual basis.

Sec. 4-2. Governance. There are three (3) directors (the "Directors") of the New Shelter, the County Administrator of Augusta, the City Manager of Staunton, and the City Manager of Waynesboro, whose actions shall be strictly governed by this Agreement, as it may be amended from time to time by the Parties.

Sec. 4-3. Budget. The Directors will adopt an annual budget for the operations, maintenance and repair of the Animal Shelter in each ensuing fiscal year. The budget shall be approved in sufficient time to be included in each Party's budget proposal. At the option of the Directors, the budget request in any year may include components for future construction or other capital improvements.

Sec. 4-4. Debt. The Directors have no authority to incur debt obligations or approve expenditures in excess of the funds appropriated to it by the governing bodies of each Party.

Sec. 4-5. Indemnification and Insurance. Each Party will maintain its own workers' compensation liability insurance coverage, and will retain its full legal responsibility for injuries or property damage arising from its employees' use of the Animal Shelter. Nothing in this Agreement shall be interpreted as an assumption of joint and several liability, or as an indemnification of any Party, by any of the Parties.

Augusta County shall maintain property and casualty insurance which covers the New Shelter's facility and grounds, worker's compensation insurance for Shelter employees. Augusta County will bill the shelter for reimbursement of these expenses. The cost of these policies will be part of the annual operating budget and will be paid out of the annual contribution for the operating expenses per section 3-1.

Augusta County as fiscal agent is responsible for procuring a separate general liability, personal property and public officials' liability insurance policies in the shelter's name. The cost of these policies will be part of the annual budget process and paid for as an operating expense of the shelter per section 3-1.

ARTICLE V. OPERATIONS AND DISPUTE RESOLUTION

Sec. 5-1. Operations of Animal Shelter Property. The day-to-day operation of the Animal Shelter shall be performed by full-time and part-time employees appointed by the Directors. The Directors shall designate one such employee to be the Animal Shelter Executive Director. Employees will receive pay and other compensation from the fiscal agent for the Animal Shelter. Employees shall be subject to the fiscal agent's employment policies and procedures. The Animal Shelter Executive Director shall be excluded from the fiscal agent's grievance policy. The Directors shall conduct an annual evaluation of the Animal Shelter Executive Director.

Sec. 5-2. Directors. The overall operation of the Animal Shelter shall be the responsibility of the Directors.

(a) The Directors, or his or her designee, will meet at least quarterly. Special meetings may be called by any two Directors by actual notice delivered to all Directors at least 48 hours prior to the meeting date, or may be held at any time upon attendance at meetings by all Directors.

(b) A quorum necessary to take action at any meeting shall be three (3) Directors, or their designees. All issues presented require a majority vote of those in attendance to be adopted.

(c) The Directors will ensure that the operation of the Animal Shelter meets all requirements of state and federal laws and regulations pertaining to such facilities; ensure that all operations and staffing of the Animal Shelter meet the requirements of any state or federally-issued permit; ensure that the use, care, and maintenance of the equipment in the Animal Shelter meet the manufacturer's recommendations; ensure that the building and grounds are properly maintained and that repairs, when needed, are promptly done;

and generally give direction to the Animal Shelter Executive Director with respect to the above.

(d) The chair of the Directors shall alternate between the Augusta County Administrator and the Staunton and Waynesboro City Manager for a term of two years. On the Effective Date, the chair shall be Staunton City Manager.

(e) The meetings of the Directors shall be conducted pursuant to the requirements set forth in the Virginia Freedom of Information Act, Va. Code § 2.2-3700, *et seq.*

(f) The Animal Shelter Executive Director shall make available to the Directors all records, work sheets, financial records, and documents or instruments of any nature, regarding and pertaining to the operation, maintenance, or fiscal affairs of the Animal Shelter, and the Animal Shelter Executive Director shall follow and adhere to decisions made by the Directors.

Sec. 5-3. Dispute Resolution. Any dispute, disagreement, or controversy arising among the Parties as to the operation of the Animal Shelter, if not resolved by the Parties within thirty (30) days of the date of such dispute, disagreement, or controversy arose, shall be submitted to binding arbitration by the parties pursuant to the Uniform Arbitration Act of the Commonwealth of Virginia, Va. Code § 8.01-581.01 *et seq.*, as may be amended from time to time.

(a) Binding Upon the Parties. The arbitration award made by the arbitrators and/or Court shall be binding upon the Parties hereto.

(b) Expenses. The Parties agree to share equally all expenses of arbitration incurred, including any court costs, but exclusive to each Party's attorney's fees.

(c) Modification. If all Parties agree in writing, the above procedure or any portion thereof may be modified.

ARTICLE VI. MISCELLANEOUS

Sec. 6-1. Effective Date. The effective date ("Effective Date") of this Agreement shall be the final date set forth below in the notarized signatures of the Parties, after all three Parties' governing bodies approve this Agreement and authorizing its execution by their respective chief executive officer. The June 27, 2022 Agreement shall automatically terminate on the Effective Date of this Agreement.

Sec. 6-2. Notices. Notices hereunder shall be sent by email and regular mail to the following chief executive officer or their successors:

Timothy K. Fitzgerald, County Administrator
COUNTY OF AUGUSTA, VIRGINIA
P.O. Box 590
Verona, VA 24482

Leslie M. Beauregard, City Manager
CITY OF STAUNTON, VIRGINIA
P.O. Box 58
Staunton, VA 24402

Michael G. Hamp, II, City Manager
CITY OF WAYNESBORO, VIRGINIA
P.O. Box 1028
Waynesboro, VA 22980
hampmg@ci.waynesboro.va.us

Sec. 6-3. Entire Agreement. This Agreement and the attachments hereto constitute the full agreement among the parties. This Agreement may only be amended by written amendment adopted by each of the participating governing bodies.

Sec. 6-4. Jurisdiction and Venue. The parties hereto agree that the Circuit Court of Augusta County, Virginia, shall have jurisdiction and venue as to any matters requiring court action hereunder.

Sec. 6-5. Currency. All references to dollars or \$ within this Agreement shall refer to the currency of the United States of America.

IN WITNESS WHEREOF, the parties hereto have set their signatures and seals:

COUNTY OF AUGUSTA, VIRGINIA

By: _____(SEAL)
Timothy K. Fitzgerald, County Administrator

STATE OF VIRGINIA, AT LARGE
COUNTY OF AUGUSTA, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2025, by Timothy K. Fitzgerald, County Administrator, Augusta County.

My commission expires: _____
Notary Public: _____

CITY OF STAUNTON, VIRGINIA

By: _____(SEAL)
Leslie M. Beauregard, City Manager

STATE OF VIRGINIA, AT LARGE
CITY OF STAUNTON, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2025, by Leslie M. Beauregard, City Manager, City of Staunton, Virginia.

My commission expires: _____
Notary Public: _____

CITY OF WAYNESBORO, VIRGINIA

By: _____(SEAL)
Michael G. Hamp, II, City Manager

STATE OF VIRGINIA, AT LARGE
CITY OF WAYNESBORO, to-wit:

The foregoing instrument was acknowledged before me this ____ day of _____,
2025, by Michael G. Hamp, II, City Manager, City of Waynesboro, Virginia.

My commission expires: _____

Notary Public: _____

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Jon Venn Chief Human Resources Officer
Item #	A.4	
Department:	Human Resources	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence	
Subject:	Consideration of Fiscal Year 2027 Holiday Schedule	

Background: The City of Staunton will observe 13 paid holidays annually in FY 2027, plus other holidays as designated by City Council (Personnel Policy 5.3). The holiday schedule is planned in advance to allow employees and departments time to plan and coordinate operations. Staff scheduled to work essential services on a holiday are provided an alternate holiday. In case of emergency, employees called in to work during a holiday are paid for time worked and receive an alternate holiday. As compared to FY 2026, this proposed schedule includes one less observed holiday.

City Manager's Recommendation: Recommend the following FY 2027 (July 1, 2026-June 30, 2027) Holiday Schedule:

1. Observe the following 13 paid holidays plus the 1 additional paid holiday granted by City Council for FY 2027 for a total of 14 paid holidays:

Holiday	Date Observed
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Veteran's Day	Wednesday, November 11, 2026

Thanksgiving Day	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Additional Holiday granted by City Council	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Day	Friday, January 1, 2027
Martin Luther King, Jr. Day	Monday, January 18, 2027
Presidents' Day	Monday, February 15, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth Day	Friday, June 18, 2027
2 Personal Holidays*	Discretionary
*Must be on payroll July 1, 2026 to receive the personal holiday.	

Suggested Motion: I move to adopt the fiscal year 2027 holiday schedule, as presented.

City Manager: Leslie Beauregard



**DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS**

**City of Staunton Holiday Schedule
Fiscal Year 2027 (July 1, 2026-June 30, 2027)**

Holiday	Date Observed
Independence Day	Friday, July 3, 2026
Labor Day	Monday, September 7, 2026
Veteran's Day	Wednesday, November 11, 2026
Thanksgiving Day	Thursday, November 26, 2026
Day After Thanksgiving	Friday, November 27, 2026
Additional Day Granted by City Council	Thursday, December 24, 2026
Christmas Day	Friday, December 25, 2026
New Year's Day	Friday, January 1, 2027
Martin Luther King, Jr. Day	Monday, January 18, 2027
Presidents' Day	Monday, February 15, 2027
Memorial Day	Monday, May 31, 2027
Juneteenth Day	Friday, June 18, 2027
2 Personal Holiday*	Discretionary

*Must be on payroll July 1, 2026 to receive the personal holiday.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Leslie M. Beauregard, City Manager John C. Blair, II City Attorney
Item #	A.5	
Department:	City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Inclusion & Equity Strategic Area: Comprehensive Economic Development	
Subject:	Consideration of Resolution Authorizing the Staunton Housing Corporation	

Background: In 2000, the Staunton Redevelopment and Housing Authority and the Staunton City Council established the creation of the Staunton Housing Corporation.

The Staunton Redevelopment and Housing Authority's Board of Commissioners desired to establish a non-profit corporation to assist the Authority's efforts at increasing the supply of affordable housing in Staunton.

The corporation, the Staunton Housing Corporation, is a non-profit entity that will seek exemption from the federal income tax pursuant to Section 501(c)(3) of the Internal Revenue Code.

This corporation allows the Authority to pursue grants that are only available to non-profit corporations.

Section 36-19 of the Code of Virginia requires the City Council to authorize formation of the Staunton Housing Corporation.

The Resolution before Council is a re-adoption and ratification of the Resolution adopted by the Council on February 24, 2000.

City Manager's Recommendation: Adopt the Resolution as presented.

Suggested Motion: I move to adopt the Resolution as presented.

Attachments:

Attachment 1—Resolution Establishing Staunton Housing Corporation

Attachment 2—City Council Resolution from February 24, 2000

City Manager: Leslie M. Beauregard

**RESOLUTION ESTABLISHING THE STAUNTON
HOUSING CORPORATION**

WHEREAS, the Board of Commissioners (the “Board”) of the Staunton Redevelopment and Housing Authority (the “Authority”) has determined that it is appropriate and beneficial to (i) provide educational, employment and recreational opportunities for residents of the Authority’s communities, (ii) apply for grants and other funding to support the Authority’s mission, and (iii) participate in various development activities that further the mission of the Authority and enhance the quality of life for the residents of the City of Staunton (collectively, the “Activities”); and

WHEREAS, the creation of a non-profit entity would facilitate participation by the Authority in the Activities and access to grants and other types of funding for the Activities; and

WHEREAS, access to certain grants will necessitate the creation of a new legal entity that can qualify as an entity exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code; and

WHEREAS, pursuant to subsection 12 of Section 36-19 of the Virginia Housing Authorities Law, Chapter 1, Title 36, Code of Virginia of 1950, as amended (the “Act”), the Authority is authorized to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, with the approval of the local governing body; and

WHEREAS, on December 2, 2025, the Board of the Authority adopted a Resolution authorizing (1) the formation by the Authority of a nonprofit entity to facilitate the participation of the Authority in planning, developing, funding, and supporting the Activities, and (2) the submission of the necessary application to the Internal Revenue Service to request tax-exempt status for the new nonprofit entity, subject to the approval of the Council of the City of Staunton, Virginia (the “City Council”); and

WHEREAS, SHC has received Community Housing Development Organization (CHDO) status, as evidenced by that certain letter from the Commonwealth of Virginia Department of Housing and Community Development, dated July 30, 2024; and

WHEREAS, the City Manager of the City of Staunton has recommended that the City Council approve the creation of such entity and the participation of the Authority therein.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia, that:

Section 1:- The formation by the Authority of a nonprofit entity to facilitate the participation of the Authority in the Activities as described above is hereby authorized and approved.

Section 2 – All actions heretofore taken by the Authority, its Executive Director and other officers of the Authority in connection with the transactions contemplated by this Resolution are hereby approved, adopted, ratified and confirmed in all respects.

Section 3:- This Resolution shall be in effect from and after the date of its adoption.

Introduced:

Adopted:

Effective:

Michele D. Edwards, Mayor

John Blair, Acting City Clerk

Mr. Manning moved for the adoption of a resolution approving the exercise by the Staunton Redevelopment and Housing Authority of powers conferred upon it by the Virginia Housing Authorities Law, Title 36, Chapter 1, Code of Virginia of 1950, as amended, in connection with the organization of a nonstock corporation, with the authority as its sole member.

Seconded by Mr. Bell, the motion carried as follows: Mr. Avoli, aye; Mr. Bell, aye; Dr. Donovan, aye; Mr. Manning, aye; Mr. Stephenson, aye; Mrs. Wilson, aye; Mr. Wine, aye.

**A RESOLUTION OF THE COUNCIL OF THE CITY OF STAUNTON,
VIRGINIA, APPROVING THE EXERCISE BY THE STAUNTON
REDEVELOPMENT AND HOUSING AUTHORITY OF POWERS CONFERRED
UPON IT BY THE VIRGINIA HOUSING AUTHORITIES LAW, TITLE 36,
CHAPTER 1, CODE OF VIRGINIA OF 1950, AS AMENDED, IN CONNECTION
WITH THE ORGANIZATION OF A NONSTOCK CORPORATION, WITH THE
AUTHORITY AS ITS SOLE MEMBER**

WHEREAS, the Virginia Housing Authorities Law, Chapter 1, Title 36 of the Code of Virginia of 1950, as amended (the "Act"), authorizes the creation of the Staunton Redevelopment and Housing Authority (the "Authority"), and the Act empowers the Authority, with the approval of the local governing body, to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, on its own behalf or with any person or public or private entity, in accordance with the provisions of the Act for any of its corporate purposes; and

WHEREAS, the Authority has investigated organizing a nonstock corporation under the laws of the Commonwealth of Virginia (the "Affiliate"), with the Authority as its sole member, to acquire, construct, rehabilitate, own, operate, lease and sell housing in the City of Staunton (the "City") and nearby counties which may be within its area of operation and to undertake such other projects as are consistent with the purposes of the Authority; provided, however, that this authorization shall not be construed to mandate that the Affiliate undertake any of such actions, as such decisions shall be left to the Affiliate's Board of Directors, said Board being comprised of the Commissioners of the Authority, all of whom are appointed by the City Council; and

WHEREAS, the Authority has concluded that organizing such corporation promotes the public purposes for which it was created and is in the best interests of the citizens of the City; and

WHEREAS, on February 15, 2000, the Authority resolved to organize the Affiliate under the name "Staunton Housing Corp." for the aforesaid purposes as a nonstock Virginia corporation, with the Authority as its sole member, and

WHEREAS, the Authority has requested that the Council approve the Authority's organization of the Affiliate, as required by Virginia Code § 36-19 paragraph 12;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia:

Section 1: That relying upon the representations and resolves of the Authority contained in its resolution, the recitals in the preambles hereto are found to be true and correct in all respects and are adopted as findings of this Council as if fully rewritten herein.

Section 2: That the organization and operation of the Affiliate by the Authority be, and hereby are, deemed appropriate, and, accordingly are hereby approved for all purposes for which such approval is required.

Section 3: That the City Clerk be, and hereby is, instructed to forward a copy of this resolution to the Authority.

Section 4: That this resolution shall take effect immediately upon the date of its adoption.

Adopted by the Council of the City of Staunton, Virginia, at a meeting held February 24, 2000.

/s/ G. John Avoli
Mayer

Introduced on first reading: February 24, 2000

Adopted: February 24, 2000

Effective Date: February 24, 2000

ATTEST: /s/ Deborah L. Sutton
Clerk of Council

VII. Matters from the City Manager

There were no matters from the City Manager.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Leslie Beauregard City Manager Jason Ball, Chief Fire & Rescue
Item #	B	
Department:	City Manager Fire & Rescue	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity; Excellence	
Subject:	Fire & Rescue Staff Recognition	

Background: Perry Weller, former Deputy Chief, Ben Wilmer, former Lieutenant, and Chris Brown, former Firefighter, will attend City Council's regular meeting to receive recognition of their retirement from service to the city.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Leslie Beauregard City Manager Dave Irvin Public Works Director
Item #	C	
Department:	City Manager Public Works	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity; Excellence	
Subject:	Public Works Staff Recognition	

Background: James Marcum, former Utility Technical Services Supervisor, will attend City Council's regular meeting to receive recognition of his retirement, after almost 30 years of service to the city.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Tim Hartless Planning Manager
Item #	D	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Comprehensive Economic Development	
Subject:	Public Hearing and Consideration of a Request by Green Hills Equipment, LLC, to Rezone 15 Industry Way from I-2, Heavy Industrial District, to B-2, General Business District	

Background: Green Hills Equipment, LLC, is requesting a rezoning of 15 Industry Way from I-2, Heavy Industrial District, to B-2, General Business District. The property is located near the intersection of Woodrow Wilson Pkwy and Commerce Road and is part of the Green Hills Industrial Park. City real estate records indicate the property includes approximately 12.38 acres of land classified as vacant and undeveloped.

The property is the residue left from two divisions of a much larger tract. The area was first subdivided in 1994, when the Best Buy Distribution Center was constructed and again in 2015, when the FedEx Facility was constructed. The result was the creation of this residue lot which is almost entirely cut off from the remainder of Green Hills Industrial Park (Vicinity Map, Attachment 2). Green Hills Equipment is located on a neighboring property at 1403 Commerce Road where it has operated since 2015. Green Hills Equipment purchased the subject property in November of 2020. At some point and without any permits or approvals, Green Hills Equipment expanded across the railroad and began using the subject property for storage of equipment and merchandise. Green Hills Equipment also erected two buildings on the property without obtaining building permits. After receiving a complaint, the Zoning Administrator issued

a notice of violation prompting the applicant to make this rezoning request. If this rezoning is approved, a site plan of development will be required for development of the site and building permits will be required for the two buildings which have already been erected.

A current zoning map, proposed rezoning map, and recommended land use map of the requested area are attached.

Analysis: Attachment 1 in the meeting packet includes an application form and a description of the intended use of the property (which has already commenced). Access to the site is difficult. The development of the Best Buy and FedEx sites has eliminated feasible access from Industry Way. Woodrow Wilson Pkwy is a limited access highway and no entrance can be obtained. The most feasible access is from 1403 Commerce Road which necessitates an at grade crossing of the railroad tracks.

City staff conducted a review of the proposed rezoning during which it did not identify any issues detracting from approval. The applicant has already attended a Development Review meeting to discuss site plan and building permit requirements. Before any site plan or permit approvals are given, the applicant must show proof of an access agreement across the Shenandoah Valley Railroad.

Surrounding zoning includes I-2, Heavy Industrial, to the north and east and B-2, General Business, to the south and west. Also, to the south, across Woodrow Wilson Pkwy, is the Bells Lane Agricultural-Forestal District.

The “Generalized Land Use and Development Guide, Future Land Use Map” *Staunton, Virginia, Comprehensive Plan 2018 – 2040*, designates this area as Heavy Industrial. The requested rezoning is not consistent with this designation; however, in light of the issues previously mentioned related to access and lack of connection with Green Hills Industrial Park, rezoning to B-2 and matching the neighboring zoning along Commerce Road seems to be more appropriate.

Planning Commission Recommendation:

At its meeting on November 20, 2025, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the rezoning and on a 5-0 vote, the Commission unanimously voted to recommend approval of the request.

Attachments:

Attachment 1—Application and Supporting Documents

Attachment 2—Vicinity Map

Attachment 3—Current Zoning

Attachment 4—Proposed Rezoning

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

Attachment 6—Draft Ordinance

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

City Manager: Leslie Beauregard



COMMUNITY DEVELOPMENT
Planning & Zoning Division

Application for Rezoning

Applicant: Green Hill Equipment LLC Date: 10-7-2025

Address: 1403 Commerce Rd Staunton VA 24401

Telephone #s: Primary: 540-248-1100 Secondary: 540-241-9962

Email address: greenhillautoag@gmail.com

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

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

Name: David Bartley

Address: 276 Patterson Mill Rd Grottoes, VA 24441

Phone #: 540-430-0036

Email address: greenhillautoag@gmail.com

Location of property:

15 Industry Way, Staunton VA 24401

Legal description of property:

Parcel A 12.375 Acres on Plat showing DIV of Bruce McIntosh II PROP

Purpose of request: See attached.

Map Provided: YES ☒ NO ☐

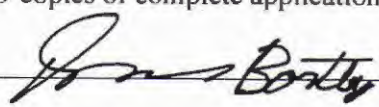
Present zoning classification of property: I2 Heavy Industrial

Requested zoning classification: B2 General Business District

List permits pending approval of this rezoning: Two on-site storage buildings.

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

Applicant must provide 19 copies of complete application

Signature of applicant: 
(Owner / Agent)

Green Hill Equipment Purpose of Rezoning Request.

Green Hill Equipment is seeking rezoning of 15 Industry Way, Staunton, VA 24401. The property is currently zoned I2 and we would like it rezoned to B2 General Business. When we initially purchased the property, it was primarily used for storage. As we have continued to grow, we need to use this property for additional flex space for daily operations. This includes storage, display, demonstration, sales, and service of equipment. We are currently unable to accomplish this under 15 Industry Way's current Zoning classification.

Green Hill Equipment provides a necessary service to our community while generating a strong revenue stream for the City of Staunton; we also support many local charities and initiatives. This change will allow us to continue growing and provide more service to Staunton and its surrounding communities. It will also allow us to remain in our current location, continue to develop our business and make further investments that benefit the City of Staunton and its residents.

Respectfully,

Jason Bartley

Owner- Green Hill Equipment LLC

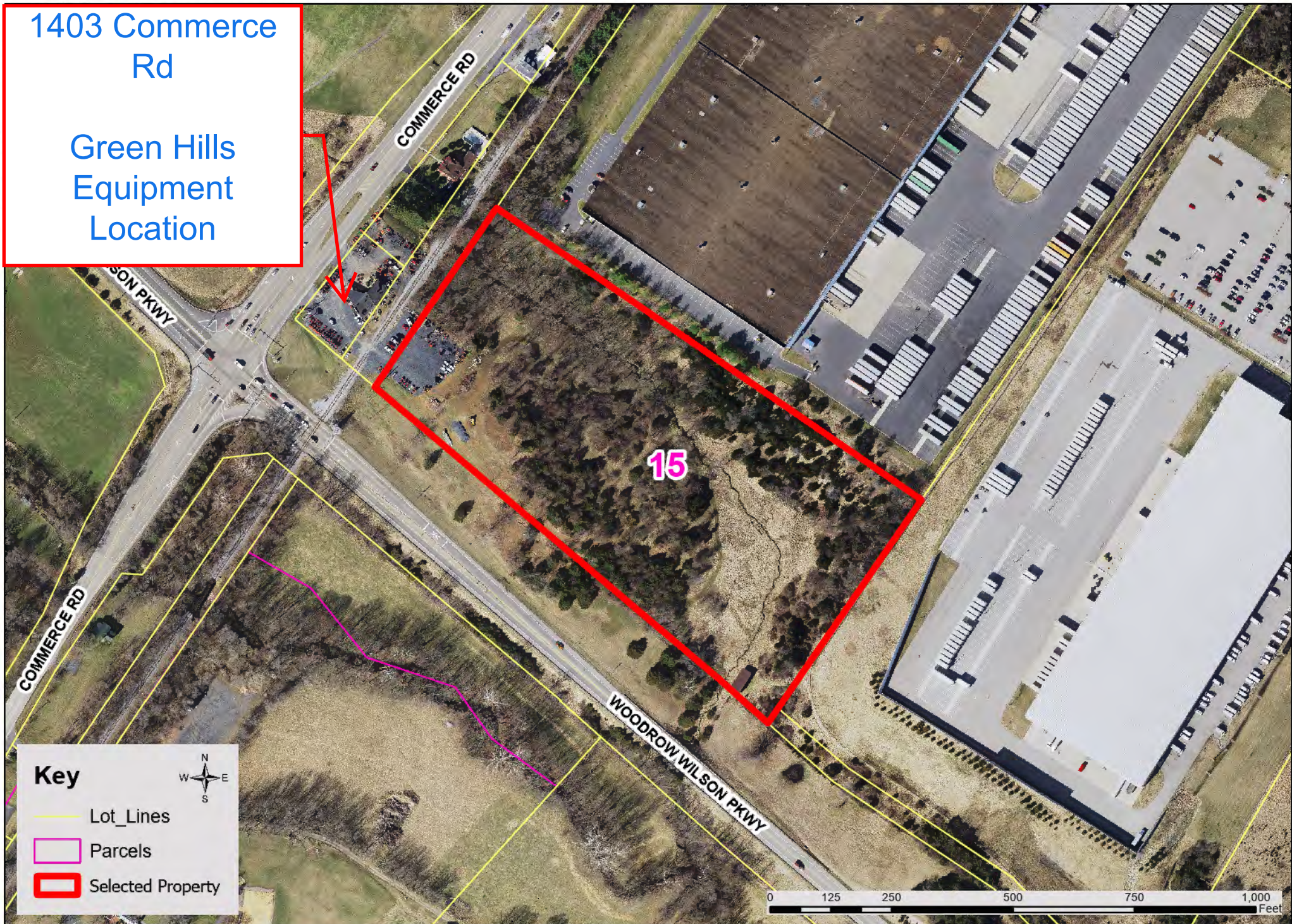


Vicinity Map: 15 Industry Way

Attachment 2

1403 Commerce
Rd

Green Hills
Equipment
Location



Current Zoning: 15 Industry Way

Attachment 3



Zoning

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

Additional Layers

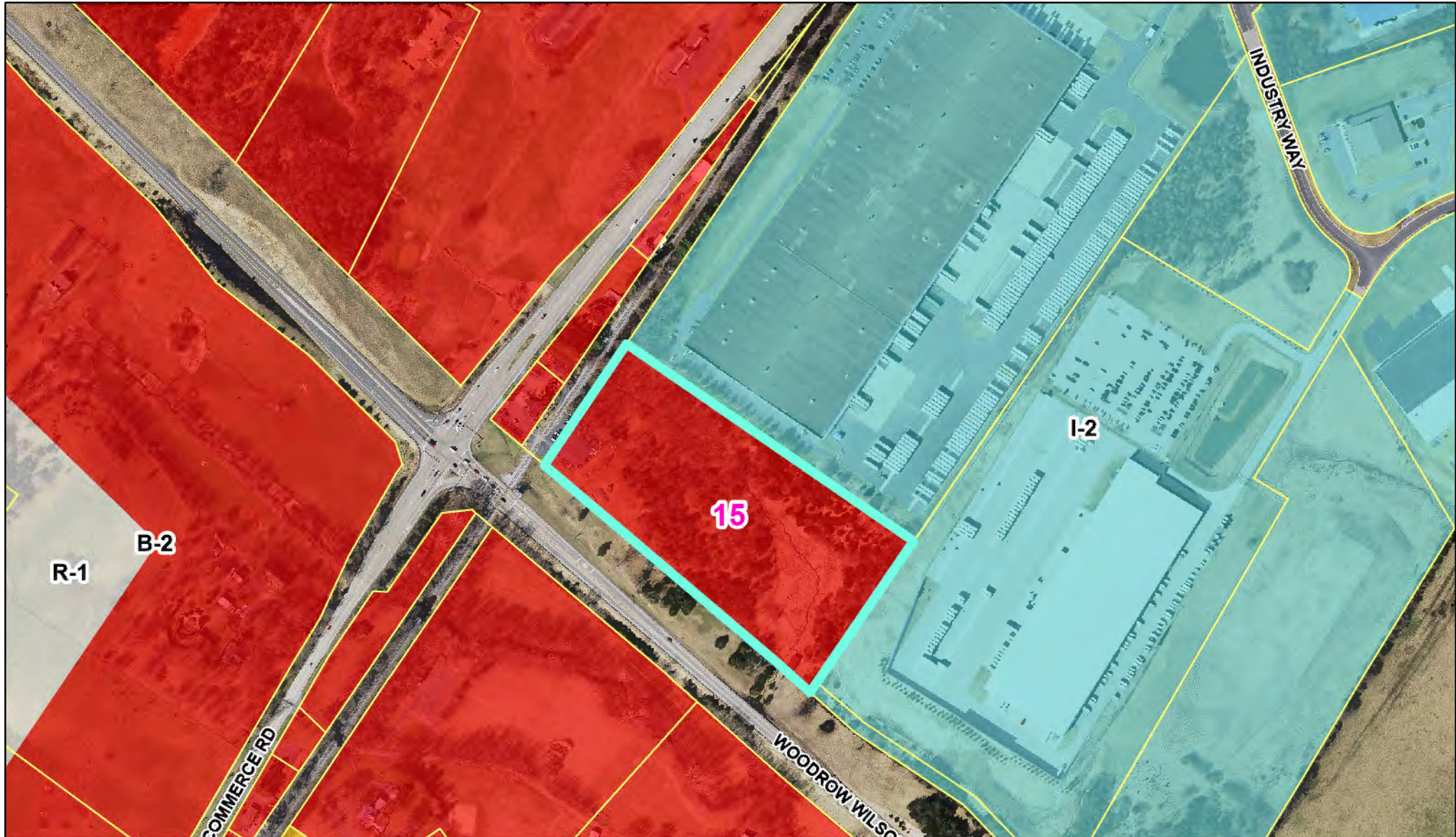
- Lot_Lines
- Selected Property



0 125 250 500 Feet

Proposed Rezoning: 15 Industry Way

Attachment 4



Zoning

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

Additional Layers

- Lot_Lines
- Selected Property



0 125 250 500 Feet

Future Land Use: 15 Industry Way



Future Land Use



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

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

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

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

- Additional Layers
- Lot Lines
 - Selected Property

0 125 250 500 Feet

Ordinance No. 2025-____

**AN ORDINANCE REZONING
FROM I-2, HEAVY INDUSTRIAL DISTRICT,
TO B-2, GENERAL BUSINESS DISTRICT,
ALL OF THAT CERTAIN TRACT OR PARCEL OF LAND
LOCATED AT 15 INDUSTRY WAY
(PARCEL IDENTIFICATION NUMBER 100885),
IN THE CITY OF STAUNTON, VIRGINIA**

Recitals

A. It appears by deed dated November 2, 2020, recorded in the Clerk's Office of the Circuit Court of the City of Staunton, Virginia, as Instrument Number 200003202, that Green Hills Equipment, LLC, acquired from Bruce McIntosh II, Trustee of the Bruce McIntosh Revocable Trust, the property that is known by present numbering as 15 Industry Way ("the property") with further description provided in the deed, a copy of which is annexed and incorporated herein by reference;

B. Green Hills Equipment, LLC. has applied to the City of Staunton for a zoning classification change for the property, under the provisions of the Staunton City Code, from I-2, Heavy Industrial District, to B-2, General Business District;

C. The proposed rezoning is consistent with the provisions of Staunton City Code Section 18.215.060(1) and is necessary so that the owner may develop the property for retail sales and storage of merchandise;

D. The Planning Commission of the City of Staunton conducted a public hearing on the application at its November 20, 2025 meeting and after study, review, and consideration of the comments made during the public hearing, has properly heard the matter and recommended approval;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that the property known as 15 Industry Way (Parcel Identification Number 100885), in the City of Staunton, Virginia, is **HEREBY REZONED** from I-2, Heavy Industrial District, to B-2, General Business District, on the basis that the rezoning would serve the interests of public necessity, convenience, general welfare, and good zoning practice.

Introduced:

Adopted:

Effective Date:

Michelle D. Edwards, Mayor

51
52
53
54

ATTEST: _____
John C. Blair,
Acting Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Tim Hartless Planning Manager
Item #	E	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Comprehensive Economic Development	
Subject:	Public Hearing and Consideration of a Request by BCS Holdings, LLC, for a Special Use Permit at 110 S Lewis Street, Under the Provisions of Staunton City Code Section 18.60.070(5) to Allow a Processing and Manufacturing Establishment in a B-2 District	

Background: BCS Holdings, LLC, is requesting a Special Use Permit at 110 S Lewis Street for production of cider. The property is located on the west side of S Lewis Street in the block between Johnson Street and Middlebrook Ave. The applicant purchased the property in 2021.

If approved, the applicant will lease the rear portion of the ground floor of the building to Cider From Mars for processing and manufacturing of cider. Cider From Mars will continue to have their sales and tasting room across the street at 121 S Lewis Street but would have all production at the subject property. The property is zoned B-2, General Business District, and processing and manufacturing establishments without retail sales are permitted only through the special use permit process.

Analysis: Attachment 1 in the meeting packet includes a preliminary floor layout showing the proposed processing and manufacturing area.

City staff has reviewed the request and has not identified any issues. Staunton City Code Section 18.60.070(5) establishes criteria that qualifies a proposed use. It states “*Processing and manufacturing establishments that are not objectionable because of smoke, odor, dust, or noise when the processing and manufacturing activity is conducted entirely within a completely enclosed building and where there is no storage or supplies or equipment on the premises outside the building.*” Staff believes that manufacturing cider would meet all of the stated criteria.

This is an existing commercial building zoned B-2 and the proposed use is a commercial use; therefore, no additional off-street parking is required.

As shown on the attached map (Attachment 3), surrounding zoning is B-2, General Business District to the north, south, and east, and R-4, High Density Residential District to the west.

The property is located within the Newtown Historic District. The City’s historic districts regulate the exterior appearance of buildings and properties. Any material change in appearance of the exterior of the property will require a Certificate of Appropriateness from the Historic Preservation Commission.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Land Use Development Guide, Future Land Use Map, designates this area as Commercial. While the proposed use of the property is not by-right in any of the City’s business zoning districts, it is generally compatible with the surrounding area and it supports a by-right business use on a nearby property. The use of the property for processing and manufacturing in this instance seems to be a reasonable request.

Planning Commission Recommendation:

At its November 20, 2025 meeting, the Planning Commission conducted a public hearing on the request. During the public hearing no one spoke in opposition and on a 5-0 vote, the Planning Commission unanimously recommended approval of the request with the following conditions:

1. A building permit will be required for a change to building code use group. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.
2. The proposed cider processing and manufacturing area is 1,808 square feet. Any future expansion of the processing and manufacturing use will necessitate a new special use permit request.
3. The building is located within a historic district. The addition of any signage as well as any material change in the appearance of the exterior of the building or property, will require a Certificate of Appropriateness.

Attachments:

Attachment 1—Application, and Supporting Documents Supplied by the Applicant

Attachment 2—Vicinity Map

Attachment 3—Current Zoning Map

Attachment 4—Future Land Use Map

Attachment 5—Draft Resolution

Suggested Motion: I move that Council adopt the resolution and approve the Special Use Permit with its conditions as recommended by the Planning Commission.

City Manager: Leslie M. Beauregard



DEPARTMENT OF PLANNING &
INSPECTIONS
116 W. BEVERLEY STREET | P.O. BOX
58 | STAUNTON, VA 24402
540.332.3862 (OFFICE)
540.332.3807 (FAX)

APPLICATION FOR SPECIAL USE PERMIT

DATE: 9 October 2025

NAME OF APPLICANT: BCS Holdings, LLC - Chip Clarke

ADDRESS OF APPLICANT: 1 E Beverley St., Suite 300 Staunton, VA 24401

PHONE #: 540.255.4340

E-MAIL ADDRESS: BCSCClarke@gmail.com

IF APPLICANT IS **NOT** THE OWNER OF THE PROPERTY IN QUESTION, EXPLAIN. A COPY OF A PENDING CONTRACT OR OPTION AGREEMENT MUST BE ATTACHED HERETO AND MADE A PART OF THIS APPLICATION.

LOCATION OF PROPERTY: 110 S Lewis St.

MAP PROVIDED: YES ☒ NO ☐ SITE PLAN PROVIDED: YES ☐ NO ☐

FEE PAID: YES ☒ NO ☐ *check or cash only # 2984

PRESENT ZONING OF THE PROPERTY: B2

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:
18.60.070(5)

ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF **NO**,
EXPLAIN HOW UTILITIES WILL BE PROVIDED:

YES

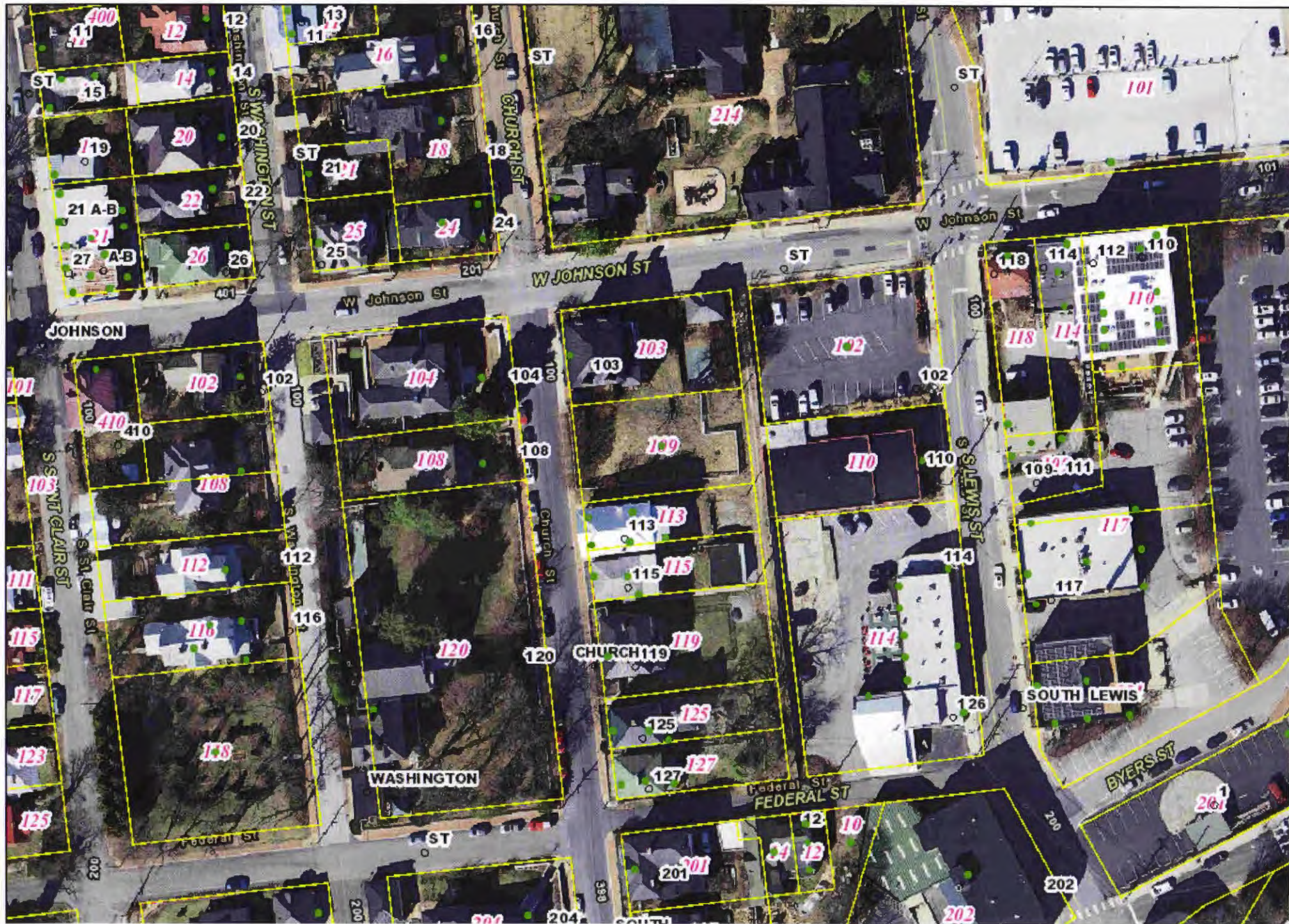
LEGAL DESCRIPTION OF PROPERTY: 110 S Lewis St., Lot#9 BLK 00

DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

To allow production of Cider by Ciders From Mars in the rear section of 110 S Lewis St.

SIGNATURE: _____

Additional Map Layers



GENERAL NOTES

1. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING PERMITS, WORK AND MATERIALS IN ACCORDANCE WITH ALL CODES, ORDINANCES AND REGULATIONS APPLICABLE AT THE PROJECT LOCATION.
2. THESE DRAWINGS ARE INTENDED TO PROVIDE SUFFICIENT INFORMATION TO OBTAIN A BUILDING PERMIT AND CONVEY GENERAL DESIGN INTENT TO THE BUILDER. ADDITIONAL TECHNICAL ADVICE AND DETAILING MAY BE REQUIRED FOR THE SUCCESSFUL COMPLETION OF THIS PROJECT AND IS THE BUILDERS RESPONSIBILITY.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR CHECKING CONTRACT DOCUMENTS, FIELD CONDITIONS AND DIMENSIONS FOR ACCURACY AND CONFIRMING THAT ALL WORK IS BUILDABLE AS SHOWN BEFORE PROCEEDING WITH CONSTRUCTION. IF THERE ARE ANY DISCREPANCIES OR OMISSIONS WHICH WOULD INTERFERE WITH SATISFACTORY COMPLETION OF THE WORK, THE CONTRACTOR SHALL OBTAIN A CLARIFICATION FROM THE ARCHITECT BEFORE PROCEEDING WITH THE WORK IN QUESTION.
4. DIMENSIONS ARE NOT ADJUSTABLE UNLESS NOTED (+/-). THE CONTRACTOR SHALL NOT SCALE DRAWINGS.
5. CONTRACTOR IS RESPONSIBLE FOR THE MEANS, METHODS AND TECHNIQUES OF CONSTRUCTION, SAFETY PRECAUTIONS IN CONNECTION WITH THE WORK, AND FOR THE ACTS OR OMISSIONS OF THE SUBCONTRACTORS.
6. INSTALL MANUFACTURED ITEMS, MATERIALS AND EQUIPMENT IN STRICT ACCORDANCE WITH THE MANUFACTURERSS RECOMMENDED SPECIFICATIONS AND INSTRUCTIONS.
7. 'TYPICAL' (TYP.) MEANS IDENTICAL FOR ALL CONDITIONS THAT MATCH THE ORIGINAL CONDITION ILLUSTRATED UNLESS OTHERWISE NOTED. 'SIMILAR' (SIM.) MEANS COMPARABLE CHARACTERISTICS OF THE CONDITION CITED. 'ALGN.' MEANS NOTED SEPARATE COMPONENTS OF CONSTRUCTION (FOR EXAMPLE, WALLS, JAMBS ETC.) SHALL BE IN LINE WITH EACH OTHER.
8. CONTRACTOR SHALL MAINTAIN SITE IN A CLEAN AND ORDERLY CONDITION AT ALL TIMES.
9. CONTRACTOR SHALL REPAIR ALL SURFACES DAMAGED DURING THE INSTALLATION OF ANY NEW BUILDING
10. SYSTEM TO MATCH THE FINISH, APPEARANCE AND TEXTURE OF THE ADJACENT EXISTING UNDAMAGED SURFACES.
11. ALL MATERIALS AND WORKMANSHIP SHALL BE GUARANTEED BY THE CONTRACTOR FOR ONE (1) YEAR FROM THE DAY OF SUBSTANTIAL COMPLETION.

- OWNER:
- BCS HOLDINGS LLC
1 E. BEVERLEY ST.
STAUNTON, VA 24401
-
- ARCHITECT:
- 
bluebird
design company
- 32 Woodland Drive, Staunton VA 24401
540.462.7318
www.bluebirddesigncompanyplc.com
-
- STRUCTURAL ENGINEER:
- GREENMUN ENGINEERING
PO BOX 251
STAUNTON, VA 24402
540-447-4657

@	At	CONT	Continuous	FLR	Floor	LVL	Laminated Veneer Lumber	PSI	Pound Per Square Inch	STRUCT	Structure
ABV	Above	CONTR	Contractor	FLUOR	Fluorescent	M.O.	Masonry Opening	PT	Pressure Treated	SUBFL	Subfloor
AC	Air Conditioning	CPT	Carpet	FOF	Face of Footing	MATL	Material	PTD	Painted	SURF	Surface
ACOUS	Acoustical	CORR	Corridor	FOM	Face of Masonry	MAX	Maximum	PVC	Polyvinyl Chloride	SUSP	Suspend
ACT/ACF	Acoustical Ceiling Tile/ Panels	GRS	Courses	FOS	Face of Structure (or Face of Stud, where applicable)	MDO	Medium Density Overlay	QT	Quarry Tile	SYM	Symbol
		CTR	Center			MECH	Mechanical	QTY	Quantity		Tread(s)
ADJ	Adjacent, Adjustable	CTRD	Centered	FP	Fireplace	MEMB	Membrane	R	Riser(s),Radius	T&G	Tongue and Groove
AFF	Above Finish Floor	CW	Cold Water	FR	Fire Resistive	MFR	Manufacturer(s)	RO	Rough Opening	TBS	To Be Specified
A.I.A.	American Institute of Architects	D	Dryer	FT	Feet	MIN	Minimum	R-	Radius	TEL	Telephone
		DBL	Double	FTG	Footing	MISC	Miscellaneous	RD	Radius	TEMP	Temperature
ALT	Alternate	DEMO	Demolish, Demolition	FURN	Furniture	MO	Masonry Opening	R.C.P.	Reflected Ceiling Plan	THK	Thick
ALUM	Aluminum	DET; DETL	Detail	FURN	Furring	MTL	Metal	RECPT	Receptacle	TLT	Toilet
ANCH	Anchor	DIA	Diameter	GA	Gauge	MTD	Mounted	REF	Refrigerator, Refer	TOF	Top of Footing
ANOD	Anodized	DIM	Dimension	GAL	Gallon	MTG	Mounting	REFIN	Refinish	TOS	Top of Slab
A.P.A.	American Plywood	DN	Down	GALV	Galvanized	MW	Microwave Oven	REG	Register	TOST	Top of Structure
	Association	DS	Downspout	GB	Grab Bar	N	North	REINF	Reinforcing	TOW	Top of Wall
APPROX	Approximate	DW	Dishwasher	GC	General Contractor	NEC	National Electric Code	REPL	Replace(ment)	T.P.	Toilet Paper
ARCH	Architect (or Architectural)	DWG	Drawing	GFI	Ground Fault Interrupter	NIC	Not in Contract	REQ;REQD	Required	TRTD	Treated
ASTM	American Society for Testing and Materials	E	East	GL	Glass	NO	Number	RESIL	Resilient	TYP	Typical
		EA	Each	GWB	Gypsum Wall Board	NOM	Nominal	REV	Revision	UL;ULI	Underwriters Laboratories, Inc.
AVG	Average	EJ	Expansion Joint	GYP	Gypsum	#	Number	RM	Room	UNO	Unless Noted Otherwise
A.W.I.	American Woodworking Institute	ELEC	Electric(al)	HB	Hose Bib	NTS	Not to Scale	SAB	Sound Attenuation Blanket	UTIL	Utility
		EL	Elevation	HC	Hollow Core	OA	Overall	S	Shelf/Shelves	V	Volt
B.S.	Back Splash	ELEV	Elevation	HCAP	Handicap	OD	Outside Diameter	SC	Solid Core	VB	Vapor Barrier
BD	Board (or Bead, if applicable)	EMER	Emergency	HD	Head	OC	On Center	SCHED	Schedule(d)	VCT	Vinyl Composition Tile
BETW	Between	EQ	Equal	HDW	Hardware	OFF	Office	SCR	Screen	VIF	Verify in Field
BLDG	Building	EQUIP	Equipment	HDWD	Hardwood	OHP	Outside Heat Pump	SDG	Sliding	VT	Vinyl Tile
BLKG	Blocking	ETR	Existing to Remain	HORIZ	Horizontal	OPG;OPNG	Opening	SECT	Section	VWC	Vinyl Wall Covering
BOF	Base of Flooring	EWC	Electric Water Cooler	HT	Height	OPP	Opposite	SHT	Sheet	W	West
BOT	Bottom	EXIST	Existing	HVAC	Heating/Ventilation/Air- Conditioning	PART	Partition	SHTG	Sheathing	WC	Water Closet
BRG	Bearing	EXH	Exhaust			PCF	Powder Coat Finish	SIM	Similar	WD	Wood
BSMT	Basement	EXP	Expansion, Exposed	HW	Hot Water	PERIM	Perimeter	SIMACNA	Sheet Metal & Air Conditioning Contractors National Association	WDW	Window
BYD	Beyond	EXT	Exterior	IN	Inch	PL	Plate			WF	Wide Flange
CEM	Cement	FA	Fire Alarm	INCL	Include(d)	PLAM	Plastic Laminates			WH	Water Heater
CJ	Control Joint	FD	Floor Drain	INT	Interior	PLAS	Plaster	SPEC	Specification	WM	Western Wood Molding (designation)
CLOS	Closet	FDTN	Foundation	JAN	Janitor	PLEX	Plexiglass	SQ	Square	WP	Waterproofing
CLG	Celling	FEC	Fire Extinguisher Cabinet	JT	Joint	PLMB	Plumbing	SS	Stainless Steel	W	Washer
CLOS	Closet	FF	Finish Floor	KW	Kilowatt	PLYWD	Plywood	ST	Street	W	With
CLR	Clear	FGLAS	Fiberglass	LAM	Laminate	PMVT	Pavement	STD	Standard	WT	Weight
CMU	Concrete Masonry Unit	FIN	Finish	LAV	Lavatory	POLY	Polyethylene	SSM	Standing Seam Metal	WWF	Welded Wire Fabric
CONC	Concrete	FIX	Fixture	LTG	Lighting	PR	Pair	STL	Steel	YD	Yard
CONST	Construction	FLASHG	Flashing	LIN	Linoleum	PPT	Pressure Treated	STOR	Storage		

DRAWING INDEX	
TS.1 COVER SHEET	
ARCHITECTURAL	
LS1.0 CODE INFORMATION & LIFE SAFETY PLANS	
AD.1 FIRST FLOOR DEMOLITION PLAN	
AD.1 SECOND FLOOR DEMOLITION PLAN	
A1.1 FIRST FLOOR PLAN	
A1.2 SECOND FLOOR PLAN	
A2.1 BUILDING SECTIONS	
A3.1 DETAILS & SECTIONS	
A5.1 ENLARGED PLANS & INTERIOR ELEVATIONS	



STAUNTON, VIRGINIA

ROOM NAME
Room Name
Room Number

DETAIL NUMBER
Detail Number

DETAIL SECTION
Sheet Number

DETAIL PLAN
Sheet Number

SECTION
Sheet Number

ELEVATION
Sheet Number

INT. ELEV. - PLAN
Sheet Number

ELEVATION
Sheet Number

WINDOW SYMBOL

DOOR SYMBOL

PARTITION TYPE

BATHROOM SYMBOL

REVISION CLOUD & MARKER

KEYED NOTES

CENTERLINE

ALIGN -
with Enlarged Element

COLUMN LINE

ELEV. ABOVE FINISHED FLOOR - Plan

WOOD BLOCKING - Strim

WOOD BLOCKING - Continuous

WOOD - Finished

EXISTING WALL

NEW WALL

EXISTING WALL TO BE REMOVED

EARTH

GRAVEL

CONCRETE

BRICK IN SECTION

BRICK IN ELEVATION

CONCRETE MASONRY UNIT

GLASS

GWS (Large Scale)

MEDIUM DENSITY OVERLAY (MDO) BOARD / ORIENTED STRAND BOARD (OSB)

PLYWOOD

LAY-IN CEILING TILE (Acoustical Panels)

INSULATION (Loose or Batt)

INSULATION (Rigid)

CARPET

CHANGE IN FLOOR LEVEL

PHOTO LOCATION

FIRE RATED PARTITION

APPLIANCE SYMBOL

FLOOR MATERIAL
VINYL
PT-1

BASE MATERIAL
PT-2

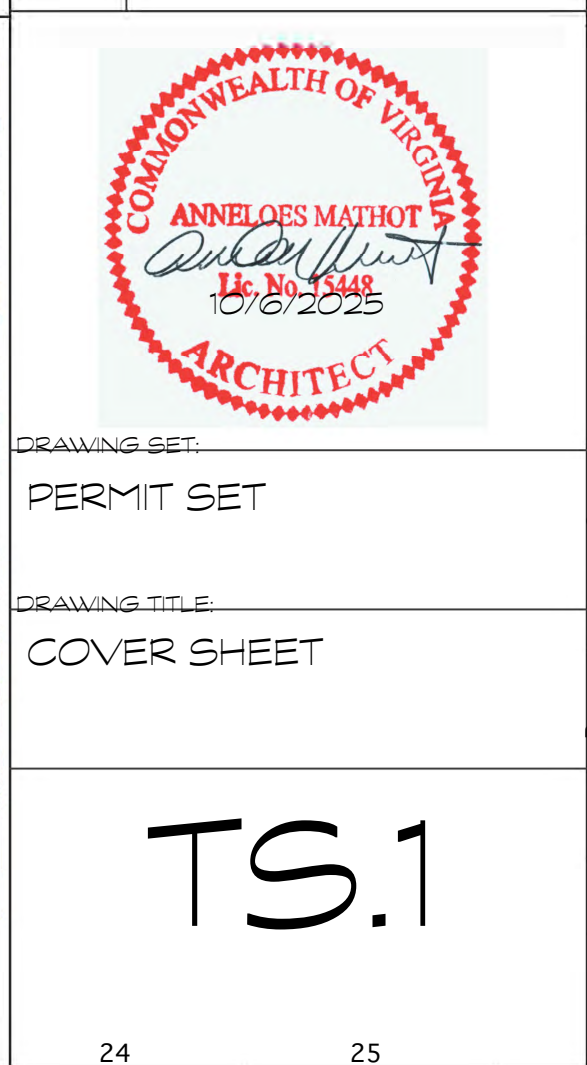
WALL MATERIAL
PT-3

CEILING MATERIAL
PT-2

PROJECT: ALTERATIONS AND CHANGE OF OCCUPANCY
GOVERNING CODE: 2021 VNBC
CONSTRUCTION TYPE: IIIB
EXISTING USES: S-1 STORAGE (AUTO REPAIR); B BUSINESS
PROPOSED USES:
S-1 STORAGE; F-2 FACTORY; B BUSINESS
R-3 RESIDENTIAL

AREA:
FIRST FLOOR = 6,189 SF
SECOND FLOOR = 1,608 SF
~~TOTAL AREA = 7,797 SF~~

HEIGHT: 2 STORIES, 27'-0" +/-

[illegible]

TS.1

This analysis of the building assumes a change in occupancy groups. The existing building use was S-1 Storage (auto repair) and B Business. The proposed use groups are B Business; F-2 Low Hazard Factory (alcohol content less than 16%); S-1 Storage – moderate hazard; U (private garage); and R-3 Residential.

This code analysis was performed using the Virginia Construction Code (VUSBC 2021 Edition). Part II, the 2021 Virginia Existing Building Code (VEBC), is used with existing buildings in conjunction with Part I (the Virginia Construction Code, VCC).

All interpretations of the code included in this report are subject to the approval of City code officials.

Work is classified as Alteration - Level 2 as building elements and systems will be altered (VEBC 601.2.2). Portions of the building not being altered shall not be required to comply with the requirements of the VCC (VEBC 601.1).

Existing Uses:	S-1 Storage (auto repair) B Business
Proposed Uses:	B Business F-2 Low Hazard Factory (alcohol content less than 16%) S-1 Storage - moderate hazard U (private garage less than 1,000 square feet) R-3 Residential

- VEBG 705 – Means of Egress: proposed use R-3 is equal hazard to existing use S-1, and proposed use F-2 is lower hazard than existing use S-1 (VEBC Table 705.2)
- VEBG 706 – Heights and Areas: proposed uses R-3 and F-2 are lower hazard than existing use S-1 (VEBC Table 706.2) therefore mixed use separations are not required (VEBC 706.5)
- VEBG 707 – Exterior Wall Fire Resistance Ratings: proposed uses R-3 and F-2 are lower hazard than existing use S-1 (VEBC Table 707.1) therefore the existing exterior walls and openings shall be accepted and no exterior opening protection is required (VEBC 707.1)

Allowable Areas: (VCC Table 506.2)
 B non-sprinklered: 19,000
 F-2 non-sprinklered: 18,000
 R-3 sprinklered: unlimited
 S-1 non-sprinklered: 17,500

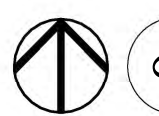
Allowable Areas: (VCC Table 504.3)
 B non-sprinklered: 55', 3 stories
 F-2 non-sprinklered: 55', 3 stories
 R-3 sprinklered: 75', 5 stories
 S-1 non-sprinklered: 55', 2 stories

First Floor:

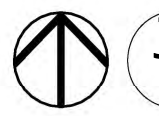
B Business:	1,065 SF @ 150 SF/occupant = 8 occupants
F-2 Factory:	3,042 SF @ 200 SF/occupant = 16 occupants (manufacturing)
S-1 Storage:	1,555 SF @ 500 SF/occupant = 4 occupants
U:	395 SF @ 200 SF/occupant = 3 occupants (private garage)

New uses are the same or lower hazard categories than the existing per VECB Table 707.1 therefore the existing exterior walls and openings are acceptable.

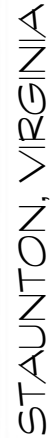
Off-street parking is not required on any lot or parcel with existing commercial buildings zoned B-1, B-2, B-3, or P-1 with new or continued business uses, which have a front yard of less than 25 feet, side yards of less than 40 feet and rear yards of less than 40 feet.

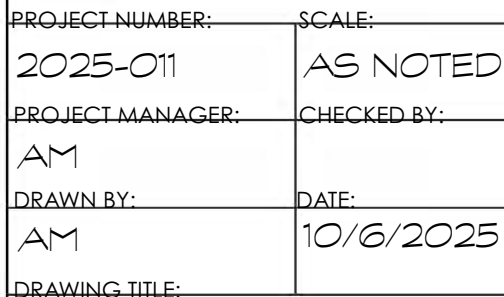


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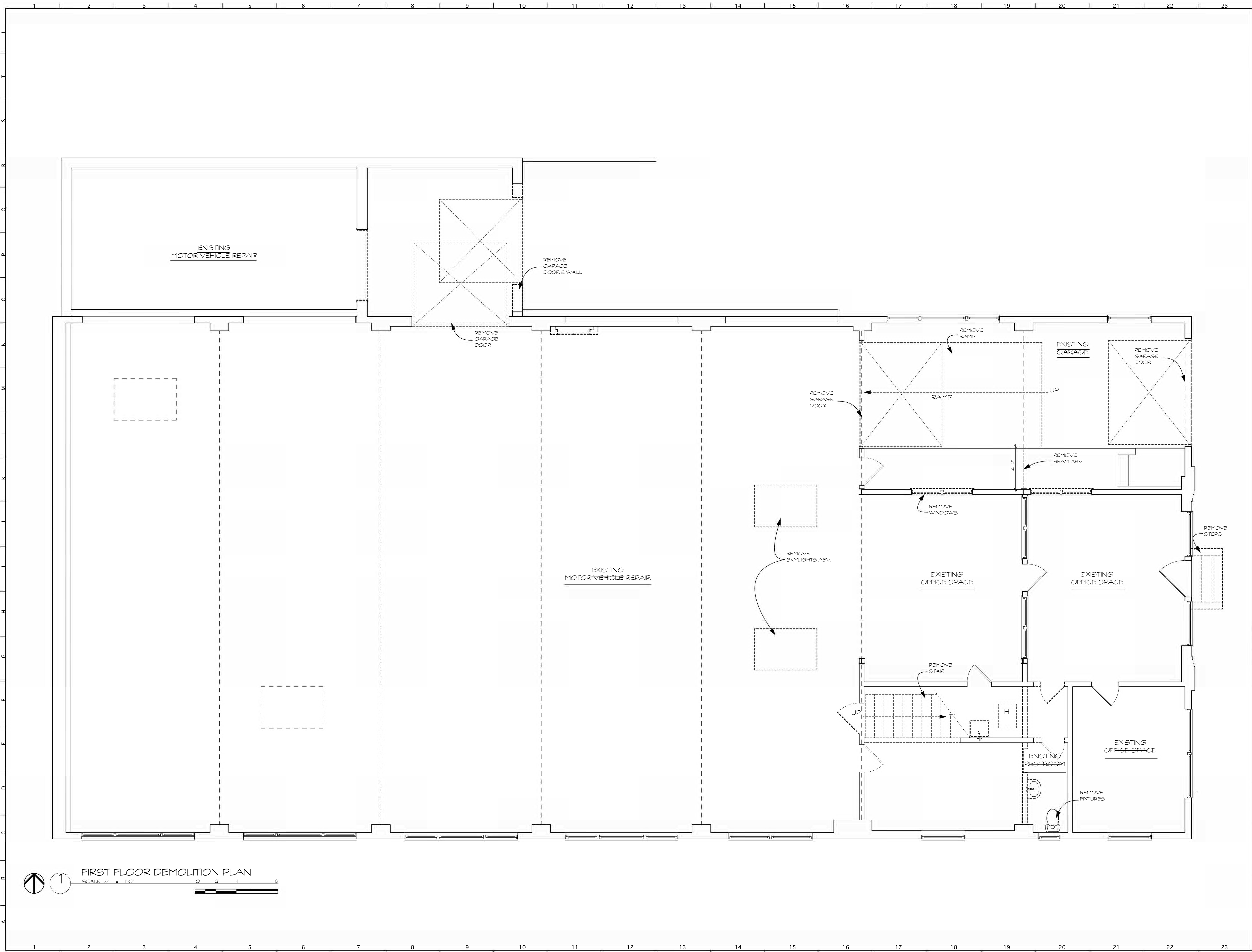


SCALE: 1/8" = 1'-0" 0 4' 8' 16'





LS1.0



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110 S. LEWIS STREET

STAUNTON, VIRGINIA

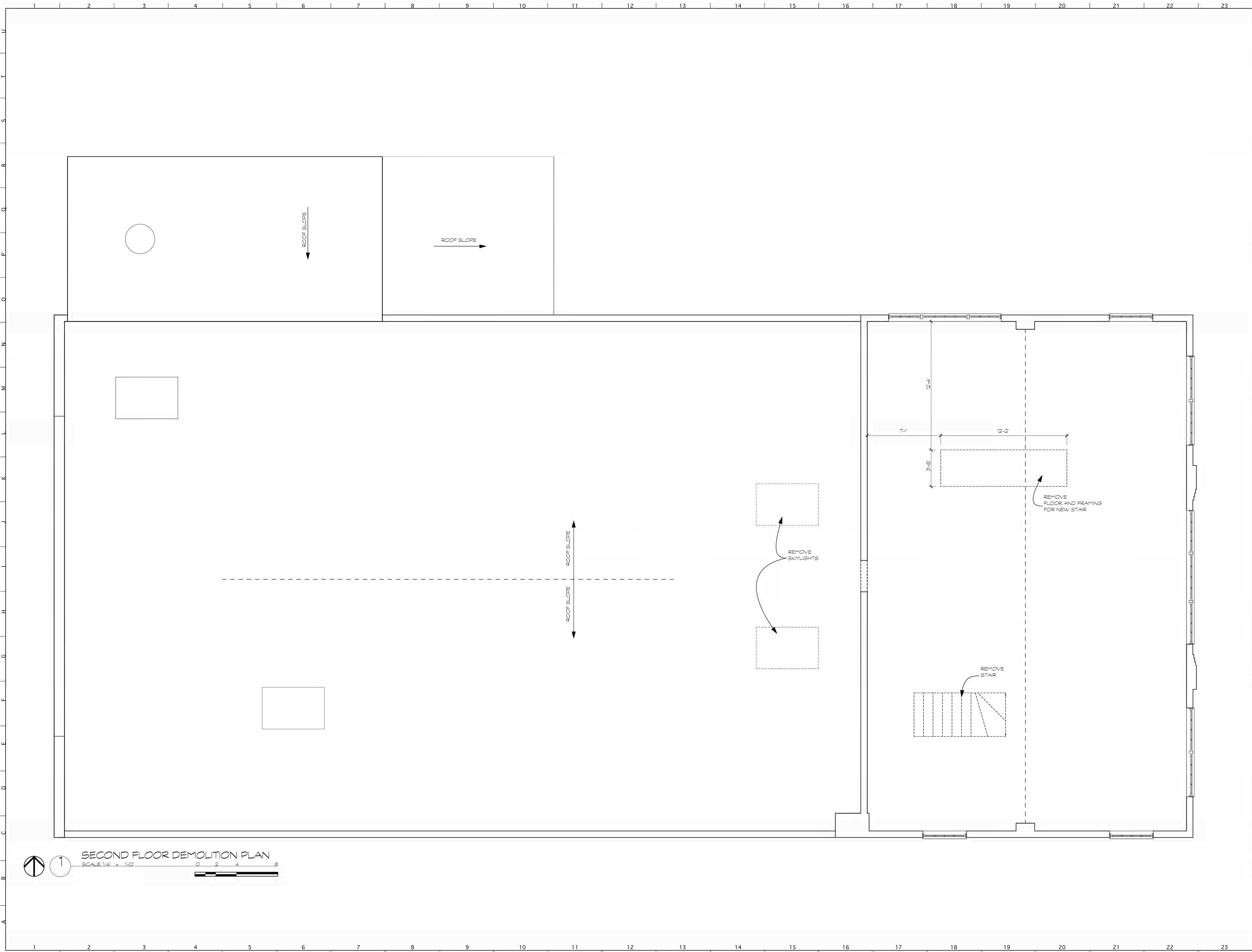
DATE	REVISION



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2025-011	AS NOTED
PROJECT MANAGER:	CHECKED BY:
AM	
DRAWN BY:	DATE:
AM	10/6/2025
DRAWING TITLE:	

FIRST FLOOR DEMOLITION PLAN

AD.1



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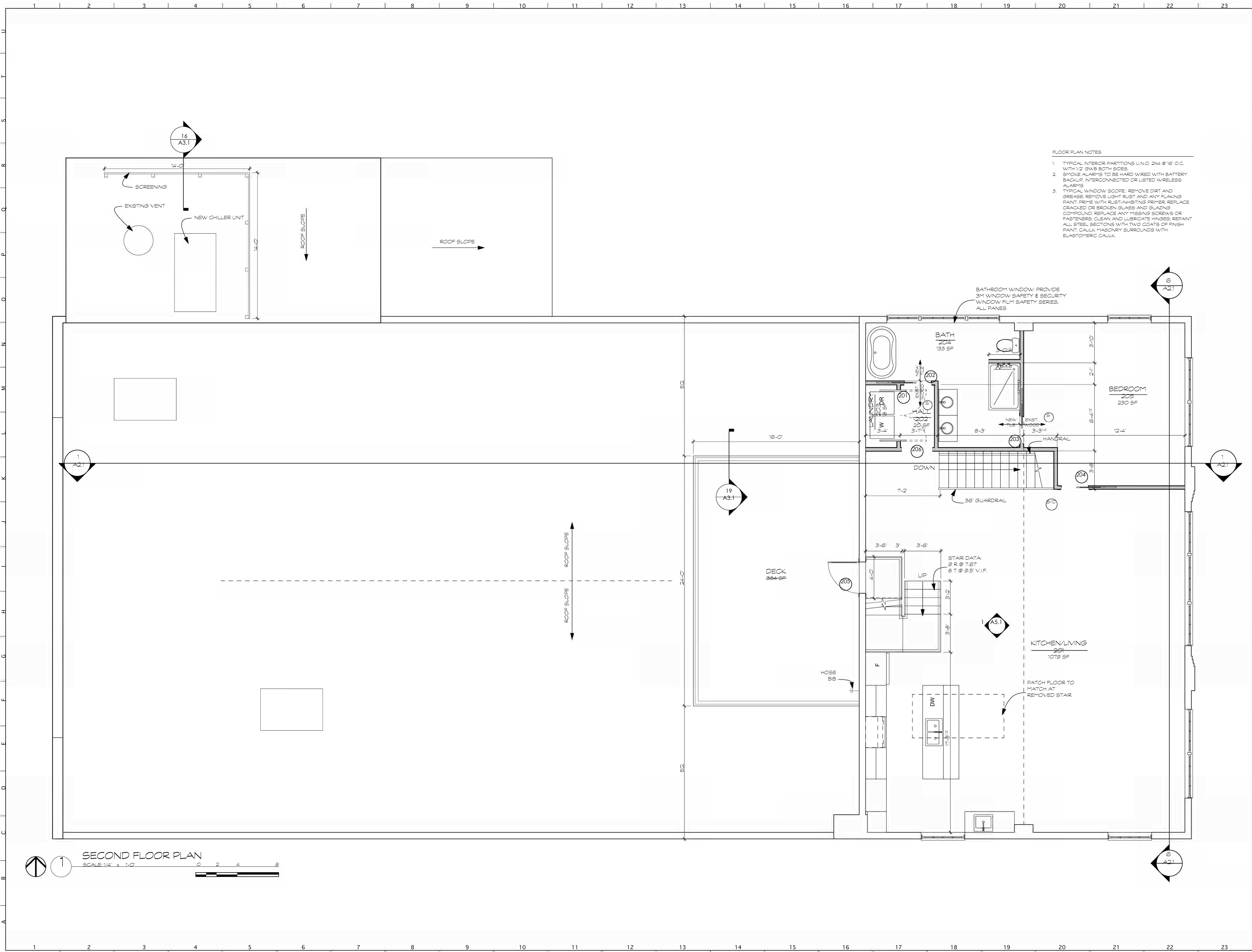
DATE	REVISION



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DRAWN BY:	DATE:
AM	10/6/2025
DRAWING TITLE:	

SECOND FLOOR
DEMOLITION PLAN

AD.2



- FLOOR PLAN NOTES
1. TYPICAL INTERIOR PARTITIONS U.N.O. 2"x4" @ 16" O.C. WITH 1/2" GWS BOTH SIDES.
 2. SMOKE ALARMS TO BE HARD WIRED WITH BATTERY BACKUP, INTERCONNECTED OR LISTED WIRELESS ALARMS
 3. TYPICAL WINDOW SCOPE: REMOVE DIRT AND GREASE. REMOVE LIGHT RUST AND ANY FLAKING PAINT; PRIME WITH RUST-INHIBITING PRIMER. REPLACE CRACKED OR BROKEN GLASS AND GLAZING COMPOUND. REPLACE ANY MISSING SCREENS OR FASTENERS. CLEAN AND LUBRICATE HINGES. REPAINT ALL STEEL SECTIONS WITH TWO COATS OF FINISH PAINT; CAULK MASONRY SURROUNDS WITH ELASTOMERIC CAULK.



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110 S. LEWIS STREET

STAUNTON, VIRGINIA

DATE REVISION



PROJECT NUMBER:

2025-011

SCALE:

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PROJECT MANAGER:

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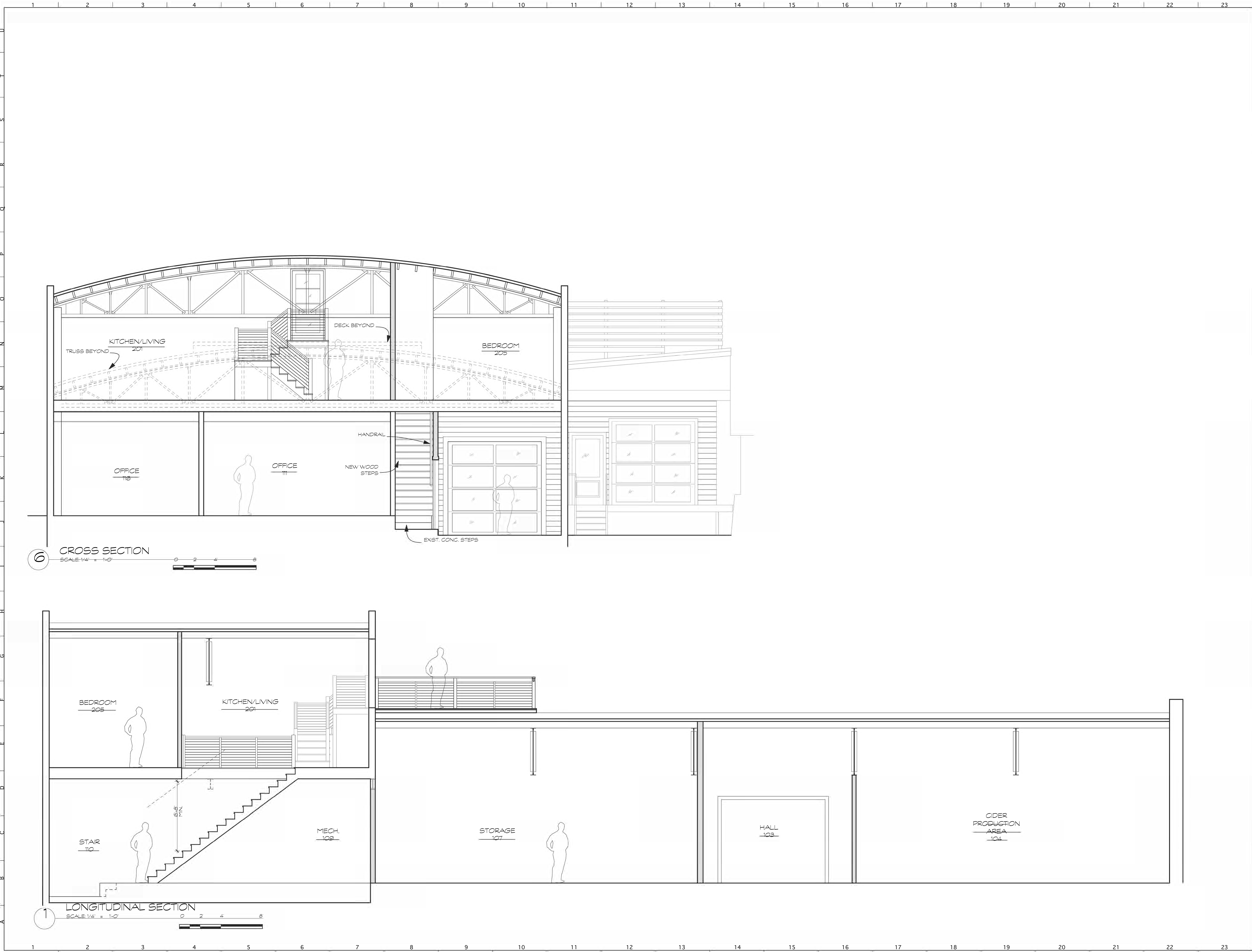
DATE:

10/6/2025

DRAWING TITLE:

SECOND FLOOR PLAN

A1.2



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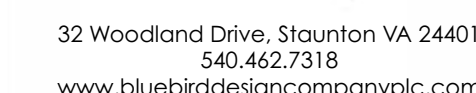
DATE	REVISION



PROJECT NUMBER: 2025-011	SCALE: AS NOTED
PROJECT MANAGER: AM	CHECKED BY:
DRAWN BY: AM	DATE: 10/6/2025
DRAWING TITLE:	

BUILDING SECTIONS

A2.1



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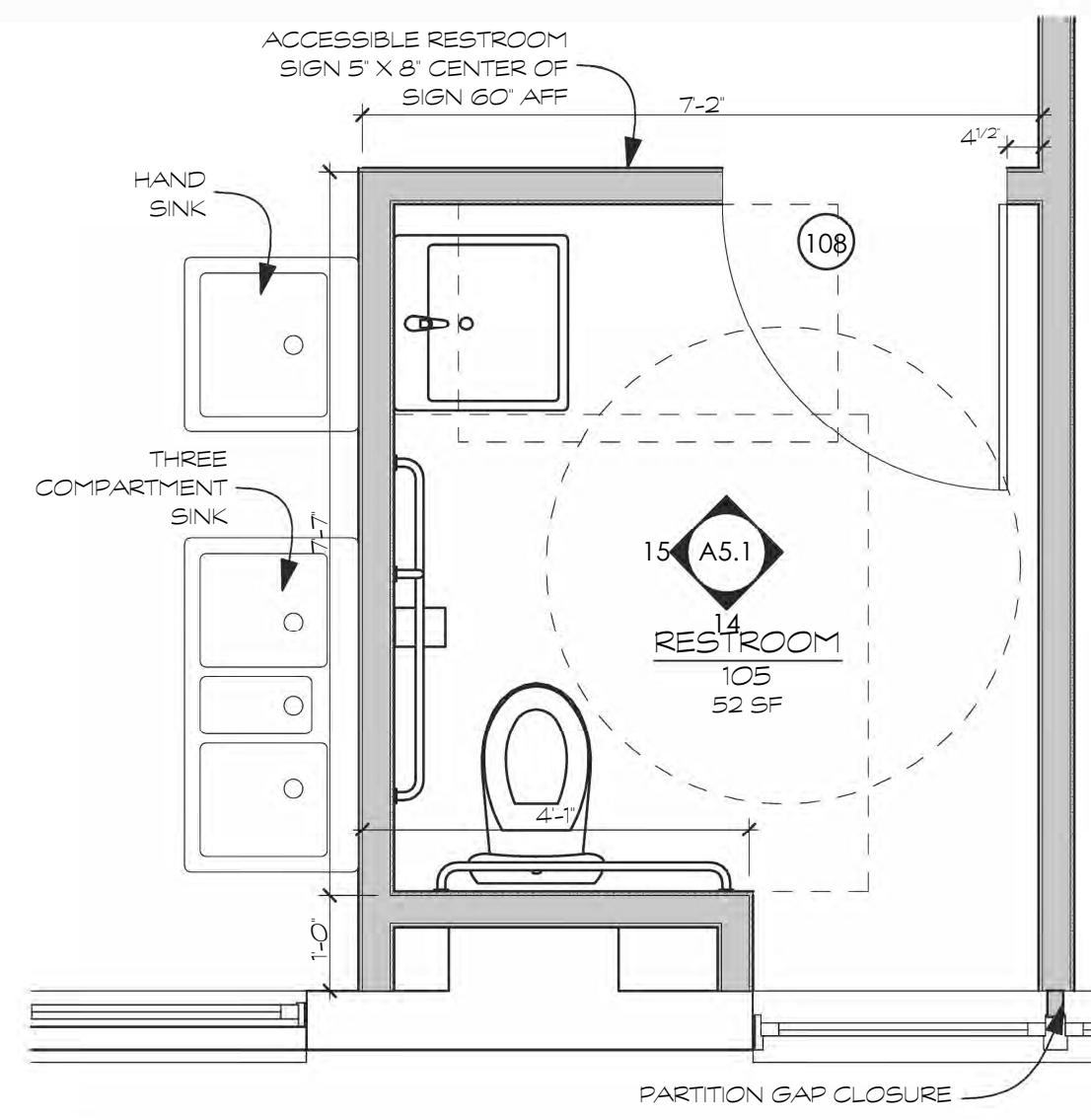
DATE	REVISION
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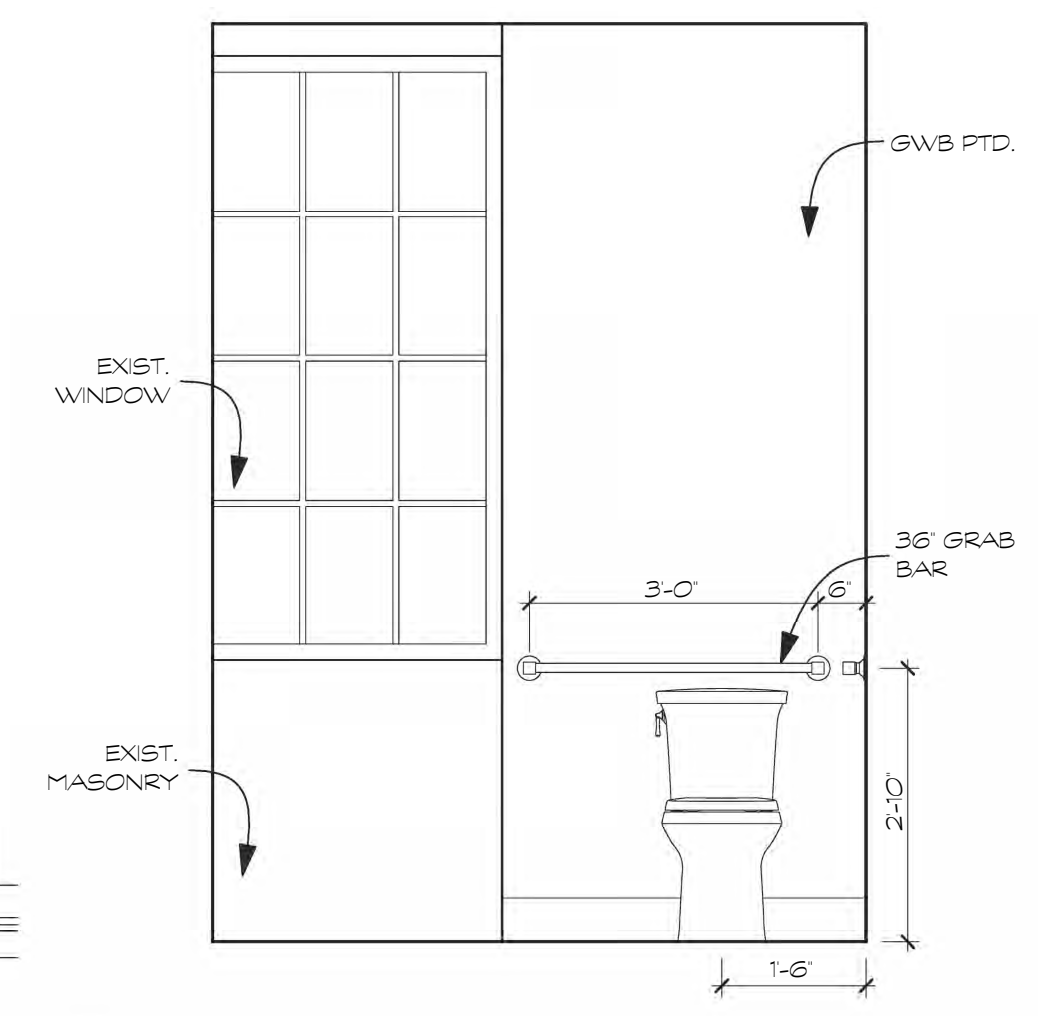
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2025-011	AS NOTED
PROJECT MANAGER:	CHECKED BY:
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DRAWN BY:	DATE:
AM	10/6/2025
DRAWING TITLE:	

DETAILS & SECTIONS

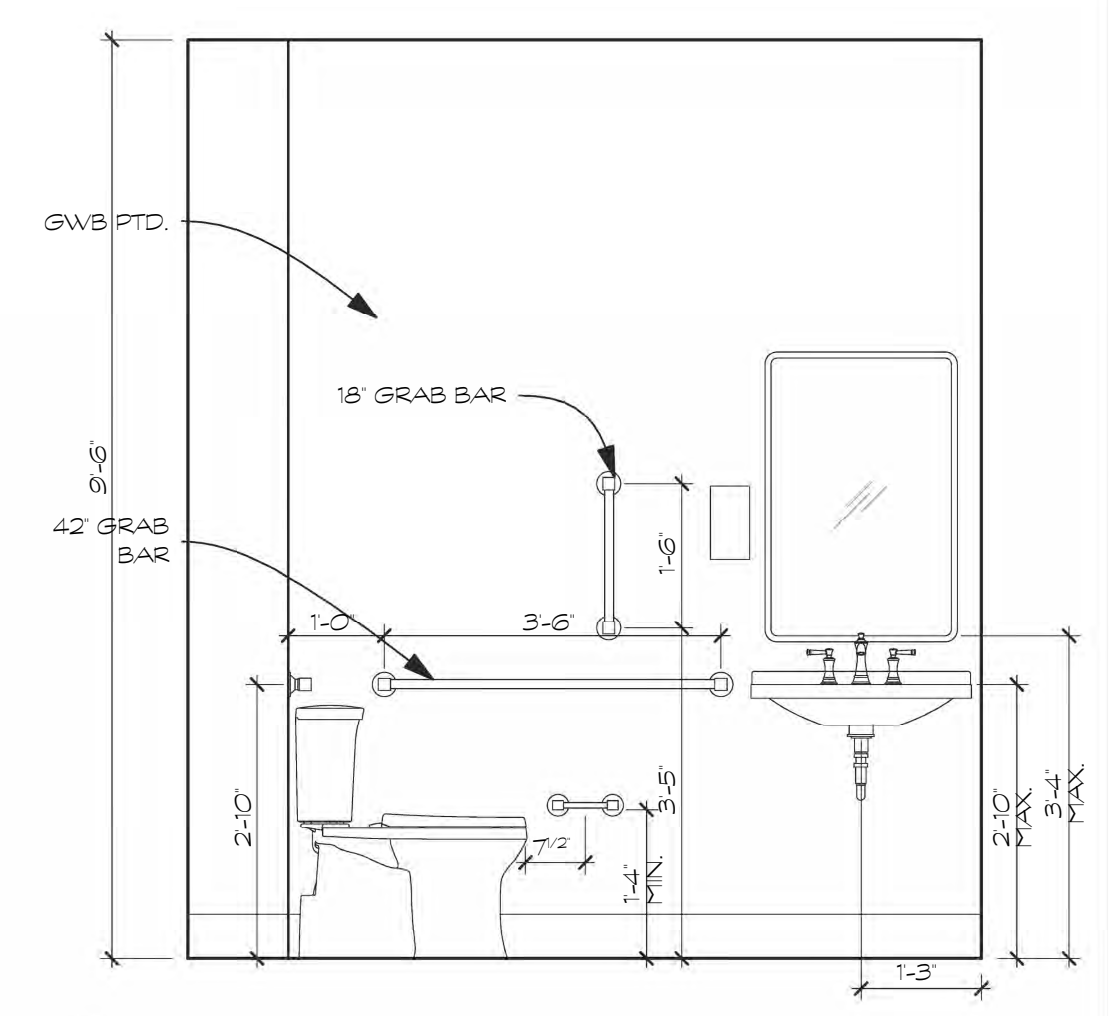
A3.



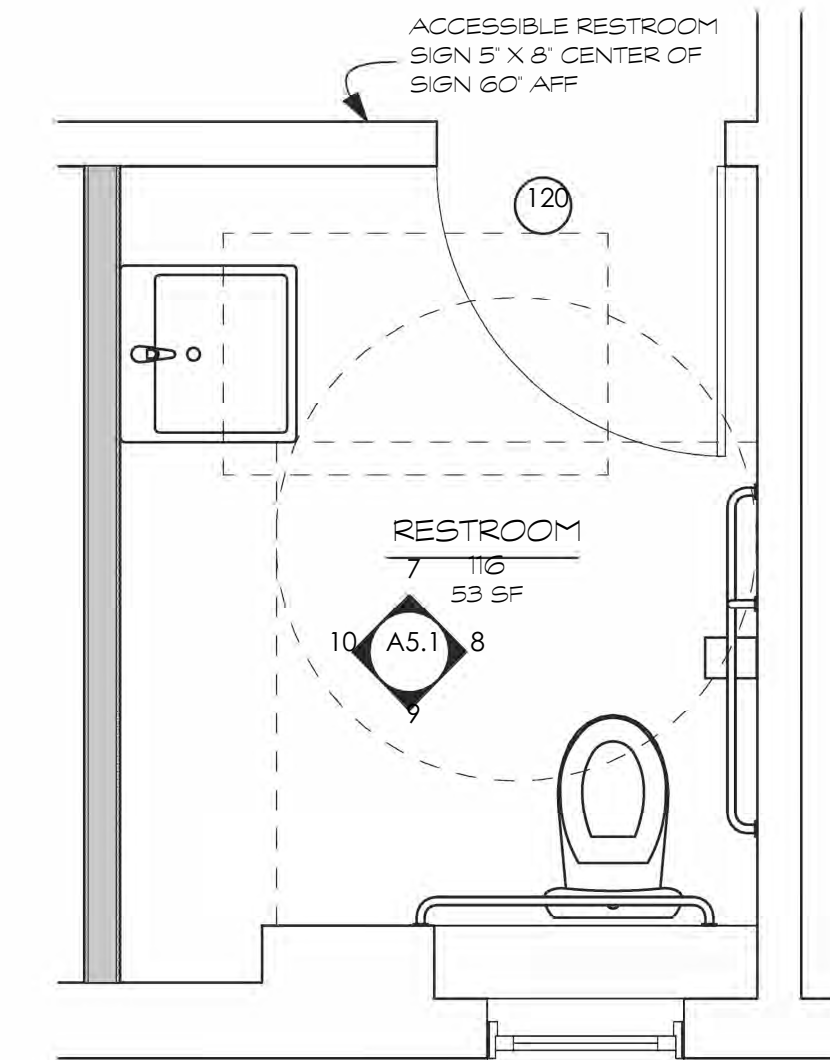
13 RESTROOM 105 DETAIL PLAN
SCALE 1/2" = 1'-0"



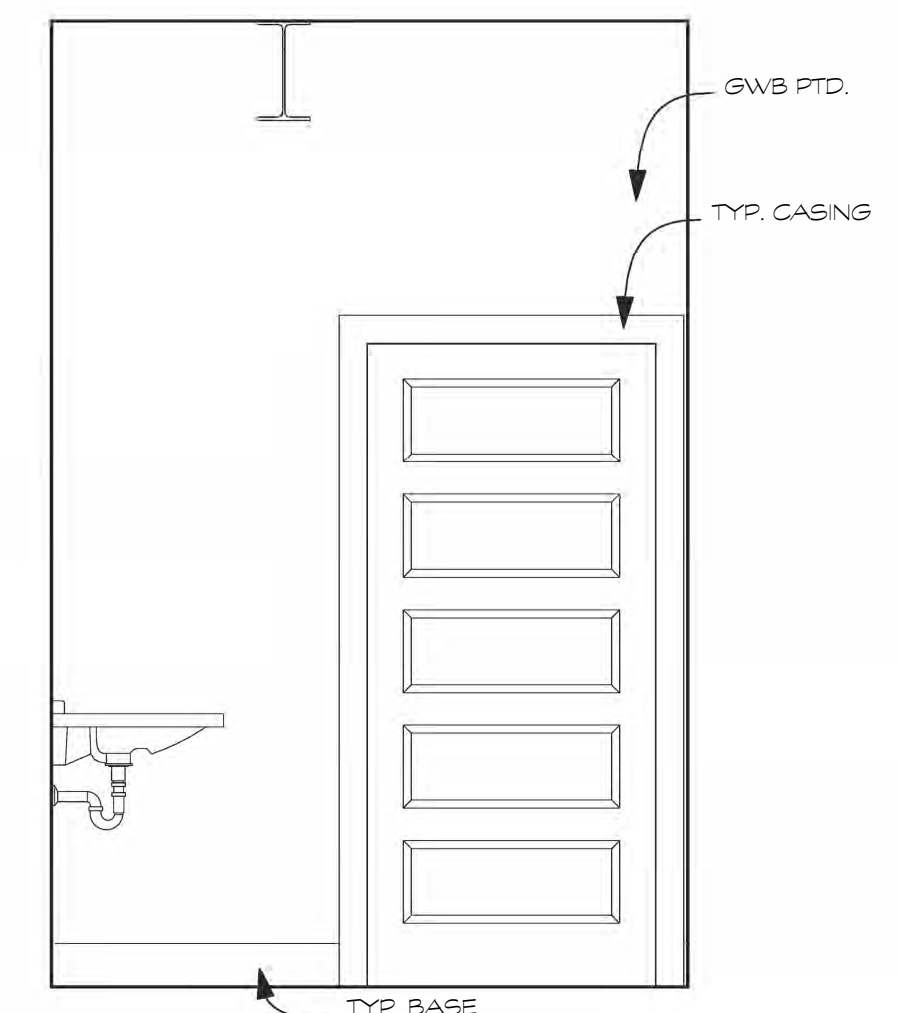
14 RESTROOM 105 SOUTH
SCALE 1/2" = 1'-0"



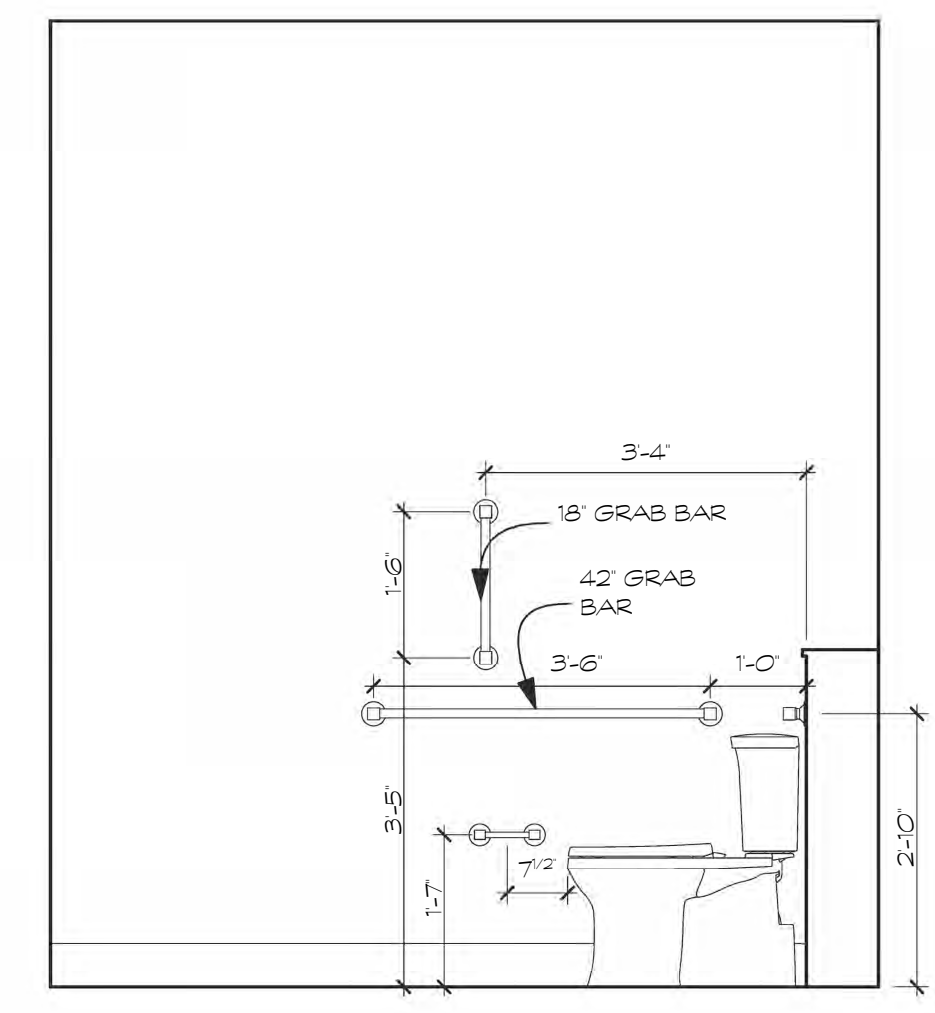
15 RESTROOM 105 WEST
SCALE 1/2" = 1'-0"



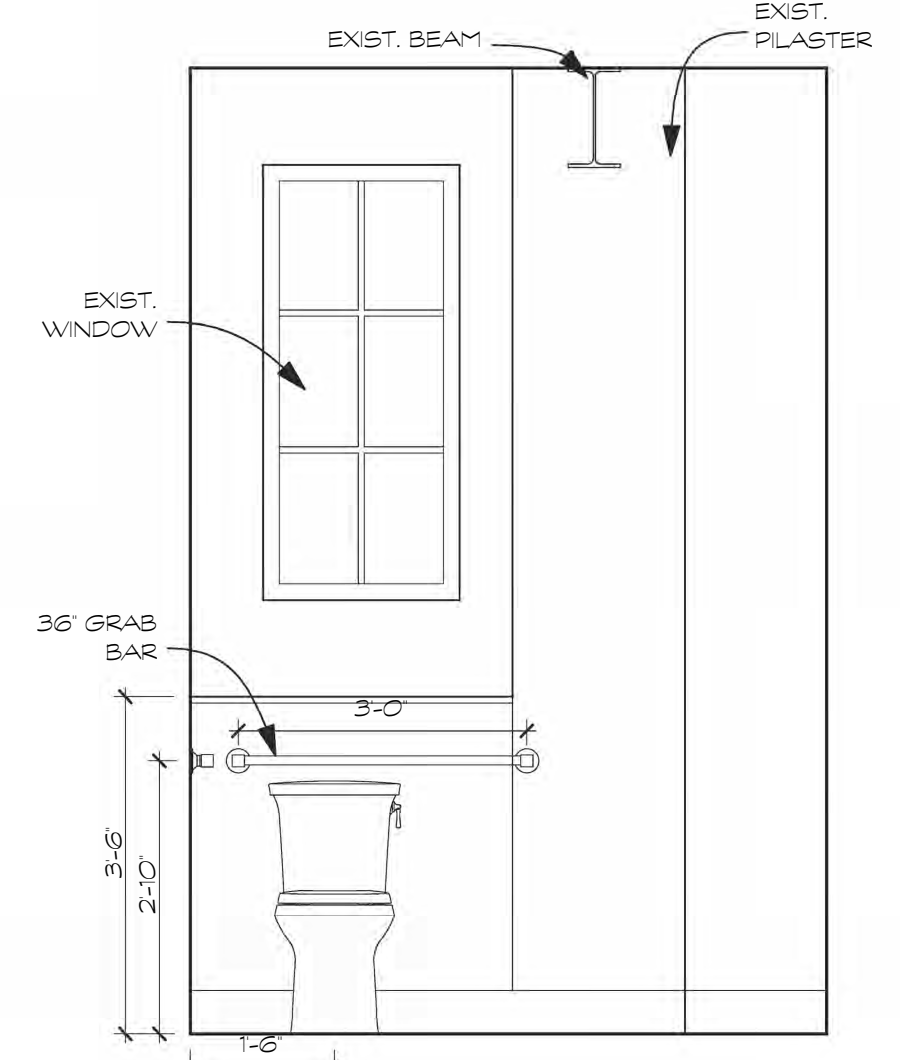
6 RESTROOM 115 DETAIL PLAN
SCALE 1/2" = 1'-0"



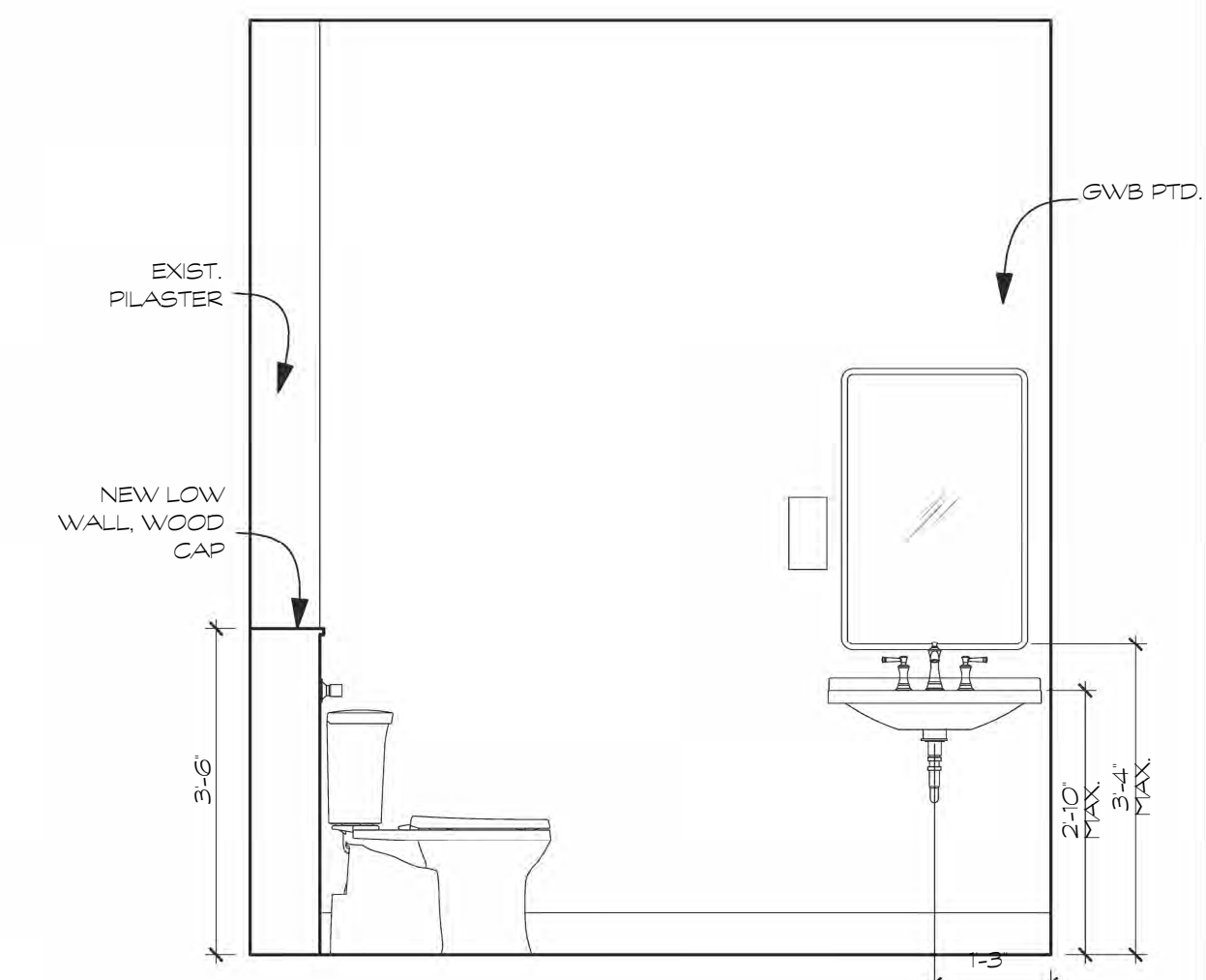
7 RESTROOM 115 NORTH
SCALE 1/2" = 1'-0"



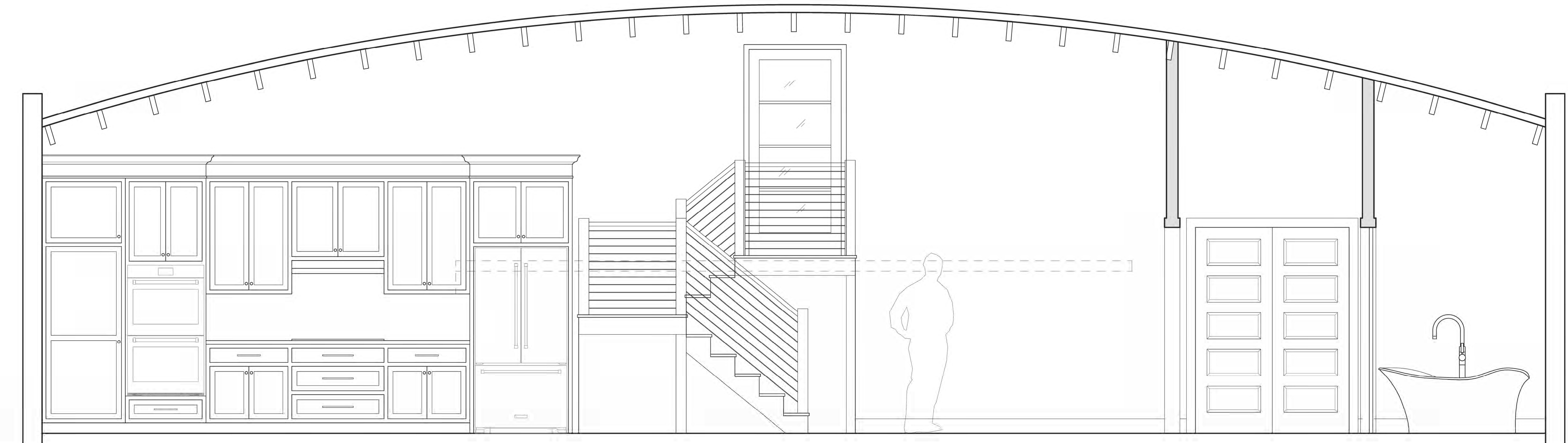
8 RESTROOM 115 WEST
SCALE 1/2" = 1'-0"



9 RESTROOM 115 SOUTH
SCALE 1/2" = 1'-0"



10 RESTROOM 115 EAST
SCALE 1/2" = 1'-0"



1 KITCHEN/LIVING ROOM WEST
SCALE 1/2" = 1'-0"



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DATE	REVISION

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PROJECT MANAGER: AM	CHECKED BY:
DRAWN BY: AM	DATE: 10/6/2025

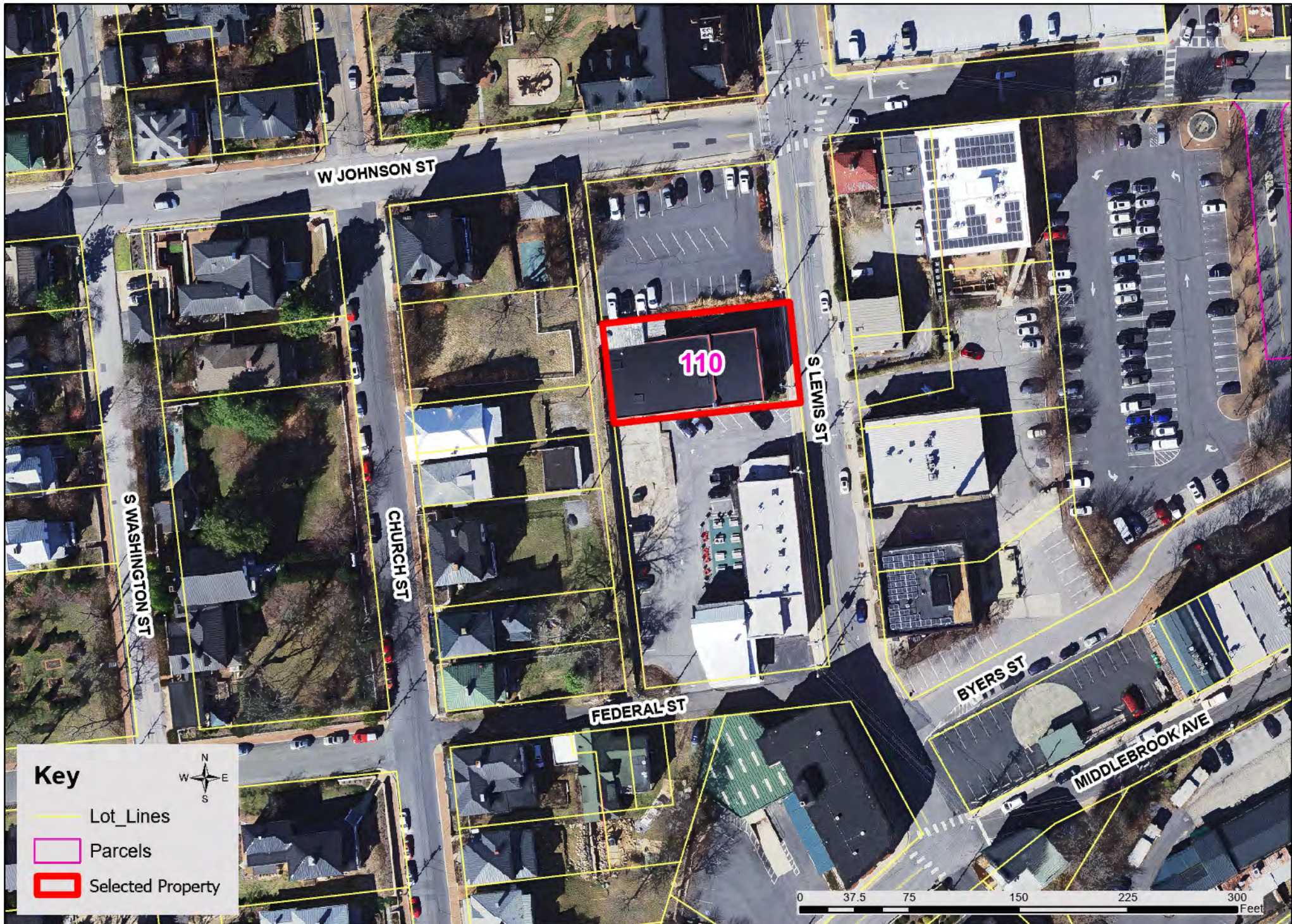
DRAWING TITLE:
ENLARGED PLANS &
INTERIOR ELEVATIONS



A5.1

Vicinity Map: 110 S Lewis St

Attachment 2



Current Zoning: 110 S Lewis St

Attachment 3



Zoning

B-1	B-3
B-1(conditional)	B-5
B-2	B-5(conditional) outline
B-2(conditional)	HE-1
	I-1

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

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

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

Additional Layers

Lot_Lines
Selected Property



0 37.5 75 150 Feet

Future Land Use: 110 S Lewis St

Attachment 4



Future Land Use



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

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

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

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

- Additional Layers**
- Lot Lines
 - Selected Property

0 37.5 75 150 Feet

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR
A PROCESSING AND MANUFACTURING ESTABLISHMENT
AT 110 S LEWIS STREET (PIN 2422)**

Recitals

A. BCS Holdings, LLC, (Applicant), has requested a Special Use Permit at 110 S Lewis Street, identified as parcel identification number (PIN) 2422, in the City of Staunton, Virginia (the Property), to have a processing and manufacturing establishment (the Project);

B. The Applicant seeks a Special Use Permit pursuant to Staunton City Code (SCC) Section 18.60.070(5) to establish the Project;

C. The Property is located within a B-2, General Business District, which, according to SCC Section 18.60.070(5) processing and manufacturing establishments 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 November 20, 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 18.60.070 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. A building permit will be required for a change to building code use group. All work must comply with the provisions of the Virginia Uniform Statewide Building Code.
2. The proposed cider processing and manufacturing area is 1,808 square feet. Any future expansion of the processing and manufacturing use will necessitate a new special use permit request.
3. The building is located within a historic district. The addition of any signage as well as any material change in the appearance of the exterior of the building or property, will require a Certificate of Appropriateness subject to approval by the Historic Preservation Commission.

Introduced:

47 Adopted:
48 Effective:

49
50
51
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53
54
55
56
57

Michele D. Edwards, Mayor

Attest: _____
John C. Blair,
Acting Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Susan Wilson Transportation Planner
Item #	F	
Department:	Public Works/Engineering	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence; Engagement Strategic Areas: Advanced Environmental Sustainability and Infrastructure	
Subject:	Update on and Consideration of Preferred Option for the Virginia Department of Transportation Richmond Avenue/Greenville Avenue Intersection Improvement Project	

Background: In 2016, the city applied for and was later awarded Virginia Department of Transportation (VDOT) Smart Scale funding in the amount of \$2,245,805 for improvements along Richmond Avenue in the vicinity of the intersection with Greenville Avenue, to include a road diet and roundabout.

Due to increasing costs, the project has been scaled back over time and will now only include improvements to the intersection with Greenville Avenue – but not include a roundabout. This direction followed presentations and discussions with City Council, most recently at the [February 13](#), [February 27](#), and [March 27](#) City Council meetings, where staff reported that a single lane roundabout would require a local funding commitment of \$4.4 million. The consensus among City Council was for VDOT to improve the safety of the existing intersection without the addition of local funding, which removed the roundabout as the design option.

In July, VDOT presented the city with a revised design of the intersection that staff believed was not adequate in providing the requested improvements, including pedestrian and bicycle

connections to the planned projects on either side of the intersection: the Greenville Avenue Road Diet and the Commerce Road/ Lewis Creek Greenway. This design is presented as Attachment 2, referred to as Option 2. Staff's comments to VDOT addressed the design not improving such elements as sidewalks, medians, existing pavement conditions, and pedestrian crossing distances.

This past fall, VDOT presented the city with an updated design that incorporated most of staff's comments as proposed changes. It is presented as Attachment 1, referred to as **Option 1**. This latest design:

- provides pedestrian crossings across 3 of the intersection's 4 legs,
- replaces the deteriorating concrete within the intersection with asphalt,
- provides median refuges to shorten crossing distances, and
- provides a better transition for vehicles, bicyclists, and pedestrians between the adjacent, upcoming projects.

The design preferred by staff (**Option 1**) has a higher cost than the design VDOT provided in July (Option 2); however, of the two designs, it more closely addresses the desired improvements from the city's original Smart Scale application and this Council's desire for a safe intersection.

Earlier this year, VDOT added approximately \$550,000 in funding to this project, which sets the project funding at \$2.8 million. VDOT believes that the design they provided in July – Option 2 – can be completed within this amount of funding. VDOT's cost estimate for Option 1 – staff's preferred design – is \$4.0 million, which is approximately \$1.2 million more than the project's funding. VDOT recently stated that there is no additional funding available from them for this project; thus, local funding would be required if Option 1 is pursued.

City staff proposes to fund the additional local match required for Option 1 with the following sources:

- \$600,000 from the city's current undesignated fund
- \$600,000 from the FY 2028 VDOT maintenance funds for the eligible portions of the project

VDOT has requested the city select which of the two options they wish to move forward with, and to provide a commitment of local funding if the preferred design is **Option 1**.

Attachments:

Attachment 1—Option 1 Concept Design

Attachment 2—Option 2 Concept Design

City Manager's Recommendation: Discuss the design options for the Richmond Ave/ Greenville Avenue intersection. For the reasons stated in this memo, staff recommends that City Council direct staff to pursue **Option 1**, which has an additional cost of \$1.2 million, but more closely aligns with the desired improvements in the original Smart Scale application and Council's desire for a safer intersection, for pedestrians, bicyclists and vehicles.

Suggested Motion: If City Council agrees with the staff's recommendation, then the following motion is suggested: I move that City Council direct staff to pursue Option 1 and allocate the necessary funds to complete the Richmond Avenue/Greenville Avenue intersection project from

the following sources: \$600,000 from the city's current undesignated fund and \$600,000 from the FY2028 VDOT maintenance funds for the eligible portions of the project.

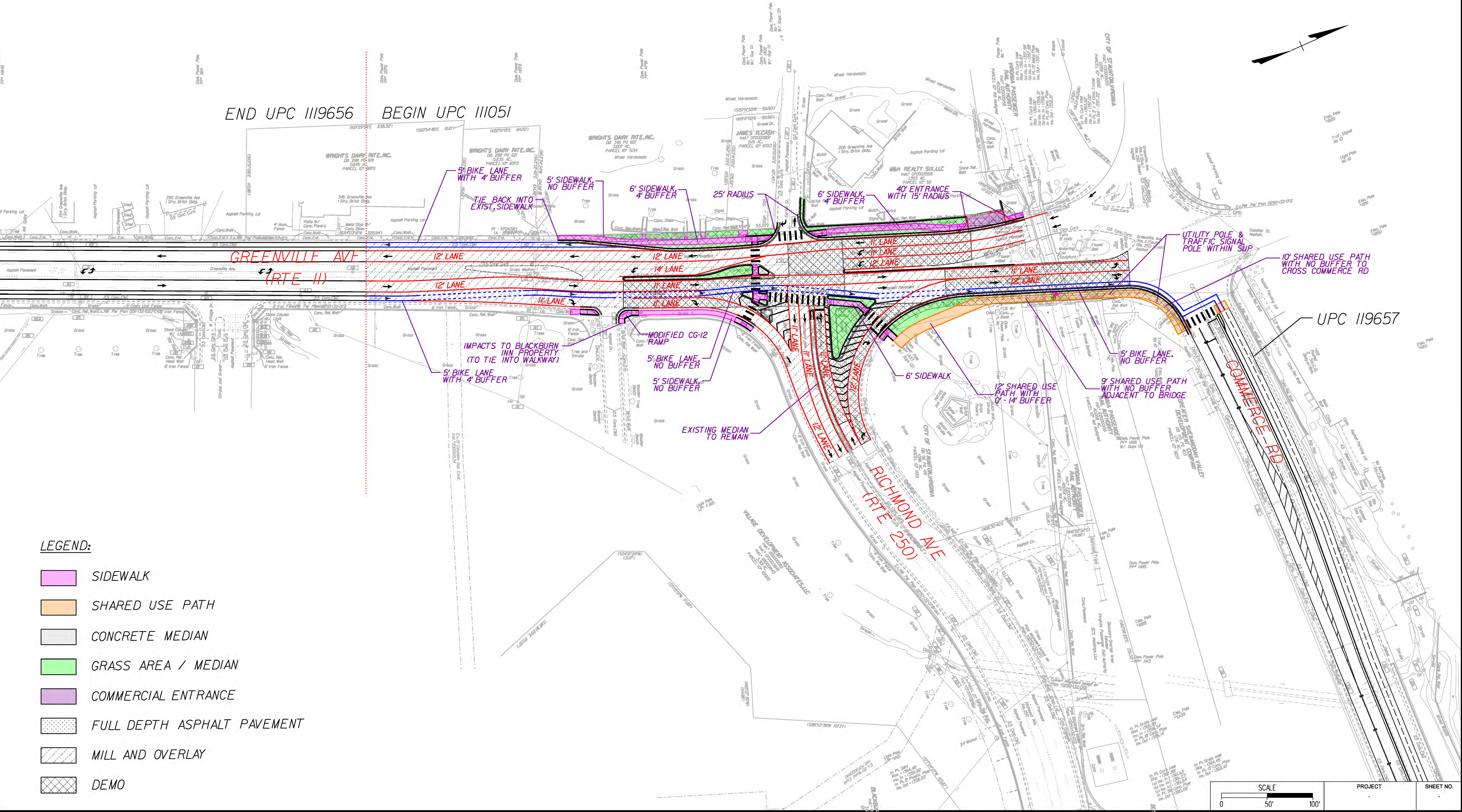
City Manager: Leslie Beauregard

PROJECT MANAGER _____
SURVEYED BY, DATE _____
DESIGN BY _____
SUBSURFACE UTILITY BY, DATE _____

UPC 111051 Layout Exhibit

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO.
	VA.				

DESIGN FEATURES RELATING TO CONSTRUCTION
OR TO REGULATION AND CONTROL OF TRAFFIC
MAY BE SUBJECT TO CHANGE AS DEEMED
NECESSARY BY THE DEPARTMENT

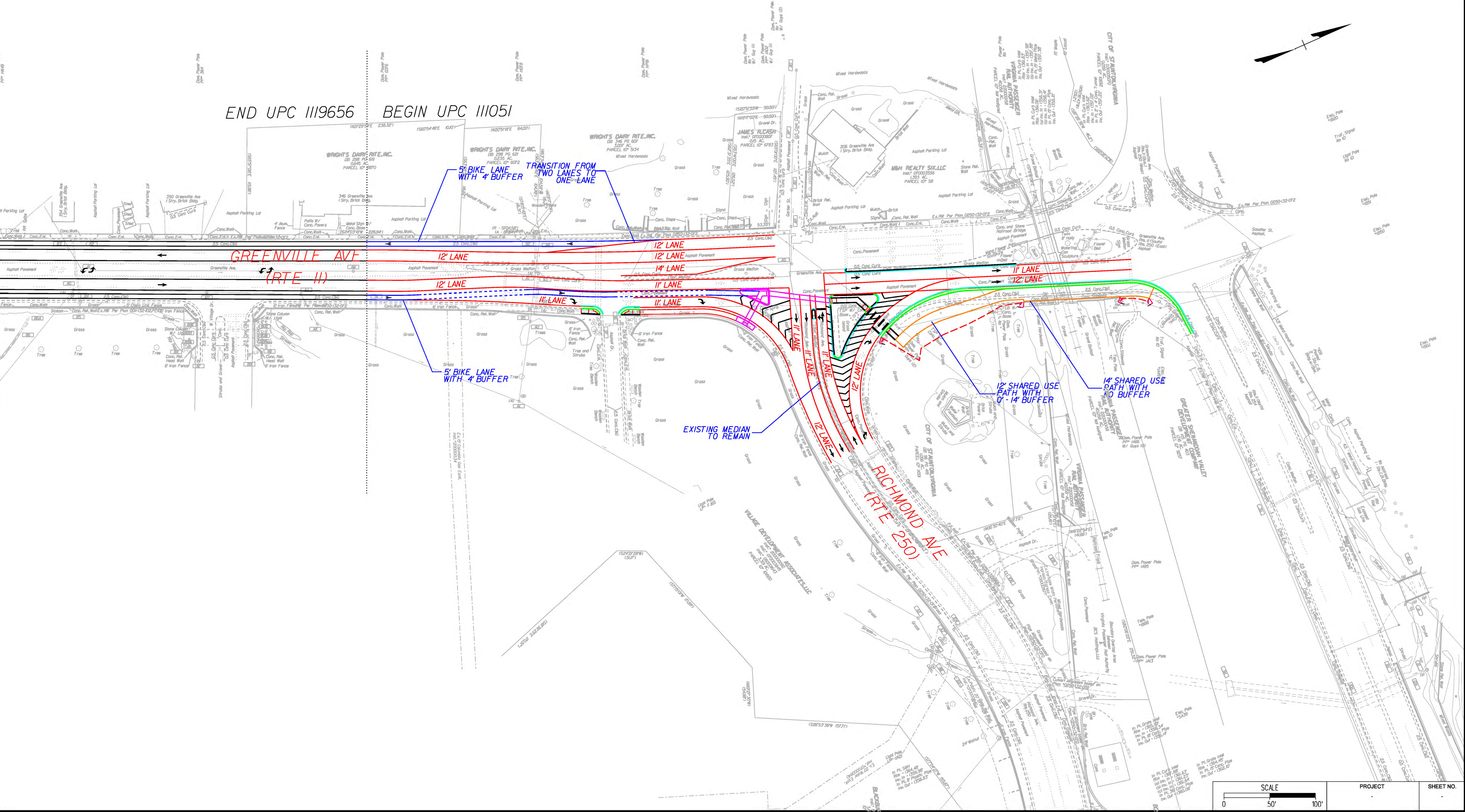


PROJECT MANAGER _____
SURVEYED BY, DATE _____
DESIGN BY _____
SUBSURFACE UTILITY BY, DATE _____

UPC 111051
Layout Option 2A

REVISED	STATE	ROUTE	STATE	PROJECT	SHEET NO.
	VA.				

DESIGN FEATURES RELATING TO CONSTRUCTION
OR TO REGULATION AND CONTROL OF TRAFFIC
MAY BE SUBJECT TO CHANGE AS DEEMED
NECESSARY BY THE DEPARTMENT



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	December 11, 2025	Samantha Johnson Tourism Director
Item #	G	
Department:	Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity; Excellence; Engagement Strategic Areas: Comprehensive Economic Development; Improved Quality of Life through Recreation	
Subject:	Update on Tourism Activities	

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

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	December 11, 2025	Leslie Beauregard City Manager Lyle Hartt City Engineer Amanda DiMeo Economic Development Director Samantha Johnson Tourism Director
Item #	H	
Department:	City Manager’s Office Public Works/Engineering Economic Development Tourism	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Areas: Comprehensive Economic Development; Advanced Environmental Sustainability and Infrastructure; Effective Communication with Citizens	
Subject:	Update on Tunnel and Street Repairs on Johnson Street, Byers Street and New Street	

Background: In response to the identified tunnel and street repairs needed downtown and at the Wharf following the August 2020 floods, the City has developed a comprehensive strategy that addresses fixing the infrastructure and mitigating the impacts on the City's residents and businesses. In August 2020, two devastating floods, two weeks apart, impacted the City of Staunton, principally areas in downtown and at the Wharf. A summary of previous updates can be found in **Attachment 1**.

Tunnel and Street Repairs – Update and Timeline

The City issued a bid advertisement for the repair work to the Byers, Johnson, and New Street tunnels in October; bids were opened on November 20, 2025. One bid was received by the city, submitted by Virginia Infrastructure from Lexington, VA, at a cost of \$4,618,000. The city's finance and legal departments are currently reviewing the bid documents and working with the firm to gather their necessary insurance, bond, and prior experience information. Barring any delays, it is anticipated that the contract will be executed as early as the end of December.

The timeline of construction for the three project phases will need to be finalized with the contractor, but the timeframes shown below is what we are currently anticipating:

- Tunnel beneath **Byers Street** –Late Winter 2026 – Summer 2026
- Tunnel beneath **West Johnson Street** – Summer 2026 – Spring 2027
- Tunnel beneath **New Street** – Spring 2027 (following the completion of West Johnson Street repairs)

Construction activities may not initially be apparent as the contractor completes a lot of behind-the-scenes work, including finalizing plans, getting approvals for processes, and ordering materials.

Funding for the \$4,618,000 project will be provided through the new Infrastructure Capital Improvements Fund established by City Council this year to address aging infrastructure needs. The fund's primary revenue sources include the additional proceeds generated from the two-cent increase in the real estate tax rate, as well as proceeds from the sale of three parcels in Staunton Crossing.

Integral Considerations Before and During Construction

Staff has begun and continues to work on and solidify plans that will be in place before and during all construction phases.

1. **Parking Plan** – Each phase will have challenges of reducing on-street and surface lot parking. It will be very important to make sure that parking is accessible, available, and easy to find during construction. The following summarizes anticipated impacts to surface parking spaces during the different construction phases.

Byers Street – During the repairs of Byers Street, the eastern part of the Wharf lot will close. When the Byers Street repairs are complete, the portion of that surface lot that is currently available (prior to construction) will reopen, as will Byers Street.

Johnson Street - While Johnson Street is being repaired, the portion of the western part of the Wharf lot closest to Johnson Street will be closed to parking, but spaces within the lot nearer to Byers Street will remain available.

New Street - During the New Street repairs, a portion of the RMA lot – the area closest to New Street – will be closed.

2. **Detours** – A solid detour plan will ensure that all directions of travel have a way around the closures and can access parking near the closure areas, and that truck traffic will be

routed to streets that can accommodate their larger size and turning movements. We will also closely coordinate with our partners, including the BRITE system, our first responders and rescue squad, and ensure that Google Maps, WAZE, and other map applications are updated with closure and detour information.

3. **Wayfinding and Signage** – It will be critical to have in place effective wayfinding and signage not only to direct detours, but to direct those visiting downtown. Signage must be clear about parking, where foot traffic can access, and that businesses in and around the Wharf and on New Street remain open to the public. An internal wayfinding and signs committee has been put in place to help guide action around improving wayfinding and signage during construction.
4. **Pedestrian Access** – The Wharf placemaking will stay in place during the construction phases, and the area will continue to be an inviting place for pedestrians to travel through to get to Wharf businesses and to gather. The goal will be to limit confusion as much as possible for accessing Wharf businesses by foot.
5. **Feedback From and Support of Businesses** – The City continues to host monthly stakeholder meetings with Wharf businesses and property owners that began in April. These meetings are for sharing updates on the upcoming repairs and changes to the Wharf area and to discuss concerns raised by stakeholders. These meetings continue to be valuable to keep a direct line of communication and to build up a framework for ongoing collaboration during the construction process.
6. **Plan of Communication** – The City will maintain transparent, ongoing communication throughout the Wharf Tunnel Repairs project through multiple channels. A dedicated [project page](#) on the City website will serve as the central hub for information, featuring project timelines, progress updates, construction photos, and answers to frequently asked questions. Leading up to each construction phase, the City will issue news releases detailing upcoming work, expected duration, and any impacts to traffic flow, parking availability, and pedestrian access. These updates will be distributed to local media and shared on the City's social media channels for broader reach.

Phase I – Byers Street Repairs

The first phase will be to repair the tunnel section under Byers Street so that the street can be reopened to all modes of transportation and act as a detour when the work occurs on Johnson Street. **Attachment 3** is the Byers Street traffic plan as presented by Wiley|Wilson. The entirety of the eastern portion of the Wharf parking lot will be closed, which means no vehicles will be able to enter onto Byers St. from Johnson St. And while much of the on-street parking on Byers St. will remain, some spaces may need to be closed off. There is a private residence with a driveway accessing their property on Byers St., and those property owners will maintain access during construction.

Attachments:

Attachment 1—Background: Recent History of Flooding in The Wharf, Remediation Efforts and Response to Tunnel Structural Issues

Attachment 2—Map of Areas of Immediate Repair

Attachment 3—Draft Traffic Plan for Byers Street

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

Background

Recent History of Flooding in The Wharf, Remediation Efforts, and Response to Tunnel Structural Issues

In August 2020, two devastating floods, two weeks apart, impacted the City of Staunton, principally areas in downtown and at the Wharf.

At the **September 10, 2020** City Council meeting, staff briefed City Council. A main takeaway from that meeting was that City staff, wanted to commence urgent exploration of measures to improve the City's flood resilience. And at that meeting, staff was directed to engage a consultant to perform a hydrologic and hydraulic study of the city and present possible mitigation projects that could alleviate future flooding.

Staff returned to City Council on **May 27, 2021** with the findings of the hydrologic and hydraulic study conducted by Wiley|Wilson. Most of the potential solutions presented were determined to not be feasible to pursue. Examples of impractical solutions included removing historic buildings that sit over the creeks, entirely replacing sections of the tunnel, adding additional tunnels, building a stormwater pump station, and creating flood control ponds. The projects that would provide the most benefit were estimated to cost the City as much as \$62M.

- **Wiley|Wilson Flood Study**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10330/637649730592370000>
- **Flood Study Appendix**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10334/637649734860730000>
- **May 27, 2021 Presentation**
<https://www.ci.staunton.va.us/home/showpublisheddocument/10177/637577897268930000>.

Many of the engineered solutions presented in the study, while effective, were not achievable, given the city's limited fiscal resources. A team was assembled from various city departments and outside agencies to undertake a holistic approach to the problem. The team considered the study recommendations and other non-engineering solutions, and evaluated each based on the costs, effectiveness, and speed of implementation.

The team determined that it is impractical to entirely eliminate the impacts of events such as those that occurred in August 2020, but those impacts can be reduced and flood resiliency can be increased. At the **August 26, 2021** City Council meeting, staff returned with more feasible recommendations, specifically related to tunnel maintenance and improvements.

- **August 26, 2021 Briefing Memo—Possible Flood Mitigation Strategies**
<https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=704&isPub=True&includeTrash=False>

Following this update and discussion, City Council made the decision to allocate a portion of American Rescue Plan Act funds towards flood mitigation efforts, which included **the study/design of addressing tunnel maintenance.**

The City of Staunton contracted with Wiley|Wilson in September 2024 for the tunnel maintenance study. The scope of work included a survey of the tunnel, hydraulic modeling updates, structural analysis of the tunnel, and design and preparation of contract documents for debris removal. One of the primary purposes of the updated modeling is to evaluate the conditions where Gum Spring Branch (often referred to as Peyton Creek) and Lewis Creek run underground. As structural engineers began to explore the tunnels, they identified some areas of concern with the structural integrity of the tunnel in several specific locations, primarily around the Wharf. At their strong recommendation, and out of an abundance of caution, on Friday, March 7, 2025, the city decided to limit traffic above those sections of the tunnel, which included limiting parking in the Wharf, closing a large section of Byers Street and blocking off the Police Department entrance to the Johnson Street Parking Garage.

City staff updated City Council on the situation and immediate response at the **March 13, 2025** City Council meeting, and returned on **April 10, 2025** with additional information on the structural issues, including photos of the impacted areas, the repair assessment and challenges, and news that no other areas of concerns had been identified in completion of the tunnel survey. Though, it was at this meeting that New Street was revealed to be an additional area that needed to be addressed and several parking spaces were blocked off as a result.

March 13, 2025

- Staff Presentation
<https://www.ci.staunton.va.us/home/showpublisheddocument/12929/638774855050700000>
- Briefing Memo
<https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1591&isPub=True&includeTrash=False>

April 10, 2025

- Staff Presentation
<https://www.ci.staunton.va.us/home/showpublisheddocument/12973/638799108709970000>

- Briefing Memo

<https://www.ci.staunton.va.us/Home/Components/MeetingsManager/MeetingAgenda/ShowPrimaryDocument/?agendaID=1620&isPub=True&includeTrash=False>

