

**Work Session Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 8, 2026
5:00 p.m.**

- | | | |
|------------------|-----------|--|
| 5:00 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:05 p.m. | 2. | Presentation by Shenandoah Community Capital Fund |
| 5:20 p.m. | 3. | Presentation of HSIP (Highway Safety Improvement Program) Intersections along Beverley Street |
| 5:45 p.m. | 4. | Discussion of Proposal for Marketing Support of Businesses During Downtown Tunnel and Street Repairs Project |
| 6:00 p.m. | 5. | Discussion of FY 2025 End of Year General Fund Financial Overview and Fund Analysis and FY 2026 Adopted Capital Improvement Program |
| 6:20 p.m. | 6. | Closed Meeting for Consultation With Legal Counsel Concerning a Public Contract as Well as Matters Related to Title 18 of the Staunton City Code (Includes Dinner Break Until Regular Meeting at 7:00 p.m.) |

**Regular Meeting Agenda
Staunton City Council
Rita S. Wilson Council Chambers
January 8, 2026
7:00 p.m.**

Call to Order

Pledge of Allegiance

Invocation/Moment of Silence—Woods

Mayor's Report

Additional Items by Members of Council

REGULAR MEETING

A. Consent Agenda

A.1. Approval of Minutes

Work Session and Regular Meeting of December 11, 2025

**A.2. Approval of Transfer of Already Appropriated Funds Within the
Capital Improvement Fund**

**A.3. Consideration of Ordinance Amendment for Snow and Ice
Removal From Sidewalks**

A.4. Consideration of 2026-2028 Staunton Plan

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

B. Public Hearing and Consideration of a Request by River Rock Properties, LLC, to Vacate, Discontinue, and Abandon that Portion of a 12-Foot Alley Lying Between Lots 9–12 of Block D and Lots 10–13 of Block B of the Rose Crest Addition

C. Consideration of a Request by RCP 2, LLC, for a Special Use Permit at 126 Guy Street, Under the Provisions of Staunton City Code Section 18.30.030(6) to Allow a Planned Residential Development Consisting of Four Single-Family Attached Dwellings and a Common Parking Area

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:	January 8, 2026	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:	January 8, 2026	Amanda DiMeo Director of Economic Development Jessica Blythe Assistant Director, Economic Development
Item #	2	
Department:	Economic Development	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Inclusion & Equity; Engagement Strategic Area: Comprehensive Economic Development	
Subject:	Presentation by Shenandoah Community Capital Fund	

Background: Since its founding in 2008, the Shenandoah Community Capital Fund (SCCF), formerly known as the Staunton Creative Community Fund, has been dedicated to helping entrepreneurs start, sustain, and grow businesses in the Shenandoah Valley. The organization serves as a regional hub for entrepreneurial innovation, connecting talent, creativity, information, capital, and technical resources to support a vibrant regional economy.

The Fund's mission is to build a more accessible and equitable ecosystem for entrepreneurs and small business owners throughout the Shenandoah Valley. Recognizing that starting or expanding a business can be challenging, the organization helps individuals navigate the complexities, risks, and opportunities of entrepreneurship. Through flexible capital, technical assistance, and relationship-based support, the Fund provides an alternative to traditional, high-interest financing and serves as a trusted resource for emerging and growing businesses.

Headquartered in Staunton, the Shenandoah Community Capital Fund now serves the entire Central Shenandoah Valley, including Augusta, Rockingham, Rockbridge, Highland, Bath, Albemarle, and Nelson counties, as well as the cities of Staunton, Harrisonburg, Waynesboro, Lexington, and Buena Vista.

Ryan Hall, Executive Director of the Shenandoah Community Capital Fund, will provide an update to Council.

Attachment: Presentation to be provided prior to the work session.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Susan Wilson Transportation Planner
Item #	3	
Department:	Public Works/Engineering	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Excellence; Engagement Strategic Areas: Advanced Environmental Sustainability and Infrastructure	
Subject:	Presentation of HSIP (Highway Safety Improvement Program) Intersections along Beverley Street	

Background: In February 2022, VDOT completed the final report of a study of ten downtown intersections that analyzed their traffic, safety, pedestrian and bicyclist, and geometric conditions as having Potential for Safety Improvement (PSI). The report was completed through the Strategically Targeted and Affordable Roadway Solutions (STARS) program and provided safety improvement options for the short-, intermediate-, and long-term. The ten analyzed intersections were primarily downtown, along Johnson Street and Beverley Street, while also including 3 intersections along West Beverley Street west of downtown.

Following the STARS Study, the City applied for and received a total of \$2,184,534 in funding during two VDOT HSIP (Highway Safety Improvement Program) grant applications cycles (2022 and 2023) for pedestrian improvements at a total of nine intersections (**Attachment 1**). Six of these intersections were part of the [STARS Study](#), while the three other intersections included in the HSIP applications are along Beverley Street, so that all the Beverley Street intersections between Lewis and Coalter Streets will be improved.

The City's Public Works staff applied for the HSIP funding to upgrade or install pedestrian signal heads with countdown signals and install high visibility crosswalks to improve pedestrian safety

within downtown. Projects funded with federal funding, which is the original funding source for HSIP, are required to ensure that pedestrian facilities within the project area, specifically curb ramps, are ADA (Americans with Disabilities Act) compliant.

Traffic volumes and turn movements at the intersections were analyzed as part of the STARS Study's data collection that informed its recommendations. Two of the intersections included in the Study were recommended to be converted from signalized to all-way-stop-controlled, as traffic signals are unnecessary due to low volumes on the side streets. The HSIP designs include removing the traffic signals at Beverley Street and Central Avenue and Beverley Street and New Street. Additionally, the Study's design alternatives included recommendations to reduce the number of travel lanes on Beverley Street from two lanes to a single lane between Lewis Street and Market Street. The low traffic volumes on Beverley Street would accommodate design changes that the STARS Study discusses as benefitting pedestrians and are proven countermeasures for vehicle and pedestrian crashes.

The highest traffic volumes along Beverley Street within the downtown are on the blocks between Lewis Street and New Street with average daily volumes of 1,800 vehicles. Between New Street and Coalter Street, the volume dips to 1,400 vehicles. Comparatively, on Beverley Street between Jefferson Street and Lewis Street, the average volume is 2,300 vehicles, and in the West End where West Beverley Street is a two-lane street, the highest volumes are 7,600 vehicles. Additional context shows that Johnson Street, which already has only one lane in each direction, currently carries up to 10,000 vehicles daily between Augusta Street and the Commerce/ Coalter/ Greenville intersection. These volumes, from 2024, are consistent with past traffic volumes that VDOT collects annually, showing no notable increase or decrease along Beverley Street. Anecdotally, the right lane along Beverley Street is often used for loading and unloading by delivery trucks and vans, which often block the lane from vehicle travel for extended periods.

Beverley Street within downtown does not serve as a primary route for drivers connecting to other parts of the City. Instead, it serves more as a destination: City Hall and locally-owned shops, restaurants, and businesses. It is a place of pedestrian activity but lacking in ample pedestrian space on most blocks. The sidewalk width varies from six feet up to nine feet in places, measuring from the back of curb to the face of the building; it narrows to less than four feet in other places between light poles and store entrances. Exterior decorations, trash cans, sandwich board signs, and shy distances from both the roadway and building faces also narrow useable space of the sidewalk.

Planned Improvements: The HSIP projects are currently being designed and are expected to be advertised for construction April 2027, once the tunnel/street repairs are completed. These projects provide the City the opportunity to revisit the recommendations of the STARS Study, especially for the Beverley Street corridor—and implement them as funding allows. The alternatives identified in the study for Beverley Street all recommend intersection modifications that would improve pedestrian safety and accommodations, including bulb outs (also called curb extensions) that reduce pedestrian crossing distances, improve their visibility to drivers, and provide a larger pedestrian waiting area for crossing, along with higher visibility crosswalks and pedestrian signals. (See image below from the STARS Study on what bulb outs could look like.) The STARS Study takes the improvements for Beverley Street one step further than just improving the intersections; it recommends reducing the number of travel lanes from two to one—referred to in the study as the Single Travel Lane concept—and repurposing the gained space for other uses. This lane reduction recommendation was included in the study because it provides safety benefits to drivers and pedestrians and operational benefits to the corridor.

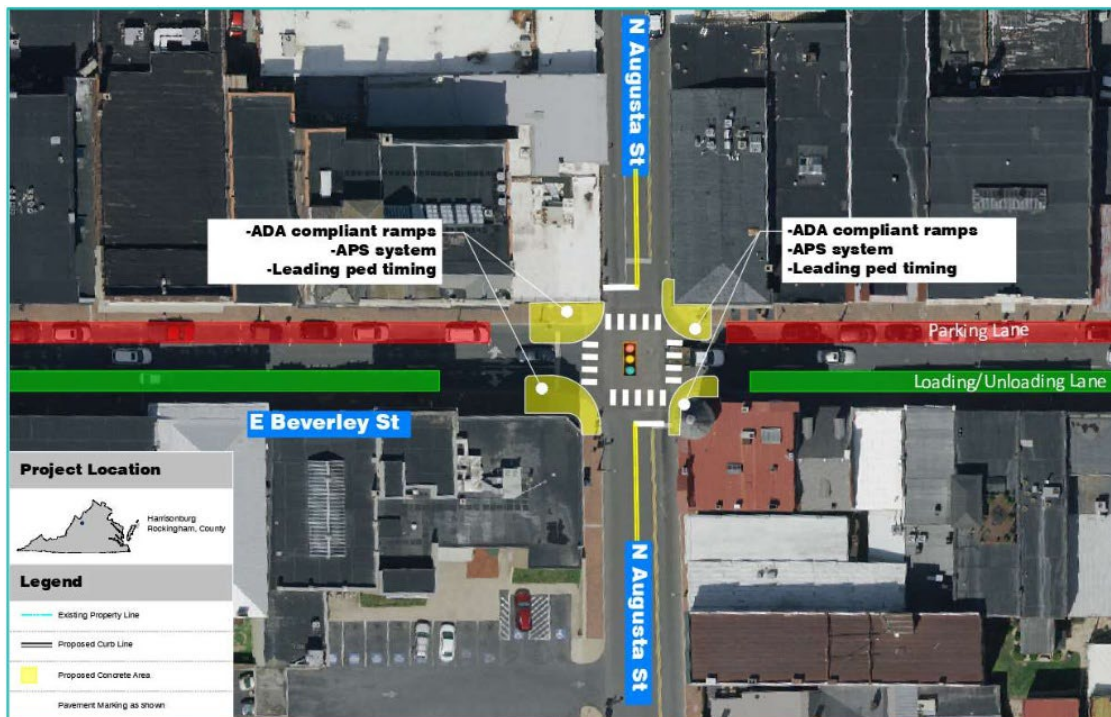


Figure 63. Alternative 1 Concept Sketch – West Beverly Street at Augusta Street

The HSIP projects will replace traffic and pedestrian signal equipment, enhance pedestrian crossings and upgrade ADA curb ramps. Newer standards for ADA compliance require more space than what is currently available at most of the intersections' corners; therefore, the improvements are being designed as bulb outs, as recommended in the STARS Study. The bulb outs will narrow Beverley Street at each cross street while providing the space needed for the ADA ramps. The travel lanes approaching each intersection will narrow to a single lane and open back up to two-lanes after the intersection.

Future Improvement Opportunities: Once the HSIP project improvements are completed, the City will have the flexibility to leave Beverley Street as-is or incrementally continue to improve it, as funding allows. The Single Travel Lane concept presented in the STARS Study recommended repurposing the reclaimed travel lane for on-street parking and delivery vehicle loading/unloading. Staff is interested in exploring options that would enhance the pedestrian space along Beverley Street, rather than add more space for cars. The improvements being considered would provide more space for pedestrians and pedestrian-level amenities, including additional seating and street trees while still providing space for delivery vehicles. The existing on-street parking and one travel lane would be maintained, but the right-side travel lane could be repurposed for pedestrian amenities that provide shade, create opportunities for lingering, and give more space for strolling.

Vibrant and welcoming downtowns are a mix of great businesses as well as public spaces that invite people to stay and also explore. They provide ample space for the elements that make up the pedestrian realm:

- The Frontage Zone: Functions as an extension of the building and its façade and serves as the location for planters and sandwich board signs. Recommended minimum width of two feet.
- The Pedestrian Through Zone: Clear space for pedestrian travel. Eight to twelve feet (8-12') recommended width for downtowns.

- Street Furniture/ Curb Zone: Location for utilities, trees, street signs and signals, lighting, benches, and bicycle parking. Variable width.

Currently, Beverley Street has minimal places for lingering, save for the three benches between Lewis and Market streets. Narrow sidewalks limit the seating and landscaping that can be added and the opportunity to expand outdoor dining beyond the Shop & Dine Out weekends. Reclaiming approximately nine feet of roadway for pedestrian space provides the City the opportunity to incrementally introduce elements that are more inviting to Beverley Street visitors. The ultimate resulting street section on Beverley would include an extended curb—on either one or both sides—to provide more pedestrian space, but in the interim, parklets (pedestrian spaces in former roadway spaces) that extend the sidewalk space with seating and landscaping, for example, could be installed at sidewalk height where the travel lane once was.

Parklet examples:



Next Steps: To meet the project's federal funding requirements through VDOT, the City will host a public hearing for HSIP anticipated for April or May 2026; however, staff is exploring additional opportunities to engage the public on this project beyond this one public meeting. Additionally, staff is also exploring funding opportunities for implementing a "demonstration project" on the Beverley Street corridor—a temporary, low-cost way to test corridor changes beyond the HSIP improvements and be able to make adjustments to design elements based on user behavior and feedback. Demonstration projects provide a way to hear feedback on actual use by pedestrians and drivers, rather than solely on stated preferences.

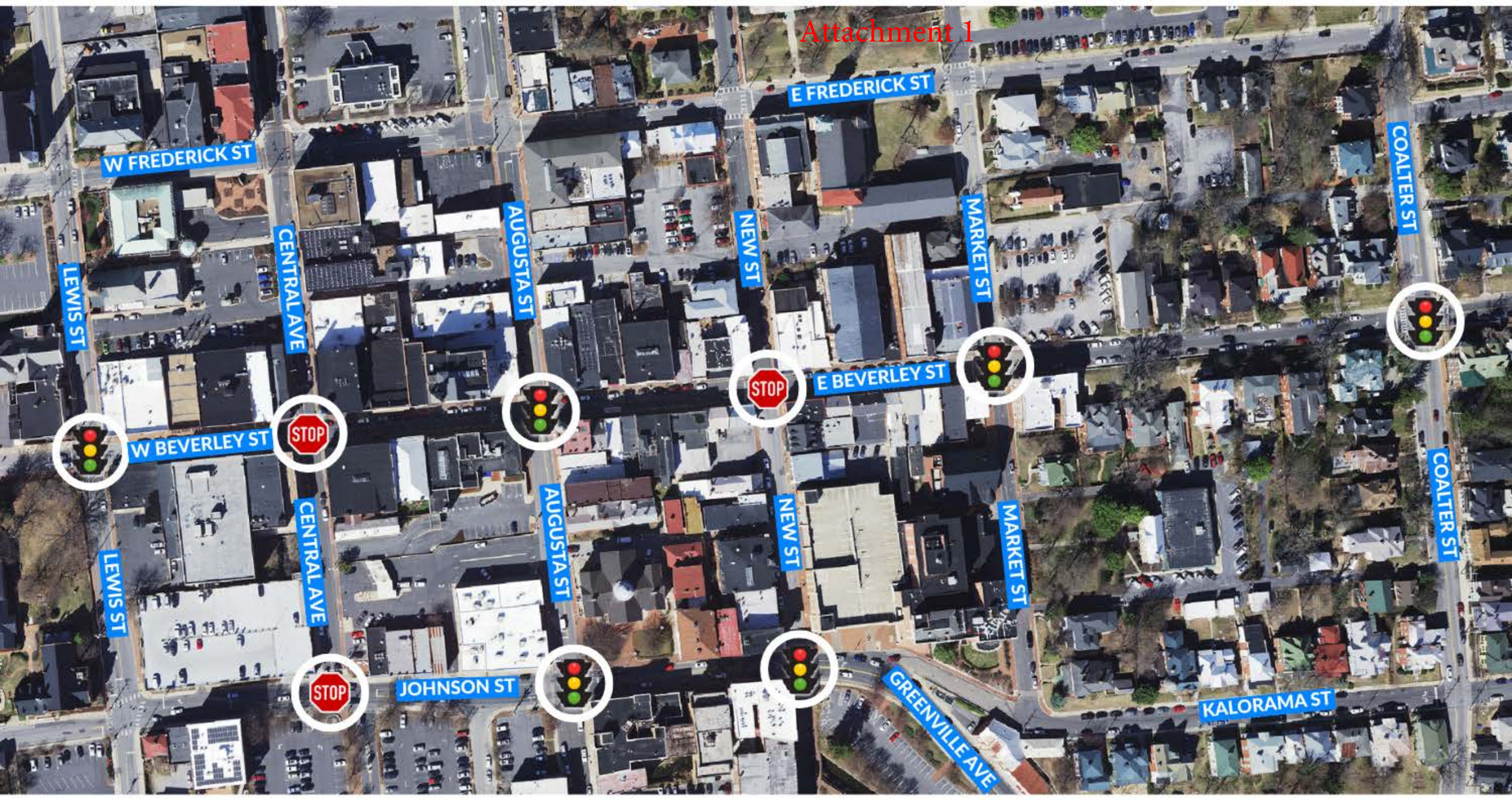
Attachment: Map of HSIP Intersections.

City Manager's Recommendation: Staff will provide information to City Council and request input. The City's design consultant will continue with design for the nine HSIP intersections, with the intent of holding the public hearing in April or May. Staff are exploring additional ways to engage the public beyond the public hearing and are finalizing the creation of a project webpage with relevant information.

Suggested Motion: Not Applicable.

City Manager: Leslie Beauregard

Attachment 1



CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Amanda DiMeo Director Economic Development Jessica Blythe Assistant Director Economic Development
Item #	4	
Department:	Economic Development	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Comprehensive Economic Development	
Subject:	Discussion of Proposal for Marketing Support of Businesses During Downtown Tunnel and Street Repairs Project	

Background:

The Wharf District and New Street Business Marketing Support Program provides direct financial assistance to help businesses maintain customer awareness and drive traffic during the 15-month Downtown Tunnel Repairs project that will be adjacent to the Wharf District and on New Street. This marketing-focused grant program enables businesses to communicate their continued operations, promote access routes, and sustain customer relationships during extended construction disruptions.

Program Overview:

- **Total Proposed Program Budget:** \$100,000
- **Grant Structure:** Range of awards to meet various level of need
- **Grant Amounts:** \$1,000-\$5,000 per business
- **Focus:** Construction-specific messaging ("We're Still Open," "Easy Access," "Support Local")
- **Estimated Recipients:** Approximately 20 businesses

This program takes a proactive approach by providing businesses with marketing tools to mitigate construction impacts. By investing in customer communication and visibility, businesses can minimize traffic loss and maintain their customer base throughout the 15-month construction period.

Attachments:

Attachment 1—Marketing Support Program Proposal

Attachment 2—Marketing Support Program City Council Presentation

Attachment 3—Grant Zones Map

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

Suggested Motion: Not Applicable.

City Manager: Leslie M. Beauregard

WHARF DISTRICT AND NEW STREET BUSINESS MARKETING SUPPORT PROGRAM

City of Staunton, Virginia

DRAFT FOR DISCUSSION

EXECUTIVE SUMMARY

The Wharf District and New Street Business Marketing Support Program provides direct financial assistance to help businesses maintain customer awareness and drive traffic during the 15-month Downtown Tunnel Repairs project that adjacent to the Wharf District and on New Street. This marketing-focused grant program enables businesses to communicate their continued operations, promote access routes, and sustain customer relationships during extended construction disruptions.

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PROGRAM BACKGROUND

Underground tunnels carrying Lewis Creek and Gum Spring Branch require comprehensive structural repairs. Construction will span three phases from January 2026 through Spring 2027, impacting parking, access, and visibility for Wharf District and New Street businesses.

Anticipated Construction Timeline:

- **Phase 1 (Late Winter 2026 – Summer 2026):** Byers Street repairs; eastern Wharf parking lot closed
- **Phase 2 (Summer 2026 – Spring 2027):** West Johnson Street repairs; Johnson Street closed between Lewis and Central Avenues; portions of Wharf parking lot closed; Johnson Street Parking Deck to be fully accessible; Byers Street open for detours
- **Phase 3 (Spring 2027):** New Street repairs; RMA Parking Lot impacts

The Marketing Challenge

Construction creates a perception problem for businesses. Customers assume businesses are closed, inaccessible, or not worth the hassle. Without proactive marketing to counter these assumptions, businesses lose customers to more convenient locations outside the construction zone.

This program addresses that challenge by funding:

- **Visibility campaigns:** "We're Still Open" signage and wayfinding
- **Digital outreach:** Social media advertising targeting local customers
- **Access solutions:** Updated websites with directions, parking info, online ordering
- **Customer retention:** Direct communication keeping loyal customers informed

PROGRAM STRUCTURE

The program offers a range of support from \$1,000 to \$5,000 in marketing support that matches the needs and capacity for businesses. All awards should focus exclusively on construction-related marketing and customer communication.

ELIGIBLE MARKETING SERVICES

All funded marketing services must directly relate to maintaining business visibility and customer communication during construction. The following services are eligible:

Signage and Wayfinding

- "We're Open During Construction" banners and window graphics
- Temporary directional signage showing access routes
- A-frame sidewalk signs with construction messaging
- Vinyl window decals and graphics

Digital Advertising

- Facebook and Instagram advertising campaigns
- Google Ads targeting local search terms
- Social media content creation and posting
- Google Business Profile updates and optimization

Professional Content Creation

- Professional photography of business, products, or services
- Short-form video content (30-90 seconds)
- Graphic design for marketing materials
- Copywriting for ads and promotional materials

Direct Customer Communication

- Postcard design, printing, and mailing to local addresses
- Email marketing campaigns to existing customer lists
- Door hangers or flyers for neighborhood distribution
- Printed promotional materials highlighting continued service

INELIGIBLE EXPENSES

The following are NOT eligible for grant funding:

- General operating expenses (rent, utilities, payroll)
- Inventory or supplies
- Equipment purchases unrelated to marketing
- Marketing campaigns that do not reference construction or access
- Permanent capital improvements or renovations
- Marketing expenses incurred before program launch

ELIGIBILITY REQUIREMENTS

To qualify for a Wharf District and New Street Businesses Marketing Support Grant, businesses must meet the following criteria:

Location

Business must be located within the Wharf District and New Street Construction Impact Zones:

- Byers Street
- West Johnson Street
- New Street
- Businesses with street frontage on Wharf Parking Lot
- Adjacent businesses whose primary access is directly impacted

Business Requirements

- Must be a retail, restaurant, or service business dependent on customer traffic
- Must have physical storefront open to the public
- Must be in continuous operation at current location since January 1, 2024
- Must meet U.S. Small Business Administration size standards
- Applicant must be majority owner (51%+ ownership)
- Must be registered with Virginia State Corporation Commission
- Must hold current City of Staunton business license
- Must be current on all City taxes and fees
- Must commit to remaining open throughout construction period

Workshop Requirement

- **All applicants must complete a marketing and resiliency workshop** before grant funds are disbursed
- Workshops will be offered by City partners
- Multiple workshop dates offered during the first quarter of 2026 and continue as needed
- Workshop topics: Crisis marketing, digital advertising basics, business resiliency planning and construction mitigation strategies

Marketing Plan Requirement

Applicants must submit a brief marketing plan describing:

- Specific marketing services/vendors to be used
- How services will address construction impacts
- Construction-specific messaging ("We're Still Open," etc.)
- Estimated cost breakdown

APPLICATION PROCESS

Application Timeline **TBD as construction timeline established**

Required Marketing Workshops

Before receiving grant funds, all applicants must complete resiliency and marketing workshops offered by City partners.

- Workshops free to eligible businesses
- Certificate of completion required with grant application

Required Documentation

- **Certificate of workshop completion** from approved partner organization
- Completed grant application form
- Proof of business ownership and registration
- Current City of Staunton business license
- Brief marketing plan (1-2 pages)
- Vendor quotes or estimates for proposed services
- W-9 form for payment processing

Review and Award Process

- Applications reviewed on first-come, first-served basis
- Administrator verifies eligibility within 10 business days
- Awards announced within 30 days of application
- Funding available until program budget exhausted
- Businesses may only receive one grant (cannot apply again once awarded)

PROGRAM BUDGET AND ADMINISTRATION

Budget Allocation

Total Proposed Program Budget: \$100,000

NEXT STEPS

To implement this program, staff recommends:

- Schedule City Council work session for program review
- Finalize budget allocation and funding source
- Develop application materials and marketing plan template
- Launch information campaign to Wharf District businesses
- Return to Council for formal adoption

CONCLUSION

The Wharf District and New Street Business Marketing Support Program provides practical, targeted assistance to help businesses fight back against the challenges of extended construction. Rather than attempting to compensate for lost revenue, this program empowers businesses with the marketing tools to minimize that loss in the first place.

With a \$100,000 investment supporting approximately 20 businesses through tiered grants, the program delivers meaningful support while remaining financially sustainable for the City. The mandatory marketing workshop requirement ensures businesses use funds strategically and builds capacity through. The construction-focused marketing approach directly addresses the core challenge: ensuring customers know businesses are still open, accessible, and worth visiting despite temporary inconveniences.

This program demonstrates responsive government action during a difficult but necessary infrastructure project, preserving the unique character and economic vitality of the Wharf District for the long term.

Document prepared by: Economic Development Department

City of Staunton, Virginia

Date: November 2025

Status: DRAFT FOR INTERNAL REVIEW AND DISCUSSION



Marketing Support Program

Supporting Local Businesses During Tunnel Repairs

Presented by The Office of Economic Development



The Challenge

The Wharf Tunnel Repairs and New St. repairs are necessary infrastructure work—but they create a survival challenge for local businesses. Parking loss, access confusion, and reduced visibility threaten businesses that have invested years building our downtown economy.

AT A GLANCE:

- 15-month construction timeline and impacts
- Business threats
 - customers assume closed
 - revenue decline
- Risk of permanent closures

The Solution

Rather than asking businesses to simply endure construction impacts, this program empowers them to actively counter customer misconceptions. With professional marketing support and expert training, businesses can tell customers: "We're still here, still open, and still worth your visit."





Program Details

Total Proposed Investment

\$100,000

Anticipated Reach

20 Businesses

Grants from \$1,000-\$5,000

The Details

- Business must be in Impact Zone
- No Match Required
- Businesses must Participate in tailored Workshops offered by Small Business Development Center to qualify
- Present Marketing Plan with Application



Eligible Services

Four categories: Signage, Digital Advertising, Professional Content, Customer Outreach

Signage & Wayfinding

- “We’re Open” signage
- Window Graphics
- Directional Signs

Digital Advertising

- Facebook/Instagram Ads
- Google Ads
- Social Media Content

Professional Content

- Photography
- Video Content
- Graphic Design

Customer Outreach

- Direct Mailing
 - Email Campaigns
 - Promotional Materials
-

Why Act?

- Supporting local businesses during temporary disruptions preserves the character and vitality of our downtown. When we invest in our business community, they invest back in Staunton



Thank You



Jessica Blythe

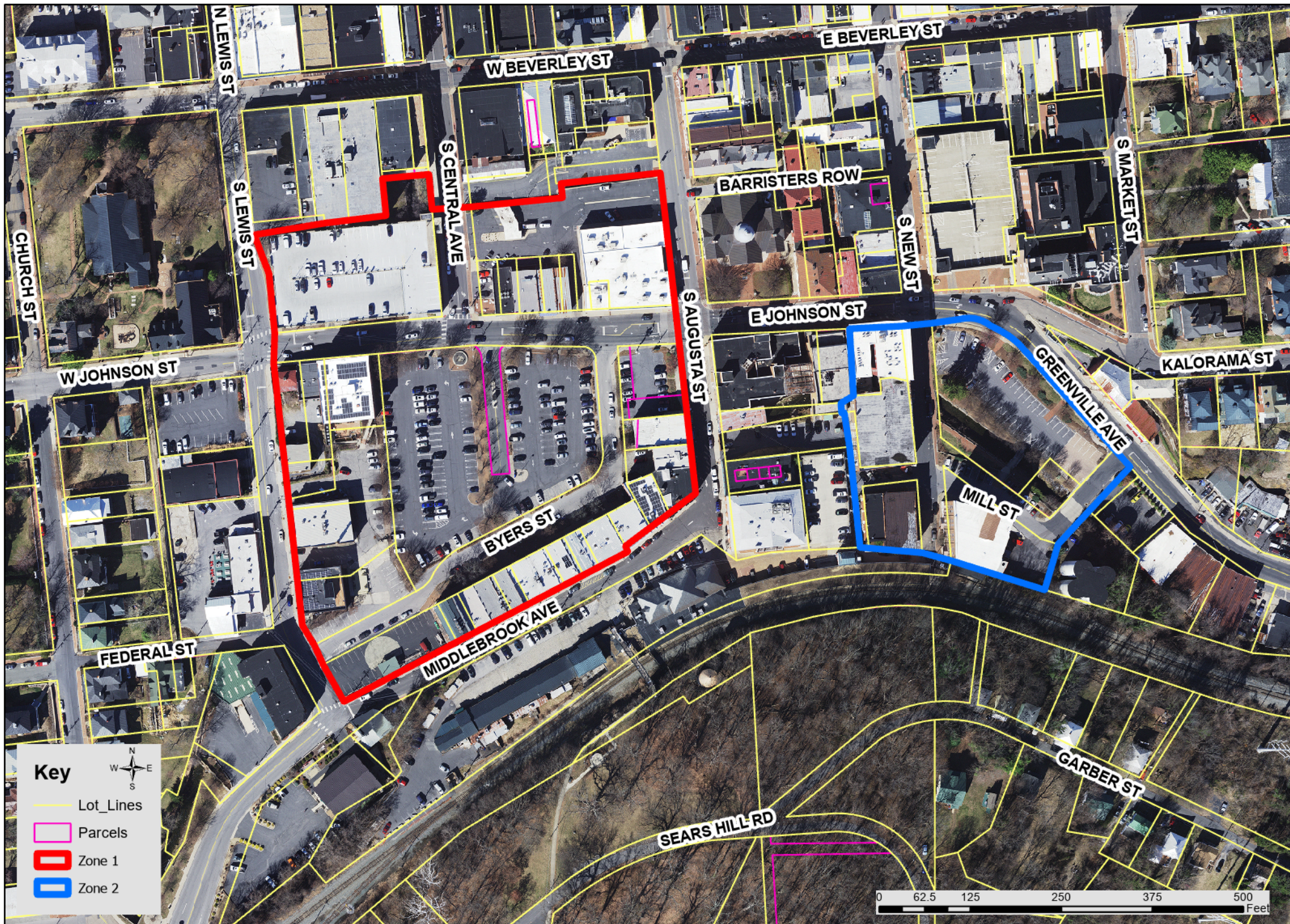
Assistant Director,
Economic Development
540.332.3869

blythejm@ci.Staunton.va.us

StauntonBusiness.com

StauntonCrossing.com

Vicinity Map: Wharf Grant Zones



CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Jessie Moyers Chief Finance Officer
Item #	5	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Discussion of FY 2025 End of Year General Fund Financial Overview and Fund Analysis and Adopted FY 2026 Capital Improvement Program	

Background: The FY2025 year-end process has been completed. Recommendations for the use of the unassigned fund balance will be introduced at the February 26, 2026 council meeting as part of fiscal year 2026 budget amendment #2. The unassigned general fund balance as of June 30, 2025 is \$5,646,988, of which \$250,000 is a contingency reserve that is not available to be spent and \$50,000 is for the city council contingency from FY2025. The FY2025 general fund capital plan is \$3,628,050 and includes one change from the adopted plan. The \$100,000 for the Gypsy Hill Park lighting will be directed to the CAD/RMS upgrade.

Recommended uses:

- \$3,628,050 - FY2026 General Fund Capital Plan
- \$811,730 - Infrastructure Improvements CIP – Tunnel Repairs
- \$100,000 - City Hall Improvements (accessible doors and wayfinding signage)
- \$200,000 - Wharf District and New Street Business Marketing Support & Signage/Wayfinding/Placemaking During Downtown Tunnel Repairs

Other considerations for discussion:

- Undesignated CIP
- Leave any remaining in the fund balance

Attachments:

Attachment 1—Adopted FY 2026 Capital Improvement Plan-General Fund

Attachment 2—PowerPoint Presentation

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

Suggested Motion: Not applicable. A formal budget amendment will be presented and considered at a future City council meeting.

City Manager: Leslie Beauregard

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2026**

DEPARTMENT	PROJECT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN GOALS AND OBJECTIVES
PUBLIC SAFETY						
FIRE DEPARTMENT	AR-01	*	BA 2026	Fire Truck Replacement Reserve	\$ 350,000	Public Service and Government
FIRE DEPARTMENT	AR-02	*	BA 2026	Self-Contained Breathing Apparatus (SCBA) and Compressor Reserves	\$ 30,000	Public Service and Government
FIRE DEPARTMENT	AR-03	*	BA 2026	Cardiac Monitor Replacement Reserves	\$ 10,000	Public Service and Government
FIRE DEPARTMENT	AR-17	*	BA 2026	Fire Station #1 Roof Reconstruction and Improvements	\$ 200,000	Public Service and Government
POLICE DEPARTMENT	PS-2501	*	BA 2026	Replace the CAD/RMS System	\$ 475,000	Public Service and Government
POLICE DEPARTMENT	AR-20	*	BA 2026	Police station relocation Phase I - to include purchase of parcel and the design of a new police station.	\$ 150,000	Public Service and Government
PUBLIC WORKS						
STREETS	AR-04	*	BA 2026	City ineligible streets and/or City parking lots-improvements/slurry seal/re-paving.	\$ 150,000	Transportation and Parking
PUBLIC WORKS EQUIPMENT FUND	AR-05	*	BA 2026	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000.	\$ 175,000	Not Applicable
PUBLIC WORKS BUILDING FUND	AR-06	*	BA 2026	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 200,000	Not Applicable
CROSSING WAY PARK AND RIDE LIGHTING AND EV	PW-2607	*	BA 2026	Design and install lighting at the Staunton Crossing park and ride. Include EV stations in the design work.	\$ 150,000	Not Applicable
INFORMATIONAL TECHNOLOGY						
ANNUAL IT RESERVE	AR-13	*	BA 2026	Funding for annual reserve for information technology.	\$ 100,000	Public Service and Government
COMMUNITY DEVELOPMENT						
GREENWAYS PROJECT	AR-09	*	BA 2026	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking / Open Space / Environment
NEW SIDEWALKS	AR-07	*	BA 2026	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 300,000	Transportation and Parking
BICYCLE & PEDESTRIAN PLAN	AR-08	*	BA 2026	Staunton Bicycle & Pedestrian Plan- May 2018. Construction of bicycle infrastructure, i.e. bike lanes, pavement markings, and signs / Install pedestrian upgrades at various intersections to enhance pedestrian safety.	\$ 125,000	Transportation and Parking
AFFORDABLE & WORKFORCE HOUSING	AR-16	*	BA 2026	Initiative to preserve and increase the city's affordable housing stock.	\$ 30,000	Public Service and Government
RECREATION						
PARKS AND REC EQUIPMENT RESERVE	AR-15	*	BA 2026	Annual reserve to fund large Parks & Rec equipment replacements.	\$ 100,000	Public Service and Government
GOLF CART REPLACEMENT FUND	AR-19	*	BA 2026	Replacement reserve to fund the replacement of 10 golf carts per year.	\$ 60,000	Public Service and Government
PUBLIC USE FACILITIES	AR-14	*	BA 2026	Reserve for the improvement of public use facilities.	\$ 600,000	Public Service and Government
PORCH REPLACEMENTS	PR-2601	*	BA 2026	Replace porches for the Garden Center & Montgomery Hall Admin bldg	\$ 112,000	Public Service and Government
EDUCATION						
BLUE RIDGE COMMUNITY COLLEGE	AR-18	*	BA 2026	Annual Share of Blue Ridge Community College Capital Building Fund	\$ 41,050	NA

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN (CIP)
GENERAL FUND
FY 2026**

DEPARTMENT	PROJECT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION		PROJECT ESTIMATE	COMPREHENSIVE PLAN GOALS AND OBJECTIVES
EDUCATION-STAUNTON CITY SCHOOLS							
BUILDING MAINTENANCE REPAIRS	SAR-01	*	BA 2026	Transfer to City Schools CIP Fund for Building Maintenance Repairs-Roofs, HVAC systems, Technology	\$	100,000	Public Service and Government
TRANSPORTATION RESERVE	SAR-02	*	BA 2026	Transfer to City Schools CIP Fund for bus replacement.	\$	50,000	Public Service and Government
PARKING LOT PAVING RESERVE	SAR-03	*	BA 2026	Transfer to City Schools CIP Fund for parking lot paving reserve.	\$	20,000	Public Service and Government
TOTAL FY2026 CIP PLAN					\$	3,628,050	

FUNDING SOURCES:

BA 2026	Proposed FY2026 Budget Amendment from FY2025 Year Fund Balance-Transfer to CIP Fund	\$ 3,628,050
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FY2025 General Fund Carry Over

Presented by Jessie L. Moyers, CFO

FY2025 Carry Over Discussion

- General Fund available unassigned fund balance \$5,346,988.

Major variances:

- \$4.0 M – Property taxes
- \$.5 M – Business Licenses
- \$.3 M – Sale of Crossing Property
- \$.2 M – Meals taxes
- \$.2 M – Interest Revenue

General Fund Balance History

GENERAL FUND - FUND BALANCE HISTORY						
Year Ended June 30	Nonspendable	Restricted	Committed	Assigned	Unassigned	Total
Year Ended June 30	Prepaid	Designated (VDOT, Opioid, Grants)	Safety Net	Vacation Leave & PO Encumbrances	Carry Over & \$250k contingency	Total
2025	146,417	4,385,156	13,167,580	3,089,676	5,646,988	26,435,817
2024	117,733	3,005,306	12,128,058	2,943,527	5,694,572	23,889,196
2023	121,993	967,138	11,523,414	2,970,571	9,554,873	25,137,989
2022	111,400	1,002,931	10,756,835	2,724,344	6,479,724	21,075,234
2021	103,947	230,914	9,571,866	2,792,804	9,587,197	22,286,728
2020	100,048	242,949	8,738,079	2,118,052	6,366,059	17,565,187
2019	97,630	250,953	8,891,250	2,346,271	4,630,500	16,216,604
2018	198,490	15,219	8,489,250	2,221,017	4,605,965	15,529,941
2017	475,098	25,401	8,137,500	2,516,915	2,632,596	13,787,510
2016	103,252	15,825	7,295,960	2,790,139	2,106,836	12,312,012
2015	78,126	117,646	6,607,250	2,762,575	2,364,510	11,930,107
2014	95,561	122,452	5,777,532	2,152,899	3,386,768	11,535,212
2013	58,666	120,217	5,178,250	2,089,799	3,472,715	10,919,647

Recommended FY2025 Carry Over Uses

- **\$3,628,050** - Fund FY2026 CIP per the FY2026-30 CIP approved by council April 24, 2025 and updated on August 14, 2025. Includes one change to move \$100,000 for Gypsy Hill Park lighting to the CAD/RMS project.
- **\$811,730** – Allocate to the Infrastructure CIP to fund tunnel repairs.
 - This amount represents the value of the 2-cent increase of the real estate tax rate and the sale of the Staunton Crossing property in FY2025 that was no appropriated.

Funded from Future Budget Amendment, \$3,628,050:

\$350,000 Fire truck replacement reserve

\$30,000 Fire & Rescue breathing apparatus

\$10,000 Fire & Rescue cardiac monitor

\$200,000 Fire Station #1 improvements reserve (first year funding)

\$375,000 CAD/RMS system replacement

\$150,000 Police Department relocation reserve-Phase I (first year funding)

\$150,000 Ineligible streets/parking lots (increased from \$100,000)

\$175,000 Public Works equipment fund (increased from \$100,000)

\$200,000 Public Works building fund (increased from \$100,000)

\$100,000 Gypsy Hill Park power hookups (redirect to CAD shortfall)

\$150,000 Crossing Way Park & Ride lighting (new project)

\$100,000 IT Equipment reserve (first year funding)

Funded from Future Budget Amendment, \$3,628,050 cont.:

\$100,000 Greenways project

\$300,000 New sidewalks (increased from \$100,000)

\$125,000 Bike and pedestrian project

\$30,000 Housing reserve (first year funding)

\$100,000 Parks & Rec equipment reserve (first year funding)

\$60,000 Golf cart replacement reserve (first year funding)

\$600,000 Parks & Rec Public Use Facilities

\$112,000 Parks porch replacements

\$41,050 Blue Ridge Community College capital share

\$100,000 School building maintenance reserves

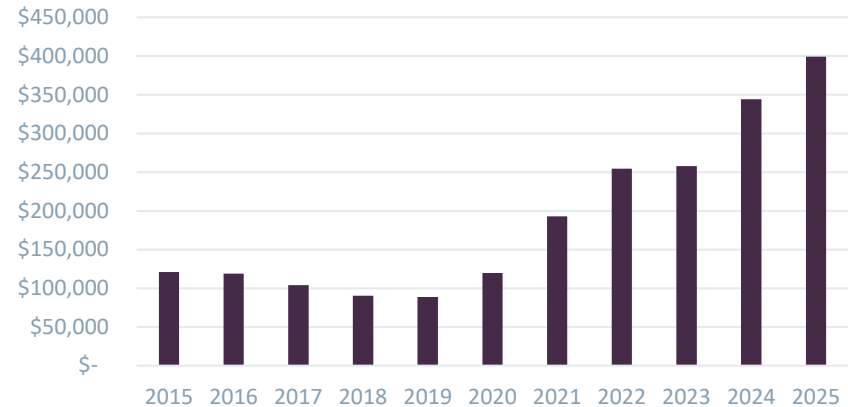
\$50,000 School bus replacement reserve (first year funding)

\$20,000 School parking lot paving reserve (first year funding)

Golf Cart Reserve

- Establishes a reserve to fund 10 golf cart replacements per year.
- Golf carts pay for themselves through cart rentals fees, green fees, and membership fees.
- Pay back period for the 40 carts purchased in 2021 was less than 2 years.
- The golf course operates with a fleet of 49 golf carts.
- The first carts to be replaced will be the 9 older carts, which are approximately 15-20 years old.

Golf Revenues



Remaining FY2025 Carry over funds - \$1.72 million

- “Per fund balance policy, funds in excess of the Safety Net Reserve, the General Contingency amount, and carry forward appropriations unexpended at fiscal year end shall be given first consideration for appropriation in the city’s Capital Improvement Fund.”
- Appropriation could occur on budget amendment #2, which is scheduled to be introduced on February 26, 2026 or on a future budget amendment.

Undesignated & Other Suggestions

- **City Hall Improvements** – new signage and accessible exterior doors.
- \$100,000 estimate



Undesignated & Other Suggestions

- **\$200,000 - Business Support** during downtown tunnel repair work on Johnson, Byers and New Streets
 - Marketing Grants
 - Construction fence wrapping
 - Signage and Wayfinding
 - Other Support as Identified

Undesignated & Other Priorities

- **Undesignated CIP Funds**
 - Funds in this account are used for unforeseen needs and priorities.
 - Can allocate funds here until the area of greatest need becomes clearer.
 - Requires council approval to move to a particular project (can be done in one council meeting).
- **Leave remaining in fund balance for FY2027 capital funding**
- **Other Priorities**

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	City Council John C. Blair, II City Attorney
Item #	6	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Closed Meeting for Consultation With Legal Counsel Concerning a Public Contract as Well as Matters Related to Title 18 of the Staunton City Code	

Suggested Motion: I move to enter a closed meeting for (i) consultation with legal counsel, the Staunton City Attorney, for specific legal matters related to Title 18 of the Staunton City Code regarding the Historic Preservation District requiring the provision of legal advice pursuant to Virginia Code Section 2.2-3711(A)(8); and (ii) discussion of a prospective candidate for the position of Clerk of Council pursuant to Virginia Code Section 2.2-3711(A)(1).

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

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

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

City Manager: Leslie M. Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	City Council
Item #:	A	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Strategic Area: Effective Communication with Citizens Value: Integrity Engagement	
Subject:	Consent Agenda	

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

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

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	City Council
Item #	A.1	
Department:	City Council	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity Engagement	
Subject:	Approval of Minutes	

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

Attachment:

Attachment 1 – Work Session and Regular Meeting Minutes of December 11, 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
December 11, 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 Overholtzer moved to approve John Blair as Acting City Clerk.

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		

1. Consideration of Work Session and Regular Meeting Agendas

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

Vice-Mayor Arrowood 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. FY2025 External Audit and Annual Comprehensive Financial Report

Jessie Moyers, Chief Financial Officer, thanked Cindy Fitzgerald for all of her work on Annual Comprehensive Financial Report. She then introduced Kristin Holland.

Kristin Holland of Brown, Edwards & Company, L.L.P., the City’s auditor, presented her findings to City Council.

Ms. Holland stated that it is a pleasure to work with the City of Staunton. She detailed a new accounting standard regarding unused leave balances as a liability. She concluded her presentation by stating that the City received a clean opinion in this year’s audit.

Mayor Edwards asked if the bottom line is a good report for the City. Ms. Holland stated that it was a good report for the City.

3. Discussion of Ordinance Amendment for Snow and Ice Removal From Sidewalks

John Blair, City Attorney, stated the following:

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.

Councilor Woods asked if there could be different times for different sidewalks in the City. Mr. Blair stated that in order to avoid a potential negligence claim, the City would need to have a consistent time standard for all sidewalks within the City.

Councilor Park and Councilor Woods asked the other Councilors if they would prefer a 12-hour standard instead of a 24-hour standard.

The Council agreed that the proposed ordinances 24-, 36-, and 72-hour thresholds should be amended to 12-, 24-, and 36-hour thresholds.

Councilor Campbell suggested that if a snow event ceases during the night, then the clock should start the next day and shoveling should be completed by dusk.

Mr. Blair suggested using six o’clock instead of dusk. Councilor Campbell agreed with the suggestion.

Mr. Blair stated that he would make the suggested amendments for the Council's consideration at a future meeting.

4. Closed Meeting for Discussion of the Performance of the City Manager, Potential Acquisition of Real Property, and Consultation With Legal Counsel

Councilor Woods 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); (ii) 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 (iii) consultation with legal counsel, the Staunton City Attorney, for a legal matter concerning the Staunton Economic Development Authority pursuant to Virginia Code Section 2.2-3711 (A)(8).

The motion was seconded by Councilor Park 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		

Councilor Overholtzer 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 Shepherd 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 7:01 p.m.

John Blair
Acting Clerk of Council



REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, December 11, 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
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 Bishop Michael Anthony Turner at the invitation of Councilor Shepherd.

PROCLAMATION

The following Proclamation was presented in Council Chambers:

**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

45 **WHEREAS,** Wilson's Pierce-Arrow was first used by President Wilson in July, 1919 as part of
46 the White House fleet and friends of his purchased it for his private use when he left the White
47 House in 1921, serving as his primary transportation until his death in February, 1924; and
48

49 **WHEREAS,** Wilson's Pierce-Arrow is recognized as the oldest continuously operating
50 presidential automobile in the United States of America; and
51

52 **WHEREAS,** Wilson's Pierce-Arrow has been displayed in Staunton for 100 years and has been
53 a fixture of parades and represented our city in car shows across the country; and
54

55 **WHEREAS,** Wilson's Pierce-Arrow once graced the cover of the Statler Brothers album, *10th*
56 *Anniversary*, in 1980; and
57

58 **WHEREAS,** Wilson's Pierce-Arrow is only operational because of the steadfast efforts of the
59 Woodrow Wilson Presidential Library's Pierce-Arrow Committee; and
60

61 **WHEREAS,** the Pierce-Arrow Committee is a group of dedicated volunteers who perform the
62 maintenance and research required to keep it in good working order and it would not be the jewel
63 of the Woodrow Wilson Presidential Library without their tireless efforts; and
64

65 **WHEREAS,** the Woodrow Wilson Presidential Library shares the stories of a transformational
66 era in our nation's history through exhibits, research, and programs, with Wilson's Pierce-Arrow
67 providing a vivid example of the age when horse-drawn carriages were slowly replaced by
68 automobiles.
69

70 **NOW, THEREFORE, BE IT PROCLAIMED** by the Staunton City Council that the centennial
71 of the arrival of
72

73 **President Wilson's 1919 Pierce Arrow**

74
75 be hereby celebrated in the City of Staunton by her residents and visitors alike.
76
77

78 **MAYOR'S REPORT**

79
80 Mayor Edwards stated that she attended the Commonwealth Center for Children and Adolescents'
81 Law Enforcement Appreciation Function.
82

83 She also stated that she toured Western State Hospital and commented on the modern, light-filled
84 design. She commented that Western State Hospital had a need for psychiatric nurses.
85

86 She also remarked that she attended a Recovery Court graduation ceremony.
87

88 She also attended a briefing by Augusta Health Center and complimented the hospital for
89 proactively planning for changes to federal law.
90

Finally, she complimented Vice-Mayor Arrowood and the Staunton Downtown Development Association for conducting a successful Christmas parade.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice-Mayor Arrowood expressed his excitement about the Housing Commission moving forward.

Councilor Overholtzer said it was encouraging to see Augusta Health's efforts to adjust to federal funding changes including the utilization of mobile health clinics. He also stated that he attended the Valley Recovery and Assessment Center's groundbreaking. He also thanked Shenandoah Green for its recent cigarette butt clean-up efforts.

Councilor Campbell stated that a survey for the City's proposed Comprehensive Plan is open until December 22 and a link can be found on the City's homepage.

Councilor Shepherd stated that he attended the Legislative Breakfast this week and state legislators were highly supportive of additional medical care and arts funding.

Councilor Woods made the following motion out of the Nominations Committee:

I move to appoint Philippe Bone, Lou Siegel, and Susan Venable to a one-year term on the Housing Commission beginning January 1, 2026 and ending December 31, 2026; Lydia Campbell, Chris Lassiter, and Nehemias Velez to a two-year term on the Housing Commission beginning January 1, 2026 and ending December 31, 2027; Nathaniel Riddle to the Valley Community Services Board to a three-year term beginning January 1, 2026 and ending December 31, 2028; and Matt Fitzgerald to the Board of Building Code Appeals for a five-year term beginning January 1, 2026 and ending December 31, 2030.

The motion did not require a second, 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		

REGULAR MEETING

A. Consent Agenda-A Copy of all Items Adopted Shall Appear at the End of the Minutes.

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

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 Councilor Woods 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. Fire & Rescue Staff Recognition

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

Fire Chief Jason Ball recognized the retiring individuals as well as their families for their service.

C. Public Works Staff Recognition

James Marcum, former Utility Technical Services Supervisor, attended City Council’s regular meeting to receive recognition of his retirement, after almost 30 years of service to the city.

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

Tim Hartless, Planning Manager, stated the following: 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.

Mayor Edwards stated the following:

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

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

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

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

The public hearing was opened.

Jason Burley, a co-founder of Green Hills Equipment spoke in favor of the request. He explained that the business has grown quickly and its lack of permits is due to his ignorance of requirements. He stated that the rezoning is essential for his business.

Mayor Edwards closed the public hearing.

Councilor Campbell moved that Council adopt the ordinance and approve the rezoning as recommended by the Planning Commission.

The motion was seconded by Councilor Overholtzer 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		

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

Mr. Hartless stated the following: 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 Ciders From Mars for processing and manufacturing of cider. Ciders 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.

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.

Mayor Edwards stated the following:

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

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

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

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

The public hearing was opened.

Jermey Wimpey, a co-owner of Ciders from Mars, clarified that in addition to the square footage identified, a walk-in cooler of between 300 and 400 square feet would need to be added.

Vice-Mayor Arrowood asked about the space behind the glass in the current location. Nikki West, a co-owner of Ciders from Mars, explained that some of the production tanks in the current facility would be re-located from behind the glass to the new space if approved by Council. The space behind the glass would be used for aging and barrels.

Councilor Overholtzer asked if there would be any additional noise or odor associated with the enhanced facility. Ms. West explained that there would not be any noise or odor issues associated with the enhanced facility.

Mayor Edwards closed the public hearing.

Councilor Park moved that Council adopt the resolution and approve the Special Use Permit with its conditions as recommended by the Planning Commission as well a square footage of 2,200.

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

Ms. Woods	aye	Ms. Park	aye
Mr. Shepherd	aye	Vice Mayor Arrowood	aye

319 Mr. Campbell aye Mayor Edwards aye
320 Mr. Overholtzer aye
321

322 **F. Update on and Consideration of Preferred Option for the Virginia Department of**
323 **Transportation Richmond Avenue/Greenville Avenue Intersection Improvement Project**
324

325 Councilor Campbell stated the following, “Mayor Edwards, pursuant to Virginia Code Section
326 2.2-3115(H), I am hereby declaring that I will participate in the consideration of the preferred
327 option for the Virginia Department of Transportation Richmond Avenue/Greenville Avenue
328 Intersection Improvement Project. My personal interest in the transaction is that I am an employee
329 of the Virginia Department of Transportation, which is an entity with three or more persons
330 affected by this transaction. I can objectively and fairly participate in the transaction in the public
331 interest.”
332

333 Susan Wilson, Transportation Planner, stated the following: In 2016, the city applied for and was
334 later awarded Virginia Department of Transportation (VDOT) Smart Scale funding in the amount
335 of \$2,245,805 for improvements along Richmond Avenue in the vicinity of the intersection with
336 Greenville Avenue, to include a road diet and roundabout.
337

338 Due to increasing costs, the project has been scaled back over time and will now only include
339 improvements to the intersection with Greenville Avenue – but not include a roundabout. This
340 direction followed presentations and discussions with City Council, most recently at the February
341 13, February 27, and March 27 City Council meetings, where staff reported that a single lane
342 roundabout would require a local funding commitment of \$4.4 million. The consensus among City
343 Council was for VDOT to improve the safety of the existing intersection without the addition of
344 local funding, which removed the roundabout as the design option.
345

346 In July, VDOT presented the city with a revised design of the intersection that staff believed was
347 not adequate in providing the requested improvements, including pedestrian and bicycle
348 connections to the planned projects on either side of the intersection: the Greenville Avenue Road
349 Diet and the Commerce Road/ Lewis Creek Greenway. This design is presented as Attachment 2,
350 referred to as Option 2. Staff’s comments to VDOT addressed the design not improving such
351 elements as sidewalks, medians, existing pavement conditions, and pedestrian crossing distances.
352

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

- 356 • provides pedestrian crossings across 3 of the intersection’s 4 legs,
- 357 • replaces the deteriorating concrete within the intersection with asphalt,
- 358 • provides median refuges to shorten crossing distances, and
- 359 • provides a better transition for vehicles, bicyclists, and pedestrians between the
360 adjacent, upcoming projects.
361

362 The design preferred by staff (Option 1) has a higher cost than the design VDOT provided in July
363 (Option 2); however, of the two designs, it more closely addresses the desired improvements from
364 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.

Councilor Campbell thanked Ms. Wilson and Mr. Hartt for their efforts. He stated that Option 1 accomplishes the City’s objectives of better pedestrian access and a safer intersection.

Vice-Mayor Arrowood expressed concern that reducing the left hand turn from Greenville Avenue onto Richmond Road from two lanes to one lane would cause back-ups and congestion. Ms. Wilson stated that one lane would provide sufficient capacity. Councilor Woods also pointed out that the right turn from Richmond Road onto Greenville Avenue would be aided by right on red capabilities.

Councilor Overholtzer remarked that the City would have to pay for maintenance and electricity costs for traffic signals that would not be necessary with a roundabout. However, he complimented some of the pedestrian safety options and stated he supported Option 1.

Councilor Shepherd stated that some residents of Grubert would like for it to be made one way. Ms. Wilson stated she would look into that possibility.

Councilor Overholtzer moved 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.

The motion was seconded by Councilor Woods 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		

G. Update on Tourism Activities

Tourism Director Samantha Johnson, provided 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.

Ms. Johnson's slide presentation can be found here:

<https://www.ci.staunton.va.us/home/showpublisheddocument/13442>

Councilor Overholtzer lauded the "U is Silent" podcast and encouraged residents to listen to it.

H. Update on Tunnel and Street Repairs on Johnson Street, Byers Street and New Street

The City Manager and Lyle Hartt, City Engineer, presented the following information: 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.

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.

Councilor Overholtzer congratulated the team and stated that as a former project manager that at least 50% of a project's success is a result of planning. He asked if Virginia Scenic Railway was included in the stakeholder meetings. Ms. DiMeo said no. However, she said that VSR has been consulted as part of the process.

He also asked if the delay in ordering materials could affect the proposed schedule. Mr. Hartt stated that he did not think that delaying the orders would affect the critical path schedule.

Councilor Shepherd praised staff for its work. He also inquired about whether there would be a disruption in utility service. Mr. Hartt stated that there would be brief disruptions in utility service, but the disruptions would be short in duration.

The City Manager thanked the project team as well as business owners for their engagement in the process.

MATTERS FROM THE CITY MANAGER

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

Holiday schedules for trash pick-up will be posted in the coming days.

The new Juvenile and Domestic Relations Court facility will have a ribbon cutting on December 18, 2025 at 4 p.m.

MATTERS FROM THE PUBLIC

Mayor Edwards read the following statement:

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

Aileen Burns spoke in support of the Flock license plate readers.

Pat Jarrett spoke in opposition to the Flock license plate readers. He stated that he does not have Alexa nor a Ring doorbell system. He does not trust corporate oversight of the data. He mentioned that the Bridgewater cameras were accessed five million times.

Deborah Kushner stated that Flock has entered into a partnership with Ring and Amazon Sidewalk. She stated that the Flock cameras' constant surveillance is a violation of the Fourth Amendment.

548 She stated that the Flock error rate can be as high as ten percent. She stated that the City should
549 pause its use of the Flock cameras until the litigation concerning Flock in the City of Norfolk is
550 concluded.

551
552 Lisa Adams spoke against the City's use of Flock cameras and said the use of the cameras is not
553 in alignment with Staunton's values.

554
555 Fiona Summers asked the City to reconsider its use of the Flock cameras. She expressed concern
556 about Flock's unrestricted access to the system's data and that Flock has provided data to ICE and
557 the Border Patrol.

558
559 Michael Rose stated that it was his first time speaking at a City Council meeting. He expressed
560 concern about the consolidation of various surveillance systems and the control of the consolidated
561 system under the control of one person.

562
563 Jessica Jankauskas requested that the Flock cameras be disabled and removed.

564
565 Maggie Worthington spoke against use of the Flock cameras and stated that it was preposterous to
566 trust Flock with the data collected. She stated that she and her friends love living in Staunton and
567 did not think the risk to privacy was worth the risk of using the Flock cameras.

568
569 Emily Rooker stated that she is a survivor of violence. Her abuser had family and friends in law
570 enforcement and the legal system. She pointed out that surveillance can be used by those in power
571 to abuse others like herself. She stated that businesses profit of practices that are not in alignment
572 with the Constitution.

573
574 Aaron Barmer stated that perhaps the magic of the City of Staunton is making the history of the
575 town disappear. He stated that Woodrow Wilson's wife fraudulently ran the country because
576 Woodrow Wilson was too vain and racist to admit that he was disabled from a stroke. He pointed
577 out that the Stonewall Jackson hotel used to have a non-conforming sign on top of it. He described
578 how activists forced the hotel to change the name of the hotel and remove the sign. He stated that
579 since the name change, the hotel has experienced record revenues. He quoted Mayor Edwards and
580 Vice Mayor Arrowood's quotes in the *News Leader* in support of the Flock cameras. He stated
581 that Chief Williams and City Manager Beauregard are not elected, but that the Council is and
582 encouraged the Council to do more to stop kidnappings by the Proud Boys and others wearing
583 masks. He quoted from the film *Birth of a Nations* praise of the Ku Klux Klan which was shown
584 during Woodrow Wilson's presidency. He stated it was the first film screened in the White House.
585 He stated the City is not made of magic, it is made of denial.

586
587 Duane Barron spoke in opposition to the Flock cameras. He stated that the CEO of Flock has
588 stated that he wants Flock to be worth one hundred billion dollars and that Flock can be eliminated.
589 He pointed out that a study in Illinois pointed out that forty percent of the stops were due to
590 misidentification by Flock or police officers and the stops disproportionately affected drivers of
591 color. He stated that the City's own presentation earlier in the evening blurred out license plate
592 numbers to protect the privacy of drivers. He concluded by stating that his opposition is not about

Staunton, it is about Flock and that the keys to eliminating crime included education, employment, and access to addiction recovery services.

Curt Mackail stated he was frightened of the Flock cameras in Staunton. He had no idea that they were present. He said if use of the Flock cameras was put to a public vote, the residents of Staunton would vote against it.

Samuel Shore spoke in opposition to the Flock cameras. He stated that in order to eliminate crime, a system would have to predict behaviors. He pointed out that China uses predictive technology and the predictive technology prohibits the travel of some residents that are labeled dissident by the predictive technology. He stated that Flock's goal is to increase profits. He stated that Flock is not accountable to the Staunton City Council.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 9:51 p.m.

John C. Blair, II
Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Jessie L. Moyers Chief Financial Officer
Item #	A.2	
Department:	Finance	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence Strategic Area: Effective Communication with Citizens	
Subject:	Approval of Transfer of Already Appropriated Funds Within the Capital Improvement Fund	

Background: The item before City Council is approval of transfer of already appropriated funds between projects in the Capital Improvement Fund. Approval of these transfers can be accomplished in one meeting, January 8, 2026, since this is a transfer of previously appropriated funds rather than an appropriation of funds.

Proposed transfers:

1. Move \$1,319,990 from the Undesignated CIP and \$720,000 from the Adaptive Traffic Control CIP into the Infrastructure Improvements CIP to fund the tunnel repair work. The adaptive traffic controls were funded using operating funds.
2. Move \$600,000 from the Undesignated CIP into the Richmond Ave/Greenville Ave Intersection project to help fund the shortfall for the VDOT project.
3. Move balances in the Gypsy Hill Park Bathrooms \$390,424 and the Gypsy Hill Park Pumpouse \$121,372 into the Parks and Rec Public Use Facilities fund. Centralizing these funds will provide the capacity to support a combined parks improvement project.
4. Close old Enterprise Zone Program funds into the Staunton Crossing Development fund to fund mowing at the Staunton Crossing. Old Enterprise Zone Program funds total \$97,686.91 and have not had activity since 2016.

Project	Account	Increase	Decrease
Infrastructure Improvements	39044130-58545	\$ 2,039,990.00	
Undesignated CIP	39099800-58400		\$ 1,319,990.00
Adaptive Traffic Controls	39044130-58514-12500		\$ 720,000.00
Richmond/Greenville Intersection Impr	39044130-xxxxx	\$ 600,000.00	
Undesignated CIP	39099800-58400		\$ 600,000.00
Parks and Rec Public Use Facilities	39077210-58524	\$ 511,796.00	
GHP Bathroom Improvements	39077210-58511		\$ 390,424.00
GHP Pump House Restoration	39077210-58522		\$ 121,372.00
Staunton Crossing Development	39088150-58470	\$ 97,686.91	
Enterprise Zone Program	39088150-58469		\$ 33,176.63
Enterprise Zone Program	39088150-58469-CADEN		\$ 33,989.28
Enterprise Zone Program	39088150-58469-CRDGR		\$ 30,521.00

Attachment: Not applicable.

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

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

City Manager: Leslie Beauregard

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Leslie M. Beauregard, City Manager John C. Blair, II City Attorney
Item #	A.3	
Department:	City Attorney	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Engagement Strategic Area: Effective Communication with Citizens	
Subject:	Consideration of Ordinance Amendment for Snow and Ice Removal From Sidewalks	

Background: After the December 11, 2025 Staunton City Council Work Session, 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 twelve hours for events resulting in less than six inches of snow/ice, twenty-four hours for events resulting in six to twelve inches of snow/ice, and up to thirty-six 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 thirty-six hours. However, if the snow/ice cease to fall over night, the snow must be removed by 6:00 p.m. the next day.

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

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

Attachment: Proposed Ordinance

City Manager: Leslie M. Beauregard

DRAFT 12.16.2025

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

22
23
24
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 twelve hours after the snow or sleet
34 ceases to fall or the ice ceases to form, ~~unless the snow or sleet fell or the ice formed during the~~
35 ~~night, in which case it shall be removed by 12:00 noon on the following day.~~ If any such property
36 is unoccupied, it shall be the duty of the owner or the person having charge thereof to comply
37 with the requirements of this section.
38

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

45 fall or the ice ceases to form. The duration of the extension, as determined by the city manager,
46 shall be based on the total amount of accumulation of snow and ice, the projected temperatures
47 in the 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. However, if (i) the accumulation of the snow, sleet,
52 and ice does not exceed six (6) inches or more; and (ii) if the city manager determines that the
53 snow or sleet ceased to form during the night, then the snow, sleet and ice shall be removed from
54 the sidewalk by 6:00 p.m. the following day.
55

56 A violation of the prohibition contained herein shall be punishable by a civil penalty of not more
57 than \$50.00.
58

59 In all other respects, the provisions of Title 12 of the Staunton City Code remain the same
60 and are hereby restated, confirmed, and reordained.
61
62
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64
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66
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69

70 Introduced:
71 Adopted:
72 Effective Date:
73
74
75
76
77

Michele D. Edwards, Mayor

78 ATTEST: _____
79 John Blair,
80 Acting Clerk of Council
81

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	City Council Leslie Beauregard City Manager
Item #	A.4	
Department:	City Council City Manager’s Office	
Alignment with Staunton Plan (Value/Strategic Area):	Values: Integrity; Inclusion & Equity; Excellence, Engagement; Environmentally Conscious Strategic Areas: Comprehensive Economic Development; Advanced Environmental Sustainability and Infrastructure; Improved Quality of Life through Recreation; Effective Communication with Citizens	
Subject:	Consideration of City Council Strategic Plan Areas, Goals and Strategies (Staunton Plan)	

Background: 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. At the November 13, 2025 City Council meeting, City Council discussed the Staunton Plan again but asked the City Manager to continue to work on it, gather input from City Council, and bring back to a future meeting for final approval.

The version in this packet to be considered follows the City Manager's discussions with City Council about the final wording and direction of the Staunton Plan.

Attachments:

Attachment 1—2026-2028 Stanton Plan

Attachment 2—2026-2028 Staunton Plan One Pager

City Manager's Recommendation: Adopt 2026-2028 Staunton Plan.

Suggested Motion: I move that City Council adopt the 2026-2028 Staunton Plan, as presented.

City Manager: Leslie Beauregard

The following is a summary of Strategic Areas for the City of Staunton, as determined during City Council 2025 retreats, for short-term implementation/progress over the next 1-3 years. The updated “Staunton Plan” is to align with the current city effort to update our 2045 Comprehensive Plan to establish a 20-year vision for Staunton. **Strategic Area action items in bold below indicate initial 2026 priorities.**

The city’s Staunton Plan website can be found here (the Vision and Values are not changing):

<https://www.ci.staunton.va.us/government/city-council/staunton-plan>

The Staunton 2045 Comprehensive Plan update website can be found here:

<https://storymaps.arcgis.com/stories/730d76b1e87242b1b45f136a3b4bd3b2>

- **An Economically Vibrant Community:** Strengthening Staunton’s economic vitality and well-being by supporting our residents and existing businesses, continuing to build upon the success of our downtown, while attracting new opportunities for improved industry and housing growth through responsible and well-planned development processes.

2026 Priorities

- **Complete the city’s Economic Development website update and support/promote the recently updated Enterprise Zone incentives program. Identify metrics for success and report to Council on a regular basis.**
- **Implement a Staunton Housing Commission that advances the Housing Strategy’s goals and objectives to promote a variety of quality and attainable housing options in the city.**
- **Develop a holistic plan for downtown Staunton, encouraging future growth to include parking needs, improved wayfinding, opportunities to redevelop the wharf, reinvestments in the train station, expansions/improvements to Shop and Dine Out, improved integration of MBU, and expansion of SDDA services.**
- **Identify 1-2 opportunities to advance the West End Revitalization Plan: A Master Plan for additional city and community services/facilities at the JD&R Courthouse property; a plan to reimagine Booker T. Washington as a community center and hub for events and services**

Beyond 2026

- Continue to evaluate and update city code and land development review and permitting procedures to improve efficiency and ensure future growth and community improvements align with the city’s vision (code updates include a lighting ordinance, short-term rental ordinance/policies, riparian buffer ordinance, downtown zoning ordinance).
- **A Resilient and Sustainable Community:** Enhancing Staunton’s livability and environmental stewardship by addressing aging infrastructure, city facility needs, and the protection of natural resources through prioritizing improvements focused on efficiency of services, managing costs, and sustainable practices to advance long-term community resilience.

2026 Priorities

- Complete the design for Uniontown water and sewer in 2026, with a goal of starting construction in 2027.
- As part of the FY 2027 Budget, include necessary funding to develop a plan to decrease landfill waste, including public education, financial incentives, partnerships, improvements in recycling and other options (i.e., plastic bag tax, etc.)

Beyond 2026

- Develop a utility infrastructure strategy to prioritize and determine future funding sources to address the city's utility needs.
 - As part of the FY 2027-2031 Capital Improvement Plan process, develop the city's initial Sustainability Plan to create policy aimed at reducing city energy use and emissions, implementation of green infrastructure, improving flood resiliency, and protecting/rehabilitating natural resources.
 - ~~Proactively explore opportunities to advance the city's public safety facility needs of improving police and fire department facilities.~~ (Already a priority in the five-year Capital Improvement Plan)
- **A Healthy Community:** Enriching Staunton's quality of life by supporting and expanding recreational, cultural, and educational opportunities within our city.

2026 Priorities

- Consolidate, prioritize, and pursue continued implementation of the Pedestrian and Bicycle Plan and Greenway Plan to create an accessible and connected multi-modal transportation and recreation network throughout the city.

Beyond 2026

- Develop a Parks and Recreation Master Plan that prioritizes improvements to existing facilities, considers expansions of offerings, identifies under-utilized city facilities for growth opportunities, and incorporates Staunton City School athletic facility needs. (*includes expanding summer pool hours and Moxie Stadium*)
 - Continue to support educational capital project, funding strategies, and programming needs through coordination with Staunton City Schools. (Reference to Library removed since already a priority in the five-year Capital Improvement Plan)
 - Explore initiatives and partnership opportunities to establish a public arts program.
- **An Informed and Engaged Community:** Ensuring Staunton's residents have timely, accurate, and meaningful information about city programs and services, with a focus on expanding communication platforms, enhancing digital services, improving emergency alerts, and fostering community engagement.

2026 Priorities

- Complete and adopt the City's 2045 Comprehensive Plan update setting a focused 20-year vision for Staunton with clear and achievable goals, including supporting strategies to address city needs as identified through the robust 2025 public engagement efforts of the Plan update process.
- Establish a protocol for making timely updates to the Staunton City website and other digital platforms to improve access to and awareness of information resources including the city budget

process, monthly activity reports, Citizen’s University, public meeting access, and city project updates. *(includes information and progress on city grants)*

Beyond 2026

- Enhance the Staunton City website to deliver information and digital services in a personalized, central hub format for our residents. *(includes enhancements to emergency alerts and communications)*
- Encourage the use of AI and provide access to training opportunities for city staff to promote city efficiencies through emerging technologies.

The Staunton Plan

OUR VALUES

Integrity ~ Inclusion & Equity ~ Excellence ~
Engagement ~ Environmentally Conscious



Strategic Areas



An Economically Vibrant Community

Strengthening Staunton's economic vitality and well-being by supporting our residents and existing businesses, continuing to build upon the success of our downtown, while attracting new opportunities for improved industry and housing growth through responsible and well-planned development processes.



A Resilient and Sustainable Community

Enhancing Staunton's livability and environmental stewardship by addressing aging infrastructure, city facility needs, and the protection of natural resources through prioritizing improvements focused on efficiency of services, managing costs, and sustainable practices to advance long-term community resilience.



A Healthy Community

Enriching Staunton's quality of life by supporting and expanding recreational, cultural, and educational opportunities within our city.



An Informed and Engaged Community

Ensuring Staunton's residents have timely, accurate, and meaningful information about city programs and services, with a focus on expanding communication platforms, enhancing digital services, improving emergency alerts, and fostering community engagement.

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Tim Hartless Planning Manager
Item #	B	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Public Hearing and Consideration of a Request by River Rock Properties, LLC, to Vacate, Discontinue, and Abandon that Portion of a 12-Foot Alley Lying Between Lots 9–12 of Block D and Lots 10–13 of Block B of the Rose Crest Addition	

Background: Thomas Wilkinson, representing River Rock Properties, LLC, is requesting to vacate approximately 200 feet of a 12-foot-wide alley which runs from Steffey Street north and terminates at the side property line of 208 Straith Street. The alley was created as part of the Rose Crest Addition which was recorded in Augusta County in 1925. The area was annexed into the City in 1948.

At the northern end of the alley is the Evergreen Townhouse Apartment Complex at 208 Straith Street. It does not appear that anyone from the apartment complex uses this alley. All other properties adjoining the subject portion of the alley are owned by the applicant.

Analysis: Staff has reviewed the request and has identified no issues. A portion of the alley between 1703 and 1705 Steffey Street will remain open. Vacation of a portion of this alley has no impact on useability of any other alleys or undeveloped streets in the area.

Planning Commission Recommendation:

At its meeting on December 18, 2025, the Planning Commission conducted a public hearing. During the public hearing no one spoke in opposition to the request and on a 4-0 vote, the Commission unanimously voted to recommend approval of the vacation.

Attachments:

Attachment 1—Application for Vacation

Attachment 2—Plat Showing Portion of Alley to be Vacated

Attachment 3—Exhibit Map

Attachment 4—Draft Ordinance of Vacation

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

City Manager: Leslie Beauregard



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

ALLEY & STREET VACATION APPLICATION

DATE OF APPLICATION: 10/20/25

APPLICANT'S NAME: Thomas Wilkinson (River Rock Properties LLC)

ADDRESS: [REDACTED]

TELEPHONE NUMBER: [REDACTED] - [REDACTED] ALTERNATE: [REDACTED]

EMAIL ADDRESS: [REDACTED]

LOCATION OF PROPERTY: 302 Straith St Staunton

PLAT PROVIDED ☒ YES ☐ NO (REQUIRED)

LEGAL DESCRIPTION OF PORTION OF ALLEY OR STREET IN THIS REQUEST:
12' Alley of Rosecrest between lots 9-12 Block D 10-13 Block B

IS THE PORTION OF THE ALLEY OR STREET IN THIS REQUEST IMPROVED? ☐ YES ☒ NO

IF YES, IS IT BEING USED BY PERSONS OTHER THAN YOURSELF? ☐ YES ☐ NO

IF YES, EXPLAIN: _____

TO YOUR KNOWLEDGE, ARE THERE ANY UTILITIES IN THE PORTION OF THE ALLEY OR STREET
AFFECTED BY THIS REQUEST? ☐ YES ☒ NO IF YES, EXPLAIN?

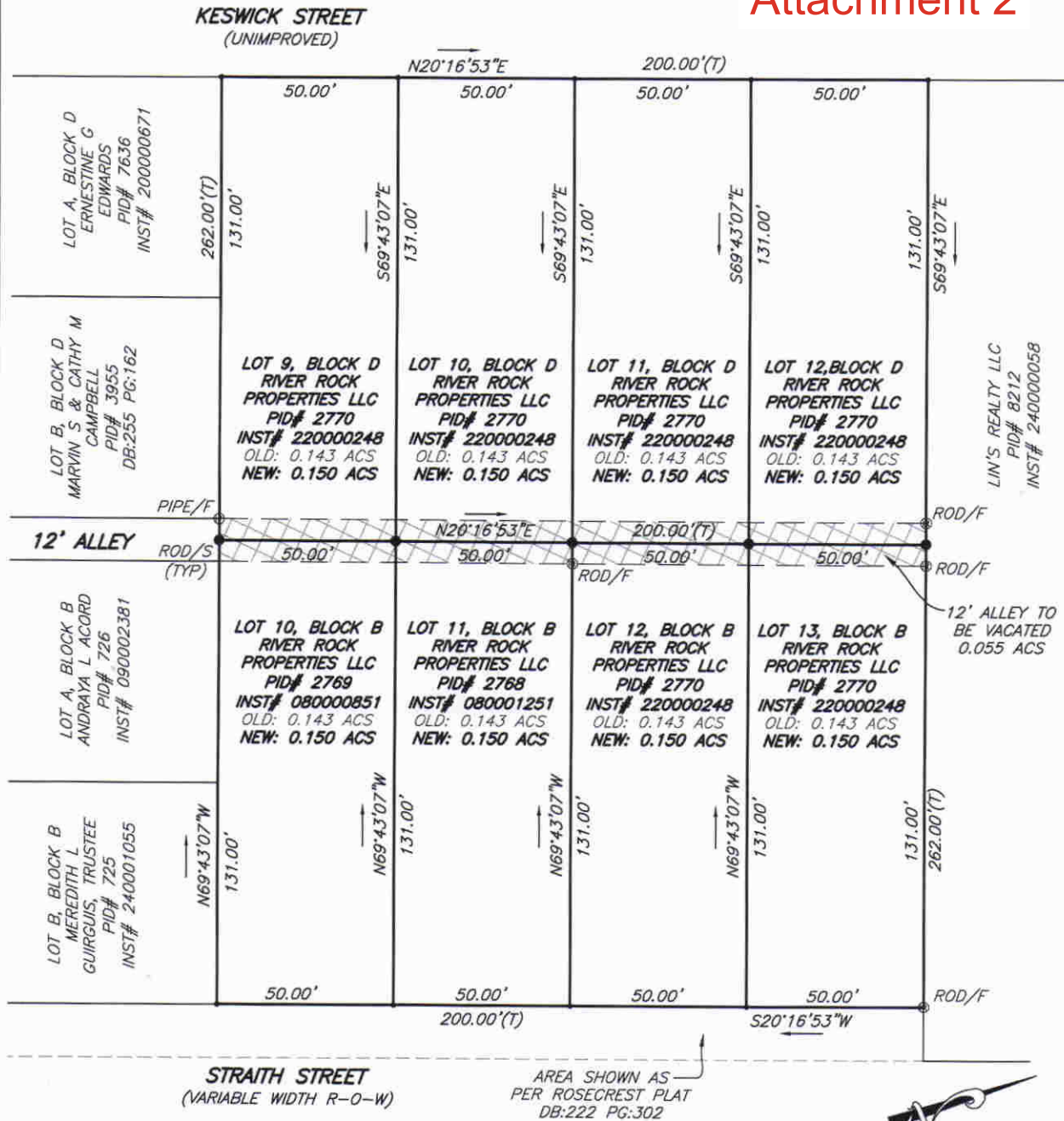
PURPOSE OF THE REQUEST? Vacate alley

ORDINANCE PROVIDED? ☐ YES ☐ NO

**An electronic copy, in word document format, must be emailed to Planning Office. Application is considered incomplete until this is provided.*

FEE PAID? ☐ YES ☐ NO **check or cash only \$150.00*

SIGNATURE OF APPLICANT [Signature]



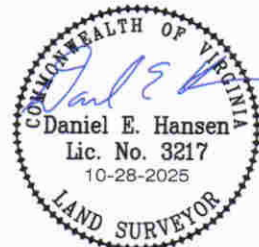
NOTES:

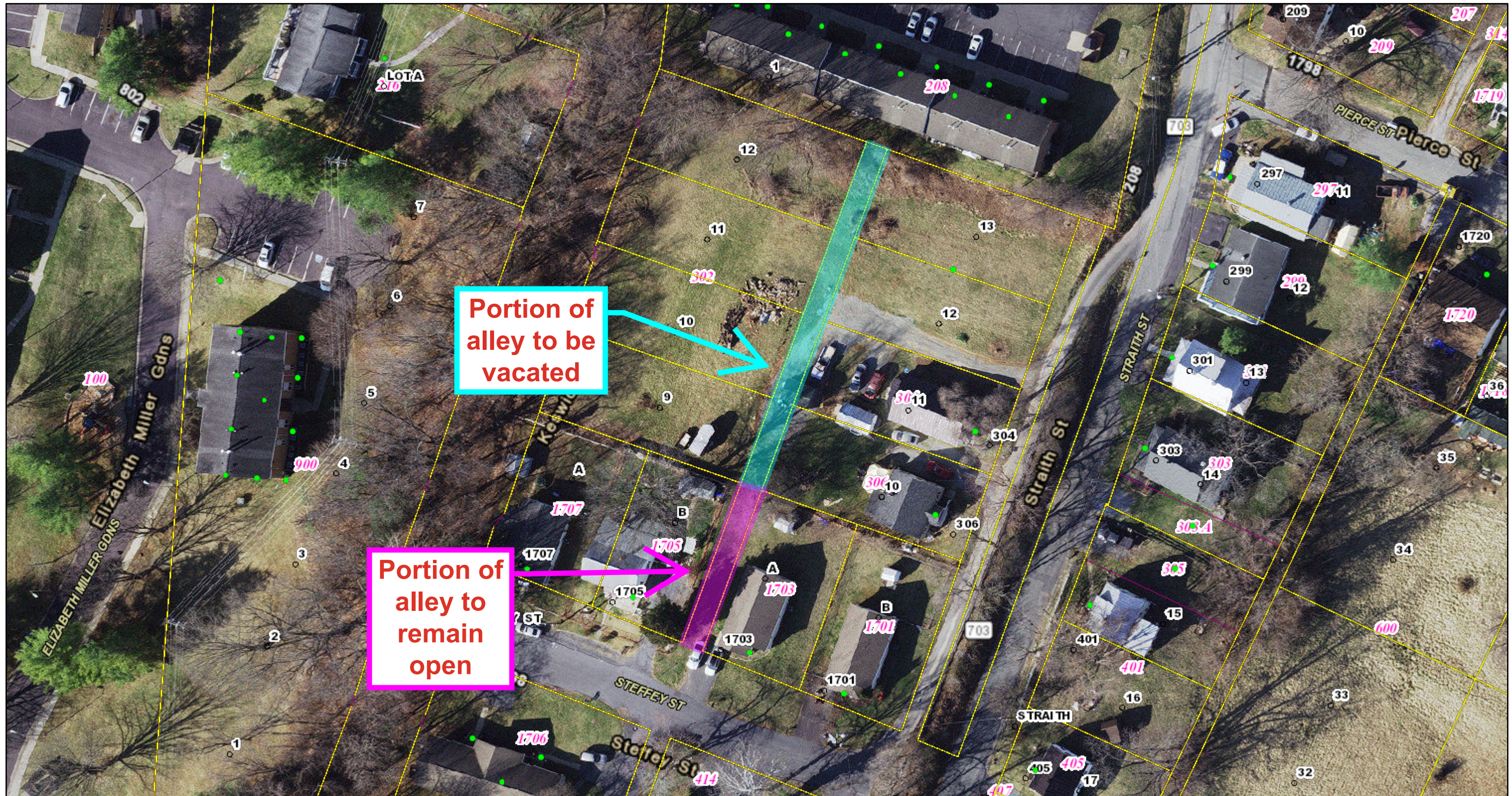
- 1) THIS PLAT REPRESENTS A CURRENT FIELD SURVEY ALONG WITH COMPILED PLATS OF RECORD.
- 2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION DISCLOSED BY SUCH.
- 3) NO IMPROVEMENTS SHOWN HEREON.

PLAT SHOWING AN ALLEY VACATION THROUGH LOTS 10-13, BLOCK B & LOTS 9-12, BLOCK D, ROSECREST

DATE: 10-28-2025
SCALE: 1" = 30'
JOB: R0067821.01
DRAWN BY: BSR

CITY OF STAUNTON, VIRGINIA
PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / SHENANDOAH VALLEY
104 Industry Way, Suite 102 / Staunton, Virginia 24401 / Phone (540) 248-3220 / balzer.nc | westwoodps.com





12/2/2025, 4:55:24 PM

1:806

● Address Points  City Limits

 Green: Band_2

High Resolution 60cm Imagery

□ Lot_Numbers Road Centerline

 Blue: Band_3

High Resolution 30cm Imagery

— Lot_Lines World_Transportation

World Imagery

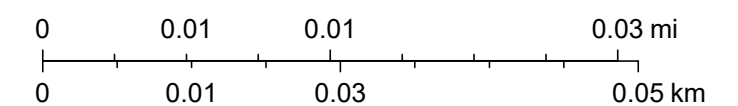
Citations

 Tax Parcels

 Red: Band_1

Low Resolution 15m Imagery

15cm Resolution Metadata



VITA, Esri, HERE, iPC, Commonwealth of Virginia, Microsoft, Vantor

DRAFT 11/20/2025

Ordinance No. 2026-__

**ORDINANCE VACATING, DISCONTINUING, AND ABANDONING
A PORTION OF THAT DESIGNATED, UNDEVELOPED ALLEY LYING WITHIN
BLOCK B AND BLOCK D, ROSE CREST ADDITION SUBDIVISION
STAUNTON, VIRGINIA**

Recitals:

WHEREAS, An alley in the City of Staunton appears to have been created by the May 1, 1925 recordation of the Plat of Rose Crest Addition recorded in Augusta County Deed Book 222, Page 302. Rose Crest Addition was then located in Augusta County but is now part of the City of Staunton; and

WHEREAS, the portion of the alley shown on the Plat of Rose Crest Addition that bisects Block B and Block D from the northern right-of-way line of Rose Street (now Steffey Street) to the northernmost property line of the said subdivision has remained undeveloped from 1925 to the present. As shown on the Plat of Rose Crest Addition, the undeveloped alley is 12 feet in width along the described corridor for a distance of approximately 300 feet; and

WHEREAS, the portion of the alley proposed and now designated for vacation begins at the southern property lines of Lot 9, Block D extended and Lot 10, Block B extended and extends generally northerly to northern property lines of Lot 12, Block D extended and Lot 13, Block B extended (also the northern boundary line of the Rose Crest Addition Subdivision) of the said subdivision as shown on attached exhibit by Balzer and Associates, a Westwood Company entitled "Plat Showing an Alley Through Lots 10-13, Block B & Lots 9-12, Block D, Rose Crest" dated October 28, 2025; and

WHEREAS, an application to vacate the now designated, undeveloped portion of the alley described in the previous paragraph has been filed by apparent property owner, Thomas Wilkinson on behalf of River Rock Properties LLC, who owns Parcels 2768, 2769, and 2770 and resides at 120 Samuel Bears Road, Weyers Cave, VA; and

WHEREAS, public hearings were held by the Staunton Planning Commission and the Staunton City Council after proper advertisement and notice for the vacation and abandonment of the designated, undeveloped portion of alley as described above and depicted on the attached and incorporated exhibit and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that subject to and contingent upon the approval by the Staunton Subdivision Agent and the recordation of the herein described exhibit just after and with the recordation of this Ordinance so that there results no street-inaccessible lot, the designated, undeveloped portion of alley as described above and depicted on the attached and incorporated exhibit is hereby vacated and abandoned, provided that there is reserved to the City of Staunton an easement for any existing utility lines

DRAFT 11/20/2025

located in the portions of the alley now vacated, with ownership of the vacated portion determined in accordance with applicable law.

Introduced:

Adopted:

Effective Date:

Michelle D. Edwards, Mayor

ATTEST:

John C. Blair, Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, Virginia

Meeting Date:	January 8, 2026	Tim Hartless Planning Manager
Item #	C	
Department:	Community Development— Planning and Zoning	
Alignment with Staunton Plan (Value/Strategic Area):	Value: Excellence	
Subject:	Consideration of a Request by RCP 2, LLC, for a Special Use Permit at 126 Guy Street, Under the Provisions of Staunton City Code Section 18.30.030(6) to Allow a Planned Residential Development Consisting of Four Single-Family Attached Dwellings and a Common Parking Area	

Background: RCP 2, LLC, is requesting a Special Use Permit at 126 Guy Street to construct four single-family attached dwellings (townhouses). The property is located on Guy Street near the intersection with Ranson Street and Straith Street. RCP 2, LLC, acquired the property in July of 2024, and is now requesting a Special Use Permit for a Planned Residential Development (PRD) for single-family attached dwellings with a common parking lot. The common parking arrangement is permitted only within a PRD. The property is zoned R-3, Medium Density Residential District, and a PRD can only be approved through the Special Use Permit process. As proposed, the parking lot will have two points of access to Guy Street with eight parking spaces.

Analysis: As shown on the attached map (Attachment 3), surrounding zoning is all R-3, Medium Density Residential District.

The *City of Staunton, Virginia, Comprehensive Plan 2018-2040*, Land Use Development Guide,

Future Land Use Map, designates this area as High Density Residential. This designation is characterized by multi-story multi-family dwellings with more than 20 units per acre. The proposed development contains four units on a lot that is approximately 0.34 acres. The requested Special Use Permit is consistent with this designation.

A Special Use Permit is step one of the multi-step process to develop the property for the intended use. A plat will be required to create the common areas and four building lots. A site plan will be required to address construction of the common parking lot and any stormwater management facility. The plat must be approved prior to site plan approval and both must be approved prior to issuance of any building permits.

November 20, 2025 Planning Commission Meeting:

At its meeting on November 20, 2025, the Planning Commission considered the request and reviewed staff comments. Concerns were expressed related to parking requirements, parking lot maintenance, minimum setbacks, and landscape. The Planning Commission conducted the public hearing where no one from the public spoke in opposition. After discussion, the Commission tabled the request to give the applicant time to address staff and Commission concerns.

Planning Commission Recommendation:

The applicant made revisions to the proposal and at its meeting on December 18, 2025, the Commission gave further consideration. On a 4-0 vote, the Commission unanimously voted to recommend approval of the special use permit with the following conditions:

1. No more than four single-family attached dwellings are permitted.
2. All work must be done in general conformance with the approved master plan and strict conformance with the approved special use permit.
3. All common areas, shared parking areas, and associated landscape (landscape required by SCC Chapter 18.175) must be owned and maintained by a Home Owners Association.
4. A site plan of development will be required and must be approved by the City of Staunton before work shall commence on the Property.
5. A final subdivision plat will be required to create lots for the common area, parking area, and individual building lots

Attachments:

Attachment 1—Application and Supporting Documents **(including revised plans)**

Attachment 2—Vicinity Map

Attachment 3—Current Zoning Map

Attachment 4—Future Land Use Map

Attachment 5—Response from Applicant

Attachment 6—Draft Resolution

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

City Manager: Leslie 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: 11.03.2025

NAME OF APPLICANT: RCP 2, LLC

ADDRESS OF APPLICANT: [REDACTED]

PHONE #: [REDACTED]

E-MAIL ADDRESS: [REDACTED]

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: 126 Guy St, Staunton, VA 24401

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

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

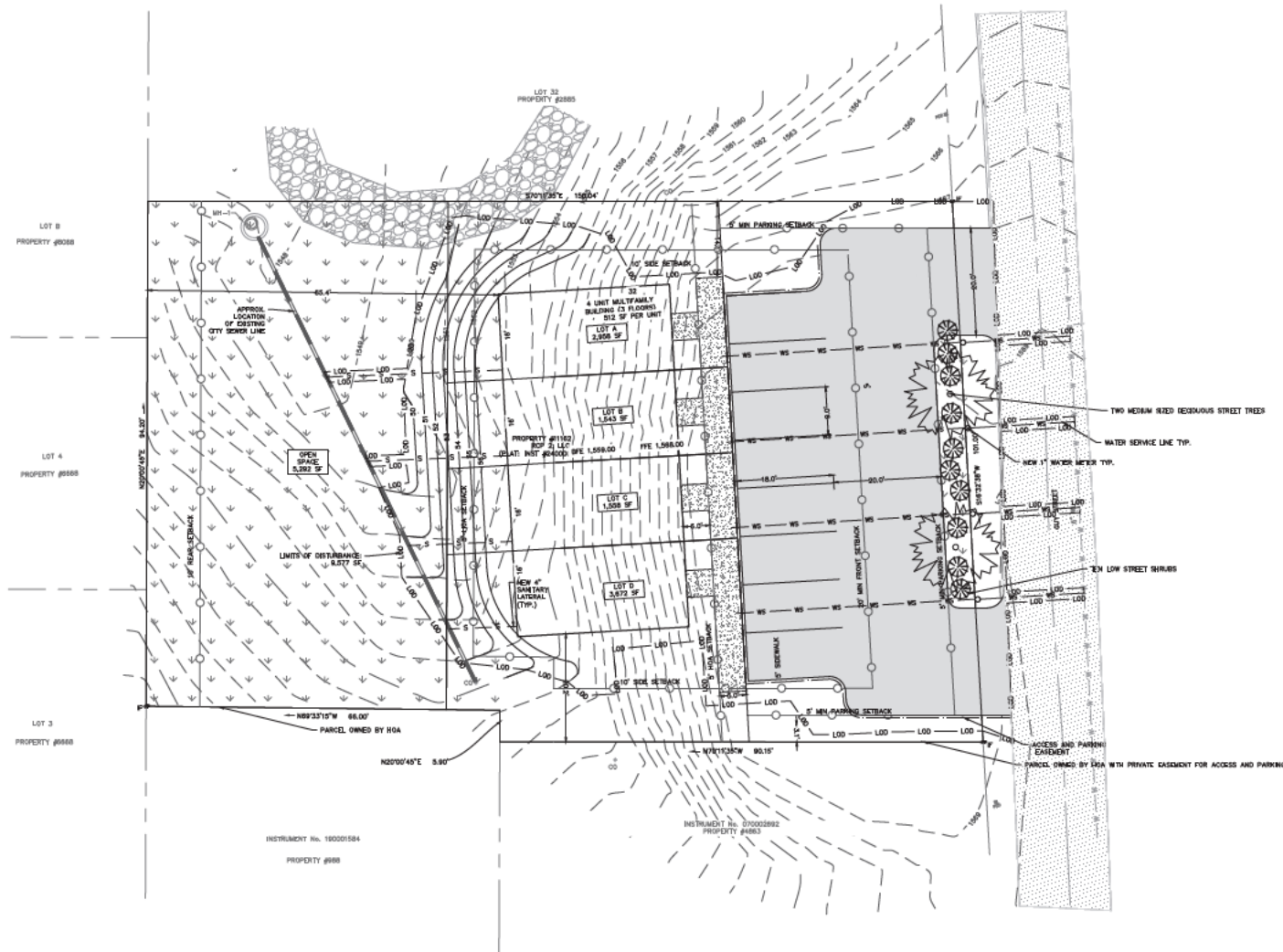
PRESENT ZONING OF THE PROPERTY: R-3

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW:
18.105.020, 18.25.03

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

LEGAL DESCRIPTION OF PROPERTY: ID 11162, LOT 2B
DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

SIGNATURE: William C. Ruel



VICINITY MAP



SHEET INDEX

C1 MASTER PLAN

SUBJECT PARCEL INFO

PARCEL ID	OWNER	CURRENT USE	CURRENT ZONING	ACRES
11182	ROP 2, LLC	VACANT	R3	0.34

BUILDING HEIGHT

1. No main building shall exceed three stories or 35 feet in height, except as provided in Chapter 18-115 SCC.

DENSITY CALCULATION

1. 11.76 dwelling units per acre (4 units divided by 0.34 acres).

OPEN SPACE

- Open space requirement for planned residential developments in the city of Staunton is 15 percent of the total acreage per section 18.105.020 in the zoning ordinances of the City of Staunton.
- Total open space equals 42.2 percent or 0.14 acres.

SETBACKS

- Minimum Front Setback: 20'
- Minimum Rear Setback: 10'
- Minimum Side Setback: 10'
- Minimum Setback to PCA land: 5'

PARKING NOTE

1. Eight (8) total parking spaces are provided. Two shall be provided per unit.

GENERAL NOTES

- Boundary and topographic data information shown is prepared from a field survey performed by Foresight Survey, P.C. on August 1, 2024.
- Source of Title: NST #24000136
- The preliminary development plan was prepared in accordance with section 18.105.020 from the Zoning Ordinance of the City of Staunton. The preliminary development plan is conceptual in nature and provides a general overview of the development layout.

DESIGNED BY

Ross Koonce

CHECKED BY

Justin Shimp, P.E.

PLANNED RESIDENTIAL
DEVELOPMENT MASTER PLAN
126 GUY ST

CITY OF STAUNTON, VIRGINIA
SUBMISSION:
2025.10.08
REVISION:
2025.12.08

FILE NO.

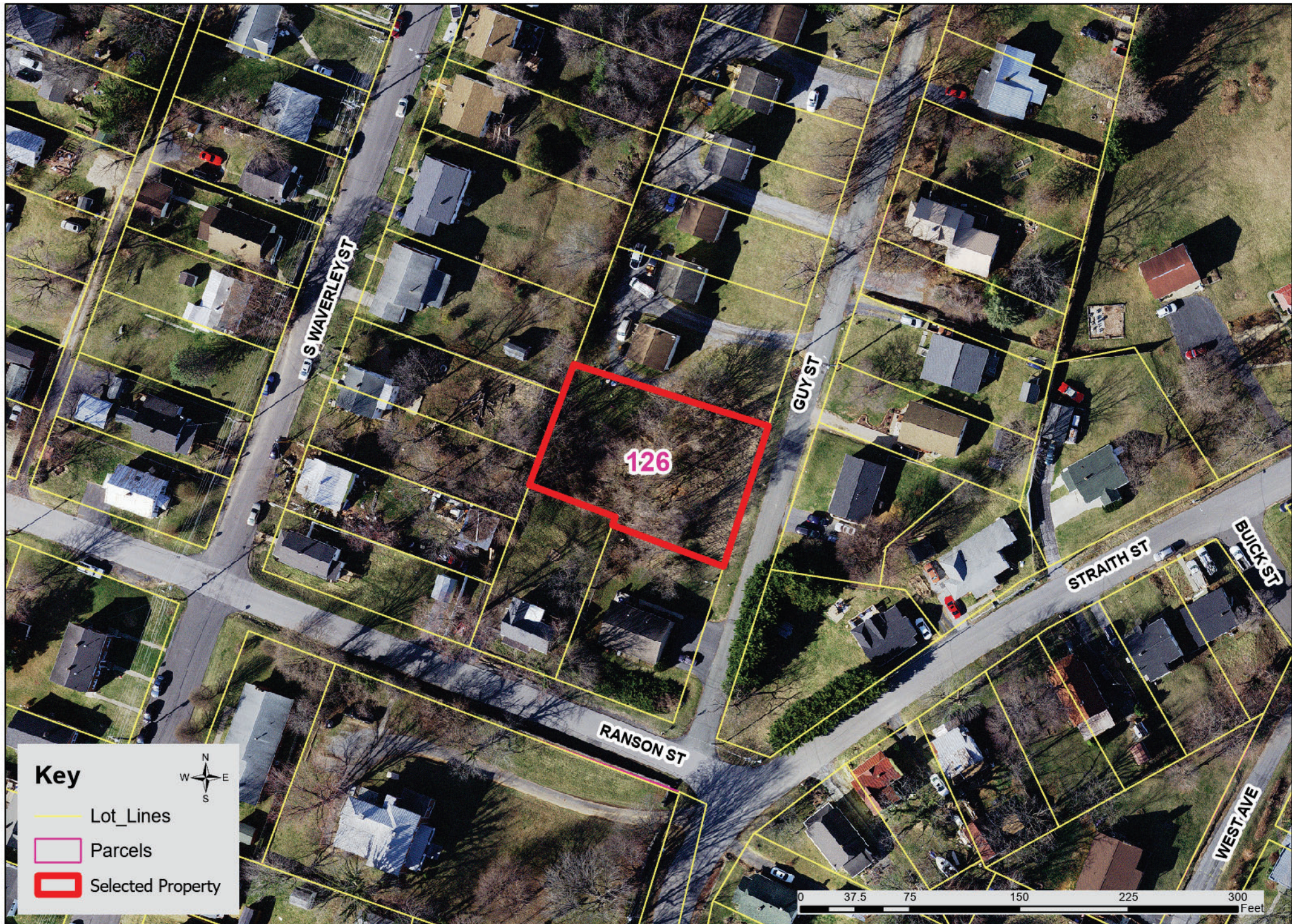
24.046

MASTER PLAN

C1

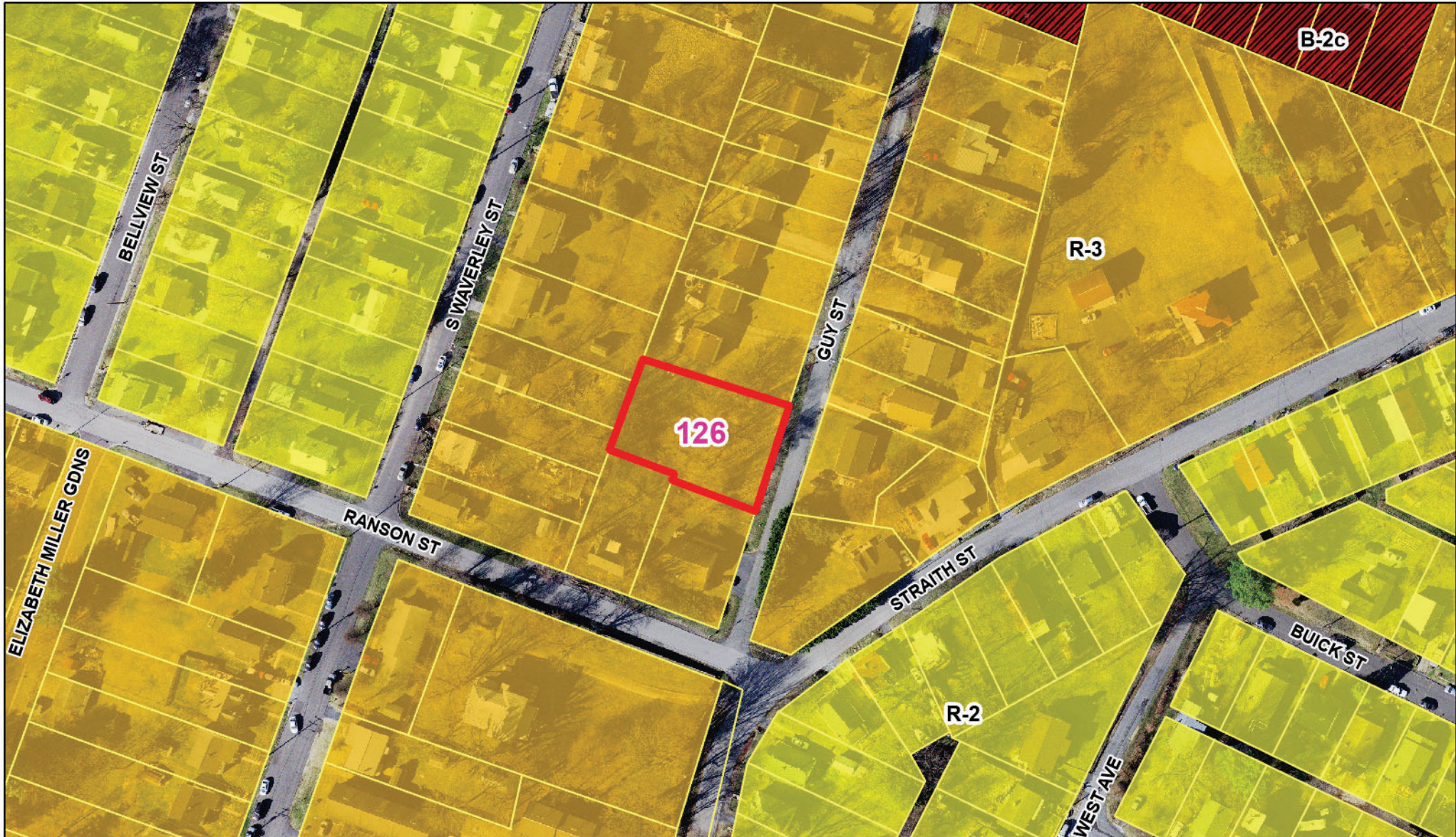
Vicinity Map: 126 Guy St

Attachment 2



Current Zoning: 126 Guy 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: 126 Guy 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 25 50 100 Feet

From: Julia Flynnmoore [REDACTED]
Sent: Monday, December 8, 2025 4:49 PM
To: Timothy A. Hartless
Cc: Justin Shimp
Subject: 126 Guy St.
Attachments: [126 Guy \(12.08.25\).pdf](#)

Hi Tim,

Attached is a revised master plan for 126 Guy St.

Please see responses below:

1. The common parking lot must be located on land that is owned by a Home Owners Association. Shared parking with easements is not permitted in residential zoning.

An HOA lot is now shown.

2. As part of the PRD process, the applicant needs to indicate minimum setbacks on the plan.

Minimum setbacks are illustrated and listed under "Setbacks"

3. Provisions need to be in place that ensure each unit will be guaranteed access to at least

one parking space (SCC 18.140, Minimum Off-Street Parking Requirements, requires each single-family dwelling to have at least one off-street parking space).

This note is added under parking notes.

4. Provisions for the maintenance, repair, and replacement of the common parking lot must

be developed.

a. Who will be responsible for determining when the maintenance is necessary?

b. Who will pay the cost of the maintenance?

c. This would include snow removal, repaving, restriping, etc.

The parking lot will be owned by an HOA.

5. A responsible party must be identified for the maintenance, repair, and replacement of the stormwater management facility.

There is no stormwater facility on site.

6. Street trees may not be located within the public right-of-way.

Street trees are now shown outside of the row.

7. There is a minimum 5-foot setback for parking lots from any property line.

The parking lot is now shown within the 5' setback from all property lines.

Please let us know any other questions,

Best,
Julia

--

Julia Flynnmoore
Project Manager / Landscape Designer

[Redacted signature]

[Redacted signature]

**RESOLUTION
OF THE
COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
GRANTING A SPECIAL USE PERMIT FOR
A PLANNED RESIDENTIAL DEVELOPMENT
AT 126 GUY STREET (PIN 11162)**

Recitals

A. RCP 2, LLC, (Applicant), has requested a Special Use Permit at 126 Guy Street, identified as parcel identification number (PIN) 11162, in the City of Staunton, Virginia (the Property), for a Planned Residential Development consisting of four single-family attached dwellings and a common parking area (the Project);

B. The Applicant seeks a Special Use Permit pursuant to Staunton City Code (SCC) Section 18.30.030(6) to establish the Project;

C. The Property is located within a R-3, Medium Density Residential District, which, according to SCC Section 18.30.030(6) a Planned Residential Development 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 at its meeting on December 18, 2025, 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 18.30.030 and Chapter 18.210 of the SCC, Staunton City Council finds and determines that granting the proposed Special Use Permit would serve the public necessity, convenience, general welfare and good zoning practice; and

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

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

1. No more than four single-family attached dwellings are permitted.
2. All work must be done in general conformance with the approved master plan and strict conformance with the approved special use permit.
3. All common areas, shared parking areas, and associated landscape (landscape required by SCC Chapter 18.175) must be owned and maintained by a Home Owners Association.
4. A site plan of development will be required and must be approved by the City of Staunton before work shall commence on the Property.
5. A final subdivision plat will be required to create lots for the common area, parking area, and individual building lots.

47 Introduced:
48 Adopted:
49 Effective:

50

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Michele D. Edwards, Mayor

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

DRAFT