



COMMUNITY DEVELOPMENT

Housing Programs Division

Staunton Housing Commission Meeting – July 2, 2026 5:30 p.m.

AGENDA

1.	Welcome – Nehemias Velez, Chairperson
2.	City Council Update - Brad Arrowood, Vice Mayor, City Council Liasson
3..	Chairperson and Affordable Housing Update – Nehemias Velez, Chairperson
4.	Accessory Dwelling Units Draft Ordinance - Rodney Rhodes, Director, Community Development Department
5.	Economic Mobility and Opportunity Update – Anna Leavitt, Economic Mobility and Opportunity Special Assistant
6.	Residential Conditions Survey and Vacant Land Analysis – Anna Leavitt, Economic Mobility and Opportunity Special Assistant
7.	Housing and CDBG Activities Update – Rebecca Joyce, Housing Planner and Grants Coordinator
8.	Review and Adoption of Housing Virtual Commission Meeting Policy – Rebecca Joyce, Housing Planner and Grants Coordinator
9.	Commission Member Updates
10.	Next Steps – Nehemias Velez, Chairperson
11.	Adjournment
Meetings are held on the first Thursday of the first month of the quarter at 5:30 p.m.	<u>2026 Commission Meeting Schedule:</u> March 5, 2026√ April 2, 2026√ July 2, 2026√ October 1, 2026
<i>“In the truest sense, freedom cannot be bestowed; it must be achieved.”</i> – Franklin D. Roosevelt	

City of Staunton Housing Commission Roles and Responsibilities

The Commission shall have the following duties:

- **Partner** with the City's efforts to move the goals and strategies of the City of Staunton's Housing Strategy forward.
- **Provide** expertise and guidance to the City Council and City leaders on ways to increase the amount and quality of affordable and workforce housing in the City.
- **Participate** in an advisory role in creation of the City's Community Block Grant Program's Annual Action Plan that is submitted to the U.S. Department of Housing and Urban Development every August. Up to two members of the Housing Commission, who don't have a direct conflict of applying for or receiving CDBG funding, may participate in this advisory role.
- **Communicate** concerns of community members related to housing to the City Council and City leadership.
- **Conduct** periodic reviews of the City's Housing Strategy and recommendations based on current research and potential changes in the Staunton community.
- **Provide** an annual written report to City Council about the Commission's activities for the previous calendar year.
- **Perform** additional functions or duties as may be so identified by the City Council or City Manager or Designee.

Chapter 18.111
ACCESSORY DWELLING UNITS

Sections:

- 18.111.010 Purpose.
- 18.111.020 Definitions.
- 18.111.030 General requirements.
- 18.111.040 Administration.
- 18.111.050 Existing use at time of enactment.
- 18.111.060 Fees.

18.111.010 Purpose.

This chapter defines an Accessory Dwelling Unit and other terms and prescribes the conditions under which such use is allowed. Accessory Dwelling Units shall be allowed in all zoning districts that allow for a single family dwelling use.

18.111.020 Definitions.

The following words and phrases, as used in this chapter, shall have the following meanings:

“Accessory Dwelling Unit” or “ADU” means an attached or detached dwelling unit on a residential dwelling lot that allows a single family dwelling use and:

- (1) Provides complete independent living facilities for one or more individuals.
- (2) Is located on the same lot as a proposed or existing primary residence.
- (3) Includes permanent facilities for living, sleeping, eating, cooking, and sanitation.

“Primary Use” as used in this chapter shall mean the same as principal use.

18.111.030 General requirements.

Accessory Dwelling Units shall be subject to the following standards

- (1) A lease term for the rental of an ADU shall be 30 consecutive days or longer. An ADU is not permitted to be used as a homestay.
- (2) Replacement of the primary dwelling’s required off-street parking shall be required if construction of the ADU eliminates such parking.
- (3) At least one off-street parking space shall be required for both attached and detached ADUs.
 - a. If the existing primary dwelling is served by a paved driveway, then the required off-street parking for the ADU shall be paved.
 - b. If the existing primary dwelling is served by a gravel driveway, then the required off-street parking for the ADU may be gravel or paved.
 - c. If no off-street parking exists for the primary dwelling, then the required off-street parking for the ADU shall be paved.
 - d. Required off-street parking for the ADU must comply with all other provisions of Staunton City Code 18.125, except that all exceptions listed therein shall not apply to ADUs.
- (4) An ADU’s floor area, lot coverage, and impervious area shall be less than the primary dwelling’s floor area, lot coverage, and impervious area.
- (5) ADUs shall comply with all accessory building area regulations as determined by the zoning district in which the ADU is located.

- (6) ADUs shall not exceed a height greater than what is allowed for the primary dwelling as determined by the zoning district in which the ADU is located.
- (7) ADUs shall comply with all applicable building codes, including the requirements of the Uniform Statewide Building Code for an accessory dwelling unit if the ADU is attached.
- (8) ADUs shall comply with all applicable building codes, including the requirements of the Uniform Statewide Building Code for a dwelling unit if the ADU is detached.
- (9) At the time an application is submitted to construct or convert an accessory dwelling unit, owner occupancy of the ADU or primary dwelling, but not both, shall be required. Fulfillment of this requirement shall be by presentation of evidence to the satisfaction of the zoning administrator.
- (10) No ADU shall be permitted until a Certificate of Occupancy has been issued for the primary dwelling unit and residency has been established by presentation of evidence to the satisfaction of the zoning administrator.
- (11) No ADU shall be permitted on a lot that has more than one primary dwelling unit.
- (12) No ADU shall be sold separately or subdivided from the primary dwelling, unless the newly created lot meets all requirements of Title 17 subdivision code, and Title 18 zoning code of the Staunton City Code.
- (13) ADUs must comply with all other applicable provisions of the Staunton City Code.

18.111.040 Administration.

The following pertains to the permit process for construction of Accessory Dwelling Units.

- (1) It shall be unlawful for any persons to construct an ADU on property unless the person has been issued a permit for such ADU by the zoning administrator.
- (2) The permit applicant must be the owner of the property.

18.111.050 Existing use at time of enactment.

Nothing in this ordinance shall apply to any existing permits for an ADU approved by the City prior to adoption of Staunton City Code Chapter 18.111.

18.111.060 Fees.

A one-time fee for application for a permit to construct an Accessory Dwelling Unit shall be as provided under SCC [18.220.020](#) (accessory dwelling unit permit fee).

***DRAFT* City of Staunton - FY2026 CDBG Projects**

City of Staunton FY2026 CDBG Entitlement Total Allocation	\$323,304.00
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CDBG Funding Categories	Amount Budgeted
Structural Projects	\$210,152.00
Public Services (15% Cap)	48,492.00
Administration (20% Cap)	64,660.00
Total	\$323,304.00

FY2026 CDBG Projects		Amount Budgeted
Structural Projects	City of Staunton: Blight Removal	70,152.00
	Renewing Homes of Greater Augusta: Home Repair	45,000.00
	SAW Habitat For Humanity: Home Repair	30,000.00
	Staunton Redevelopment Housing Authority: Dunsmore Rehabilitation	65,000.00
	Sub-total	210,152.00
Public Services	Blue Ridge CASA for Children – Training for Volunteers	8,082.00
	Blue Ridge Legal Services – housing legal assistance	8,082.00
	Valley Mission – Permanent Housing Transitions	8,082.00
	VPAS Meals on Wheels	8,082.00
	VPAS Senior Transportation Program	8,082.00
	Valley Supportive Housing – Resident Services	8,082.00
	Sub-total	48,492.00
Administration	Sub-total	64,660.00
FY2026 CDBG Entitlement Allocation TOTAL		\$323,304.00

Housing Strategy Action Plan – Tasks for Housing Commission

Quarters: 1st 04 – 06 2026 2nd 7 – 09.2026 3rd 10 – 12.2026 4th 01 – 03.2027

Strategy	Quarter	Task	H.C. Members
1. CDBG	1 st - 2 nd	Review Potential Projects for Annual Action Plan	
2. Housing Fund	1 st - 2 nd	Research	Robin Miller
			Chris Lassiter
	3 rd	Review Draft Policy	All HC Members
3. Community Land Trust and Deed-restricted Homeownership	1 st - 2 nd	Research	Robin Miller
			Chris Lassiter
	4 th	Review Draft Strategy	All HC Members
4. ADUs	1 st - 2 nd	Research	Jennie Hill
			Chris Lassiter
			Robin Miller
			Susan Venable
	4 th	Review Draft Strategy	All HC Members
5. Redevelopment Strategies	1 st - 2 nd	Research	Lou Siegel
			Nehemias Velez
			Susan Venable
	4 th	Review Draft Strategy	All HC Members
7. Land Bank	1 st - 2 nd	Research	Chris Lassiter
			Nehemias Velez
	4 th	Review Draft Strategy	All HC Members
8. Services for Unhoused Persons	1 st - 2 nd	Compile current list of resources and organizations that serve the unhoused community members in the City.	Chris Lassiter
			Lou Siegel
	2 nd	Survey organizations that serve the unhoused community members in the City regarding their most pressing needs.	

City of Staunton Housing Commission: Member Remote Participation

1. Purpose and Applicability. It is the policy of the City of Staunton Housing Commission that individual Commissioners may participate remotely in Commission meetings by electronic means as permitted by Virginia Code Section 2.2-3708.3, even in the absence of the Governor having declared a state of emergency, when there is a quorum physically assembled at one primary or central meeting location. For circumstances when the Governor has declared a state of emergency, such as has existed with COVID-19, the requirements of Virginia Code Section 2.2-3708.2 must be satisfied. The purpose of this policy is to comply with the requirements of Section 2.2-3708.3 of the Code of Virginia to allow for and govern remote participation by one or more Commissioners in Commission meetings by electronic communication means in general, outside of an extraordinary situation involving a Governor-declared state of emergency. All Board proceedings pursuant to this policy shall be conducted in accordance with Virginia Code Section 2.2-3708.3 as that statute, a part of the Virginia Freedom of Information Act, may hereafter be amended. This policy shall apply to the entire Commission without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

2. Quorum and Setting Required. The Commission may consider a member's individual request for remote participation by electronic communication means only if a quorum of the Commission is physically assembled at one primary or central meeting location, and there is an arrangement for the voice of the remotely participating Commissioner to be heard by all persons at such primary or central meeting location. However, in accordance with Virginia Code Section 2.2-3708.3, if a member is electronically participating due to a temporary or permanent disability, medical condition, or caregiving duties as described in the statute, then the member's remote participation shall count towards the quorum as if the member is physically present.

3. Notice and Permissible Reasons for Electronic Participation. Commissioner participation remotely under this policy shall only be allowed if: on or before the day of the meeting, the Commissioner notifies the Commission Chairperson or other presiding officer that the Commissioner's inability to attend is due to a temporary or permanent disability or other medical condition that prevents the Commissioner's physical attendance or due to a family member's medical condition that requires the Commissioner to provide care for the family member which prevents the Commissioner's physical attendance at the meeting, or due to a personal matter and the Commissioner identifies with specificity the nature of the personal matter. A Commissioner may remotely participate in up to two meetings or twenty-five percent of the Commissioner's total meetings (whichever number is higher) each calendar year due to personal matters. A Commissioner's remote participation due to a temporary or permanent disability or other medical condition shall not be subject to a meeting limitation per calendar year. A Commissioner's remote participation due to a family member's medical condition that requires the Commissioner to provide care for the family member thereby preventing the Commissioner's physical attendance shall not be subject to a meeting limitation per calendar year. The Commissioner requesting to remotely participate in the meeting must state the remote location from which they will participate.

4. Approval. Individual participation from a remote location shall be approved unless such participation would violate this policy or applicable law. The Commission shall vote whether to allow such participation and, if approved, the Commission's meeting minutes shall reflect the following: the remote location from which the member participated, even though the remote location need not be open to the public; if the basis for the remote participation is disability or a Commissioner's or a family member's medical condition, the fact of such; and, if the basis for the remote participation is a personal matter, the specific nature of the personal matter. Upon adoption of a motion to approve the Director's participation by electronic communication means, the Director shall be allowed to fully participate in the meeting by electronic communication means. Before proceeding with the remainder of the Commission meeting, the Commission Chairperson shall ask the Commissioner to state their name. The Commission Chairperson shall then ask the other Commissioners and members of the public in attendance if they can hear the remotely participating Commissioner. The meeting shall not proceed until the remotely participating Commissioner's voice can be heard by all Commissioners and members of the public physically assembled at the meeting location.

5. Disapproval. If the Commission votes to disapprove the Commissioner's remote participation because such participation would violate this policy or applicable law, such disapproval shall be recorded in the Commission minutes with specific reasons cited under this policy and/or under applicable law for the disapproval.

Adopted by City of Staunton Housing Commission: _____