

**Work Session Agenda
Staunton City Council
Caucus Room
January 10, 2019
5:30 p.m.**

Invocation/Moment of Silence—Oakes

- | | | |
|------------------|-------------------|--|
| 5:30 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:35 p.m. | 2. | Presentation Concerning Commercial Property Assessed Clean Energy (C-PACE) Program |
| 5:50 p.m. | 3. & D | Discussion of SunTrust Bank Resolution Authorizing Signatures |
| 5:55 p.m. | 4. | FY2018 General Fund Year End Financial Analysis |
| 6:05 p.m. | 5. | Review and Discussion of the Capital Improvement Plan |
| 6:20 p.m. | | Break |
| 6:35 p.m. | 6. & B | Discussion of an Ordinance to Amend the FY2019 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One |
| 6:45 p.m. | 7. & C | Discussion of Four Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia and to Formalize in Law Certain Policy Exemptions from Fees |
| 7:00 p.m. | 8. | Presentation of Staunton City Council Retreat Report |
| 7:15 p.m. | | Break |

REVISED

Regular Meeting Agenda Staunton City Council Council Chambers January 10, 2019 7:30 p.m.

Call to Order

Pledge of Allegiance

Mayor's Report

Additional Items by Members of Council

Approval of Minutes

Work Session and Regular Meeting of December 13, 2018

REGULAR MEETING

- A. Appeal of Historic Preservation Commission Denial of a Certificate of Appropriateness for 325 Institute Street (Newtown Historic District)/Replacement of Windows**
- B. Introduction and Public Hearing of an Ordinance to Amend the FY2019 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One**
- C. Introduction, Public Hearing and Consideration of Four Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia and to Formalize in Law Certain Policy Exemptions from Fees**
- D. Consideration of SunTrust Bank Resolution Authorizing Signatures**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	City Council
Item #	1	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
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 Session, the addition/deletion of _____].

City Manager: Stephen F. Owen

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- D. Consideration of SunTrust Bank Resolution Authorizing Signatures**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Councilman Erik Curren
Item #	2	
Ordinance #		
Department:	City Council	
Council Vision:	Resilience	
Subject:	Commercial Property Assessed Clean Energy (C-PACE) Program	

Background: At the invitation of Councilman Erik Curren, Scott Dicke of Sustainable Real Estate Solutions will make a presentation to Council at the work session about C-PACE programs. Such programs are authorized by Virginia Code § 15.2-958.3 (copy attached) and facilitate loans made by qualified lenders to certain property owners to finance renewable energy production and distribution facilities, energy efficiency improvements, or water usage efficiency improvements. Among other localities in Virginia, Arlington County and the City of Fredericksburg have implemented C-PACE programs.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

§ 15.2-958.3. Financing clean energy programs

A. Any locality may, by ordinance, authorize contracts to provide loans for the initial acquisition and installation of clean energy improvements with free and willing property owners of both existing properties and new construction. Such an ordinance shall include but not be limited to the following:

1. The kinds of renewable energy production and distribution facilities, energy usage efficiency improvements, or water usage efficiency improvements for which loans may be offered;
2. The proposed arrangement for such loan program, including (i) a statement concerning the source of funding that will be used to pay for work performed pursuant to the contracts; (ii) the interest rate and time period during which contracting property owners would repay the loan; and (iii) the method of apportioning all or any portion of the costs incidental to financing, administration, and collection of the arrangement among the consenting property owners and the locality;
3. A minimum and maximum aggregate dollar amount which may be financed;
4. A method for setting requests from property owners for financing in priority order in the event that requests appear likely to exceed the authorization amount of the loan program. Priority shall be given to those requests from property owners who meet established income or assessed property value eligibility requirements;
5. Identification of a local official authorized to enter into contracts on behalf of the locality. A locality may contract with a third party for professional services to administer such loan program;
6. Identification of any fee that the locality intends to impose on the property owner requesting to participate in the loan program to offset the cost of administering the loan program. The fee may be assessed as (i) a program application fee paid by the property owner requesting to participate in the program, (ii) a component of the interest rate on the assessment in the written contract between the locality and the property owner, or (iii) a combination of (i) and (ii); and
7. A draft contract specifying the terms and conditions proposed by the locality.

B. The locality may combine the loan payments required by the contracts with billings for water or sewer charges, real property tax assessments, or other billings; in such cases, the locality may establish the order in which loan payments will be applied to the different charges. The locality may not combine its billings for loan payments required by a contract authorized pursuant to this section with billings of another locality or political subdivision, including an authority operating pursuant to Chapter 51 (§ 15.2-5100 et seq.), unless such locality or political subdivision has given its consent by duly adopted resolution or ordinance.

C. The locality shall offer private lending institutions the opportunity to participate in local loan programs established pursuant to this section.

D. In order to secure the loan authorized pursuant to this section, the locality shall be authorized

to place a voluntary special assessment lien equal in value to the loan against any property where such clean energy systems are being installed. The locality may bundle or package said loans for transfer to private lenders in such a manner that would allow the voluntary special assessment liens to remain in full force to secure the loans.

E. A voluntary special assessment lien on real property other than a residential dwelling with fewer than five dwelling units or a condominium project as defined in § 55-79.2:

1. Shall have the same priority status as a property tax lien against real property, except that such voluntary special assessment lien shall have priority over any previously recorded mortgage or deed of trust lien only if (i) a written subordination agreement, in a form and substance acceptable to each prior lienholder in its sole and exclusive discretion, is executed by the holder of each mortgage or deed of trust lien on the property and recorded with the special assessment lien in the land records where the property is located, and (ii) evidence that the property owner is current on payments on loans secured by a mortgage or deed of trust lien on the property and on property tax payments, that the property owner is not insolvent or in bankruptcy proceedings, and that the title of the benefitted property is not in dispute is submitted to the locality prior to recording of the special assessment lien;
2. Shall run with the land, and that portion of the assessment under the assessment contract that has not yet become due is not eliminated by foreclosure of a property tax lien;
3. May be enforceable by the local government in the same manner that a property tax lien against real property may be enforced by the local government. A local government shall be entitled to recover costs and expenses, including attorney fees, in a suit to collect a delinquent installment of an assessment in the same manner as in a suit to collect a delinquent property tax; and
4. May incur interest and penalties for delinquent installments of the assessment in the same manner as delinquent property taxes.

F. Prior to the enactment of an ordinance pursuant to this section, a public hearing shall be held at which interested persons may object to or inquire about the proposed loan program or any of its particulars. The public hearing shall be advertised once a week for two successive weeks in a newspaper of general circulation in the locality.

2009, c. 773;2010, c. 141;2015, cc. 389, 427.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Members: Richard R. Johnson Cynthia B. Fitzgerald
Item #	3 & D	
Ordinance #		
Department:	Treasurer Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Deposit Account Resolution and Authorization Form for SunTrust Bank	

Background: Since March 1, 2014, SunTrust Bank has served as the City's master depository for all City funds and has provided additional accounts for the City and Schools clearing accounts for payroll, accounts payable checks, and ACH transactions for the self-funded health insurance account. The Chief Financial Officer has served as the contract administrator for the bank contract since March 2014. Due to a re-organization of the City Finance Department effective January 2, 2019, the City will need to authorize the appropriate finance and treasurer's office staff members to conduct banking business on behalf of the City with SunTrust Bank.

At Council's meeting on January 10, 2019, Council will need to adopt a Deposit Account Resolution and Authorization for Business Entities form authorizing Cynthia B. Fitzgerald, Interim Director of Finance, as the contract administrator for the SunTrust Bank contract. The Treasurer, Richard R. Johnson, and the Interim Director of Finance, will be the authorized signers on all City accounts. The Treasurer will continue to deposit all funds with SunTrust Bank. No signature changes are needed for any accounts.

The Deposit Account Resolution and Authorization for Business Entities form is attached and completed with the appropriate names of City signers. The Business Account Signature Card forms are also completed with the appropriate signers for the City. (On all documents, account numbers and signatures have been removed for security purposes.)

City Manager's Recommendation: Recommend that City Council adopt the proposed resolution, as presented.

Suggested Motion: I move that Council adopt the SunTrust Deposit Account Resolution and Authorization for Business Entities effective retroactively as of January 2, 2019.

City Manager: Stephen F. Owen



Business Account Signature Card

Region Number 074		Account Number [REDACTED]	
Account Title City of Staunton Health Insurance			
Organization Type PF SL		Tax ID Number 54-6001631	
Signer(s) on the above Account Number			
Name / Title		Signature	
1. Cynthia B. Fitzgerald Interim Director of Finance			
2. Richard R. Johnson Treasurer			
3.			
4.			
5.			
6.			
Date Opened 12/02/2014	Date Revised	Reason changing signers	
Cost Center Number 4432200	Officer Number 15897	ID	
Work Phone Number 434-847-2305	Prepared By Laura Grosvenor	Maintenance Type ☐ New ☒ Replacement ☐ Change	

SunTrust Bank ("Bank")

It is agreed that all transactions between the Bank and the entity listed in the above Account Title ("Depositor") shall be governed by the rules and regulations for this account and the Authorized Signer signing at the bottom of this signature card appoints the above individual(s) as Additional Signatory(ies) of the Depositor for the above Account and hereby acknowledges receipt of such rules and regulations and the funds availability policy. The Depositor also acknowledges the funds availability policy has been explained. **(DOCUMENT EXECUTION INSTRUCTIONS: A signature of an Authorized Signer is required to appoint an Additional Signatory and must appear below regardless of whether or not a signature is required to satisfy IRS requirements, and regardless of whether or not the name and signature of such Authorized Signer also appears above as a signer on the Account.)**

Check appropriate box for federal tax classification; check only one of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/Estate
☐ Limited liability Company

Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____

Note: Check the appropriate box in line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☒ Other (see instructions) PF SL

Exemptions: See instructions Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) ☐ N/A (Applies to accounts maintained outside the U.S.)

Certification—Under penalties of perjury, I, as authorized agent of the Depositor certify that:

- 54-6001631 is the correct taxpayer identification number for the Depositor (or the Depositor is waiting for a number to be issued); and
- The Depositor is not subject to backup withholding because: (a) the Depositor is exempt from backup withholding, or (b) the Depositor has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding; and
- The Depositor is a U.S. citizen or other U.S. person (defined in the instructions); and
- The FATCA code(s) entered on this form (if any) indicating that the Depositor is exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if the depositor has been notified by the IRS that the depositor is currently subject to backup withholding because the depositor has failed to report all interest and dividends on the depositor's tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature of U.S. Person _____ Date _____

- Locations with DCOR scanning software submit with cover sheet via local scanner
- Locations without DCOR scanning software send to Output Review, FL-Orlando-7021
 - *FATCA= Foreign Account Tax Compliance Act



Business Account Signature Card

Region Number	Account Number	
074		
Account Title		
City of Staunton		
Master Account		
Organization Type	Tax ID Number	
PF SL	54-6001631	
Signer(s) on the above Account Number		
Name / Title	Signature	
1. Cynthia B. Fitzgerald Interim Director of Finance		
2. Richard R. Johnson Treasurer		
3.		
4.		
5.		
6.		
Date Opened	Date Revised	Reason
01/30/1995		changing signers
Cost Center Number	Officer Number	ID
4432200	15897	
Work Phone Number	Prepared By	Maintenance Type
434-847-2305	Laura Grosvenor	☐ New ☒ Replacement ☐ Change

SunTrust Bank ("Bank")

It is agreed that all transactions between the Bank and the entity listed in the above Account Title ("Depositor") shall be governed by the rules and regulations for this account and the Authorized Signer signing at the bottom of this signature card appoints the above individual(s) as Additional Signatory(ies) of the Depositor for the above Account and hereby acknowledges receipt of such rules and regulations and the funds availability policy. The Depositor also acknowledges the funds availability policy has been explained. **(DOCUMENT EXECUTION INSTRUCTIONS: A signature of an Authorized Signer is required to appoint an Additional Signatory and must appear below regardless of whether or not a signature is required to satisfy IRS requirements, and regardless of whether or not the name and signature of such Authorized Signer also appears above as a signer on the Account.)**

Check appropriate box for federal tax classification; check only one of the following seven boxes:

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☐ Limited liability Company
Enter the tax classification (C=C corporation, S=S corporation, P=partnership) _____

Note: Check the appropriate box in line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

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Business Account Signature Card

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Account Title		
City of Staunton		
ZBA		
Organization Type	Tax ID Number	
PF SL	54-6001631	
Signer(s) on the above Account Number		
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2. Richard R. Johnson Treasurer		
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Exemptions: See instructions Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) ☐ N/A (Applies to accounts maintained outside the U.S.)

Certification—Under penalties of perjury, I, as authorized agent of the Depositor certify that:

- 54-6001631 is the correct taxpayer identification number for the Depositor (or the Depositor is waiting for a number to be issued); and
- The Depositor is not subject to backup withholding because: (a) the Depositor is exempt from backup withholding, or (b) the Depositor has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Depositor that it is no longer subject to backup withholding; and
- The Depositor is a U.S. citizen or other U.S. person (defined in the instructions); and
- The FATCA code(s) entered on this form (if any) indicating that the Depositor is exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if the depositor has been notified by the IRS that the depositor is currently subject to backup withholding because the depositor has failed to report all interest and dividends on the depositor's tax return.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature of U.S. Person _____ Date _____

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Deposit Account Resolution and Authorization for Business Entities ("DARA")

I. Business Entity Information

Name City of Staunton	Business Type PF SL	
Governed By Virginia	Taxpayer ID Number 54-6001631	Date Resolution and Authorization Adopted

This DARA shall apply to **ALL** deposit account(s) (hereinafter "Account") currently open with the Bank or opened in the future in the name of the Business Entity. **This DARA supersedes and replaces any DARA, banking resolution, or other document for the Business Entity whose name appears in the name box above in this Section I and which addresses or deals with any of the types of banking authorities specified in Section II herein, for ALL of Business Entity's Accounts. The Authorized Signers listed in Section III will have full authority on ALL of the Business Entity's Accounts, even if they did not have such authority under previous documentation on file with the Bank.**

The person acting in the capacity of the Corporate Secretary or custodian of records of the Business Entity signing in Section VIII below certifies to SunTrust Bank ("Bank") that the above named Business Entity is organized under the laws of the State of Virginia and is registered in the manner prescribed by applicable law and is currently in compliance with all requirements relating to its organization and continued existence.

This DARA shall remain in full force and effect until it is rescinded, modified or replaced in writing in a form acceptable to the Bank and the Bank has had a reasonable time to act on said change. Receipt of such notice shall not affect any action taken by Bank prior thereto. The Bank shall be held harmless for honoring the instructions of any individual authorized in this DARA, or refusing to honor instructions, if the Bank questions the authority of the person giving those instructions.

II. Authority to sign, act, give instructions, access information, use Bank's services, perform transactions, enter into agreements and delegate authority on behalf of Business Entity. Resolved, **First**, that Bank is designated a depository for the Business Entity; **Second**, that each individual named in Section III below is authorized individually on behalf of Business Entity to: a) give instructions to the Bank, b) access information, c) request use of and use any of the Bank's services upon execution of Bank documentation related to such services, d) perform transactions on behalf of Business Entity with respect to any Accounts of Business Entity upon execution of Bank documentation related to such transactions, e) enter into any of Bank's agreements related to any Account or service, and f) delegate to any other individual the authorities conferred in this section in documentation acceptable to the Bank; **Third**, that each Authorized Signer named in Section III is individually authorized to endorse for deposit any check, draft, certificates of deposit, savings certificate, item or other instrument or written order for the payment of money that is payable to the order of Business Entity, and to deposit any such items; **provided, however, an Authorized Signer shall not have any of the authorities of an Additional Signatory described in Section V unless such Authorized Signer is also listed with the additional signatories on the Business Account Signature Card for the relevant Account(s); Fourth**, that by execution and delivery of this DARA by the Corporate Secretary or other custodian of records (or by any Authorized Signer named in Section III below), the Business Entity is bound by the terms and conditions of the Bank's Rules and Regulations for Deposit Accounts, as now existing or as amended from time to time; and **Fifth**, all previous acts of or on behalf of the Business Entity that are authorized and contemplated by the above resolutions that may have been undertaken prior to the date of this DARA are hereby approved and ratified.

III. Authorized Signers Contemplated by Section II.

The full name, title, and signature of each person authorized by Section II are listed immediately below. If an Authorized Signer listed in Section III is an entity (e.g., a corporation, LLC, or partnership), the name of that entity must be entered in the column headed "Name", the applicable title of the entity showing the relationship to the entity named in Section I (e.g. Owner, General Partner, Member or Manager) must be entered in the column headed "Title", the name of the individual signing on behalf of that entity and individual's title or position must be entered in the column headed "Signature", and the individual must sign directly underneath his/her name and title. Where an entity is listed in Section III, the individual signing on behalf of that entity must provide a document (such as an incumbency certificate or current organizational document from that entity) reflecting the individual's current authority to sign on behalf of the entity. **ALL INDIVIDUALS** from the entity listed in Section III who are expected to be Authorized Signers for the entity named in Section I of this DARA must be listed in and sign Section III of this DARA.

Name	Title	Signature
Cynthia B. Fitzgerald	Interim Director of Finance	
Richard R. Johnson	Treasurer	

Employee Name	Laura Grosvenor	Account Number	
---------------	-----------------	----------------	--

Name	Title	Signature

- IV. Facsimile Signatures.** Complete this section only if machine or facsimile stamped signatures are to be used on items. Resolved, that Bank is authorized to honor any check, draft, item or other written order on any Account of the Business Entity when bearing or purporting to bear the authorized machine or facsimile signature of any one of the above named Section III Authorized Signers whose signature is reproduced below, **if such Authorized Signer's name is also listed with the additional signatories on the Business Account Signature Card for such Account.** The Business Entity shall hold the Bank harmless for honoring the facsimile signature of any of such Authorized Signer whose name and facsimile signature is shown below, or for Bank's refusal to honor any facsimile signature not shown below.

Name of Authorized Signer Listed in Section III	Machine/Facsimile Stamped Signature of Authorized Signer

- V. Additional Signatories on Business Entity's Accounts.** Resolved, that certain individual(s) may be authorized to have limited authority to do **only the following things:** access information, sign any check, draft, or other written order for the payment of funds from an Account, or initiate a funds transfer payable by Business Entity from an Account by executing Bank's Funds Transfer Authorization form. Such authorities shall be Account specific and such individual's name and signature must appear on the Business Account Signature Card for each Account on which the individual is intended to be so authorized. **The tax classification and certification section at the bottom of each Business Account Signature Card must be executed by one of the Authorized Signers named in Section III above. Refer to the Business Account Signature Card(s) of the Account(s) for signatures of the Additional Signatories.**

- VI. Qualification Certification for Public Fund Organization, Political Organization, Homeowners and Condominium Owners Association or Corporation Not Operated for Profit to maintain a NOW account.**

Mark this section with an "X" only if Business Entity is eligible to maintain a NOW account.

☐ The individual acting in the capacity of Corporate Secretary or custodian of records of the Business Entity further certifies that the above named Business Entity is eligible to earn interest on a checking account (referred to as a Negotiable Order of Withdrawal or NOW Account) in compliance with Regulation D of the Federal Reserve Act (12CFR 204) as a Public Fund or a Non-Profit Organization that is operated primarily for Religious, Philanthropic, Charitable, Educational, Political or other similar purposes under one of the following sections: Organization – Section 501 (C) (3) through (13), and (19) of the Internal Revenue Code (26 USC (IRC 1954) 501 (C) (3) through (13) and (19). Political Organization – Section 527 of the Internal Revenue Code (26 USC (IRC 1954) 527). Homeowners and Condominium Owners Associations – Section 528 of the Internal Revenue Code (26 USC (IRC 1954) 528).

- VII. Power to Act.** The individual acting in the capacity of Corporate Secretary or custodian of records of the Business Entity who executes Section VIII below certifies that this DARA is not in conflict with the provisions of the Business Entity's organizational documents, which include its charter, bylaws, resolutions, operating agreements, partnership agreements, shareholders' agreements or similar agreements by which the Business Entity or the undersigned party may be bound, and that this DARA does not violate the provisions of any of such organizational documents.

- VIII. Certification.** I, the individual signing in this Section VIII, acting in the capacity of the Corporate Secretary or custodian of records of the Business Entity for purposes of such signature in this Section VIII, hereby certify to the Bank that the authorization of each individual whose name appears in Section III above is in full force and effect and has not been amended or rescinded and that the above resolutions are not inconsistent with any other resolutions or governance documents of such Business Entity.

In witness whereof, acting in my capacity as the Corporate Secretary or custodian of records of _____, Business Entity, I have hereunto subscribed my name and affixed the seal of the Business Entity this ____ of _____.

(Affix Seal here, if available)

Authorized Signature

Name of person acting in capacity of Secretary, Assistant Secretary or other custodian of records, as designated in the Business Entity's organizational documents

Employee Name Laura Grosvenor Account Number 

IX. Inclusion and Certification Requirements and Instructions.

Corporations, Limited Liability Companies, Public Entities, Partnerships, Sole Proprietors, Unincorporated Organizations, Associations and other business entity types:

Each individual from the Business Entity who is expected to have the powers specified in Section II must be named in Section III if the Board of Directors or other governance body of the Business Entity intends such individual to be authorized to perform the functions specified in Section II.

Such individuals can include the President and other corporate officers such as the Treasurer, the Chief Financial Officer, and the Controller of the Business Entity, or any other individual that the entity wishes to designate.

Any of the individuals listed in Section III can execute the DARA under Section VIII if necessary, but only if the entity named in Section I has no employee who has been designated as its Corporate Secretary or custodian of records.

Note: This document will be returned to the Branch or other sending location if the signature block in Section VIII is not properly completed.

Bank Use Only

Bank Number 0175	Cost Center Number 4432200	Cost Center Name WVA NOT FOR PROFIT TUREK	
Prepared By Laura Grosvenor		Phone Number 434-847-2305	Date
Verification Method			

Employee Name Account Number

☐ Locations with DCOR scanning software submit with cover sheet via local scanner
☐ Locations without DCOR scanning software send to Output Review, FL-Orlando-7021

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Member: Jeanne Colvin
Item #	4	
Ordinance #		
Department:	Budget Office	
Council Vision:	Responsive, Efficient Government	
Subject:	FY2018 General Fund Year End Financial Analysis	

Background: Jeanne Colvin, Budget Manager, will present an overview of FY2018 General Fund revenues and expenditures, reserves and recommendations for the use of fund balance at the work session. The FY2018 General Fund Year End Review is attached to this agenda briefing.

City Manager's Recommendation: Recommend (i) the City pursue a revision of the Fund Balance Policy to increase the Safety Net Reserve from 15% to 18%, (ii) that \$2,700,000 of Unassigned Fund Balance be transferred to the Capital Improvements Fund, and (iii) that \$325,000 transferred to the Debt Service Sinking Fund.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

FY 2018

JUNE 30, 2018

**GENERAL FUND
YEAR END ANALYSIS**

January 10, 2019

FY 2018 GENERAL FUND

➤ **REVENUES / EXPENDITURES**

➤ **RESERVES**

➤ **YEAR END FUND BALANCE**

➤ **SAFETY NET RESERVE**

➤ **CIP RECOMMENDATION**

➤ **AUDIT COMMENTS**

FY2018 GENERAL FUND REVENUES

LOCAL TAX REVENUES	FINAL BUDGET	ACTUAL YTD REVENUES	+/- OVER BUDGET	% OF BUDGET
REAL ESTATE TAXES	\$17,998,475	\$18,530,044	\$531,569	103.0%
PERSONAL PROPERTY TAXES	4,906,500	5,440,963	534,463	110.9%
RE -PUBLIC SERVICE TAX	742,000	811,111	69,111	109.3%
RE- DOWNTOWN SERVICE DISTRICT TAX	115,000	116,778	1,778	101.5%
MACHINERY & TOOLS	457,680	540,744	83,064	118.1%
LOCAL SALES TAX	4,102,225	4,123,862	21,637	100.5%
BUSINESS LICENSE TAX	2,151,000	2,216,754	65,754	103.1%
MEALS TAX	3,850,000	4,118,267	268,267	107.0%
LODGING TAX	587,900	677,917	90,017	115.3%
CIGARETTE TAX	400,000	397,536	(2,464)	99.4%
COMMUNICATIONS TAX	1,330,000	1,278,401	(51,599)	96.1%
UTILITY TAXES	1,130,000	1,164,276	34,276	103.0%
OTHER LOCAL TAXES	577,517	738,294	160,777	127.8%
TOTAL LOCAL TAXES	\$ 38,348,297	\$ 40,154,947	\$ 1,806,650	104.7%

FY 2018 GENERAL FUND REVENUES

OTHER LOCAL REVENUES	REVENUE BUDGET	ACTUAL REVENUES	+ / - OVER BUDGET	% OF BUDGET
OTHER LOCAL REVENUES- (FINES, INTEREST INCOME, MISCELLANEOUS)	\$327,800	\$410,787	\$82,987	125.3%
PERMITS & LICENSES	311,100	287,878	(23,222)	92.5%
RECOVERED COSTS	916,300	923,212	6,912	100.8%
CHARGES FOR SERVICES	1,672,247	1,799,686	127,439	107.6%
TOTAL OTHER LOCAL	\$3,227,447	\$3,421,563	\$194,116	106.0%
TOTAL LOCAL REVENUES	\$41,575,744	\$43,576,510	\$2,000,766	104.8%

FY 2018 GENERAL FUND REVENUES

STATE /FEDERAL REVENUES	REVENUE BUDGET	ACTUAL REVENUES	+ / - OVER BUDGET	% OF BUDGET
SHARED EXPENSES	\$1,247,276	\$1,268,172	\$20,896	101.7%
LAW ENFORCEMENT-HB599	886,250	886,252	2	100.0%
PPTRA	1,652,200	1,652,200	0	100.0%
STREET MAINTENANCE	4,073,907	4,073,907	0	100.0%
SOCIAL SERVICES	2,386,564	2,416,469	29,905	101.3%
COMPREHENSIVE SERVICES ACT	1,916,786	2,164,486	247,700	112.9%
OTHER STATE & FEDERAL REVENUES	935,601	918,250	(17,351)	98.1%
TOTAL STATE/FEDERAL	\$13,098,584	\$13,379,736	\$281,152	102.1%

ACTUALS -REVENUE RECONCILEMENT

	BUDGET	ACTUALS	OVER / (UNDER) BUDGET
TOTAL LOCAL REVENUES	\$41,575,744	\$43,576,510	\$2,000,766
TOTAL STATE/FEDERAL REVENUES	13,098,584	13,379,736	281,152
APPROPRIATION-FUND BALANCE	1,590,476	0	(1,590,476)
NET REVENUES	\$56,264,804	\$56,956,246	\$691,442
% OF TOTAL BUDGET		101.2%	

FY 2018 GENERAL FUND EXPENDITURES

EXPENDITURE FUNCTION	FINAL BUDGET	EXPENDITURES	OUTSTANDING ENCUMBRANCES	SAVINGS
GENERAL GOV'T ADMIN	\$5,808,812	\$5,491,832	\$251,991	\$64,989
JUDICIAL ADMIN	2,009,486	1,986,549	2,363	20,574
PUBLIC SAFETY	11,175,402	10,946,015	62,437	166,950
PUBLIC WORKS	6,976,330	6,768,337	188,362	19,631
HEALTH & WELFARE	6,974,012	6,973,721	0	291
EDUCATION	12,758,000	12,758,000	0	0
PARKS / RECREATION	3,638,284	3,459,705	140,951	37,628
COMMUNITY DEVELOPMENT	1,694,928	1,600,106	21,735	73,087
TRANSFER TO DEBT FUND	4,274,200	4,274,200	0	0
TRANSFER TO CIP FUND	791,050	791,050	0	0
TRANSFER TO PARKING & GOLF FUNDS	164,300	164,300	0	0
TOTAL EXPENDITURES	\$56,264,804	\$55,213,815	\$667,839	\$383,150
% OF TOTAL BUDGET				99.3%

NET EXPENDITURE SAVINGS

BUDGET vs ACTUAL EXPENDITURES	\$1,050,989
LESS ENCUMBRANCES	(667,839)
LESS BUDGET AMENDMENT NO. 1 FY2019- MANDATED CARRY FORWARD BALANCES	(184,571)
NET EXPENDITURE SAVINGS	\$198,579
% of TOTAL BUDGET	.35%

JUNE 30, 2018 RESERVES

- **\$ 8,489,250 SAFETY NET = 15%**
- **\$ 1,553,178 EMPLOYEE LEAVE**
- **\$ 667,839 ENCUMBRANCES**
- **\$ 250,000 OPERATING RESERVE**
- **\$ 10,421 RESTRICTED-DONATIONS**
- **\$ 198,490 PREPAID/ ADVANCES**
- **\$11,169,178 TOTAL RESERVES**

JUNE 30, 2018 GENERAL FUND FUND BALANCE

\$ 13,787,510	JUNE 30, 2017 ENDING BALANCE
+ 56,956,246	FY2018 TOTAL REVENUES
<u>- 55,213,815</u>	FY2018 TOTAL EXPENDITURES
\$ 15,529,941	JUNE 30, 2018 ENDING BALANCE
- 11,169,178	LESS RESERVES
- <u>184,571</u>	LESS BUDGET AMENDMENT #1
\$ 4,176,192	TOTAL UNASSIGNED BALANCE

SAFETY NET RESERVE- 15% GOAL ACCOMPLISHED

- **1989 = 5.0%**
- **1992 = 8.3%**
- **2011 = 10% = \$4,500,000**
- **2012 = 10% = \$4,540,000**
- **2013 = 11% = \$5,178,250**
- **2014 = 12% = \$5,777,532**
- **2015 = 13% = \$6,607,250**
- **2016 = 14% = \$7,295,960**
- **2017 = 15% = \$8,137,500**
- **2018 = 15% = \$8,489,250**

SAFETY NET RESERVE- NEW GOAL -18%

15% RESERVE = \$8,489,250 = 1.8 MONTHS OF THE BUDGET

FY2019 BUDGET =\$56,595,000 / 12 = \$4,716,250 MONTHLY

15% RESERVE = 1.8 MONTHS

GFOA STANDARD = AT LEAST 2 MONTHS RESERVE =16.67%

➤ **ASSUME A 4% GROWTH IN ANNUAL BUDGET,**

➤ **SAFETY NET RESERVE WOULD EQUAL=**

FISCAL YEAR	% RESERVE	\$AMOUNT OF RESERVE	= 2 MONTHS ?	
FY2019	15.5%	\$9,123,114	< 2 MONTHS	-\$309,386
FY2020	16.0%	\$9,794,104	< 2 MONTHS	-\$ 15,696
FY2021	17.0%	\$10,822,485	YES	+620,293
FY2022	18.0%	\$11,917,466	YES	+\$1,307,186
FY2023	18.0%	\$12,394,165	YES	+\$1,359,474

**UNASSIGNED AVAILABLE BALANCE-
\$4,176,192**

RECOMMENDATIONS

\$2,700,000 TRANSFER TO CIP FUND- FY2019-2020 CIP

\$1,150,000 CASH FLOW FOR HIGH SCHOOL ARCHITECT FEES

\$ 325,000 TRANSFER TO DEBT SERVICE SINKING FUND

\$4,175,000 TOTAL

FY 2018 CAFR COMMENTS

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

- **FINDINGS – FINANCIAL STATEMENT AUDIT – None.**
- **FINDINGS AND QUESTIONED COSTS –MAJOR FEDERAL
AWARD PROGRAMS AUDIT– None.**
- **FINDINGS AND QUESTIONED COSTS -COMMONWEALTH OF
VIRGINIA – None.**

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Members: Steve Owen Jeanne Colvin
Item #	5	
Ordinance #		
Department:	Budget Office	
Council Vision:	Responsive, Efficient Government	
Subject:	Capital Improvement Plan FY2019-FY2023	

Background: The Budget Manager will provide a review of the annual update to the Capital Improvement Plan for all City funds and the Education Fund. City and School Board staff updated the plan to review existing projects and revise projects, and to include new projects.

The plan will be presented initially to City Council at its work session on January 10, 2019, with additional review and discussion planned for work sessions on January 24, and February 14, 2019.

The School Board reviewed the school capital projects on December 10, 2018, and is scheduled to consider the School CIP on January 14, 2019.

An overview of the plan was presented to the Planning Commission on December 20, 2018. A public hearing and consideration of the plan is scheduled for the Planning Commission's meeting on January 17, 2019.

Final consideration of the CIP Plan is scheduled for City Council on February 14, 2019.

City Manager's Recommendation: For review and discussion only.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

CITY OF STAUNTON, VA CAPITAL IMPROVEMENT PLAN FY2019 - FY2023

DRAFT PLAN December 20, 2018



**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
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**CITY OF STAUNTON, VIRGINIA
and
STAUNTON CITY SCHOOLS**

**CAPITAL IMPROVEMENT PLAN
FY 2019 - FY 2023**

STAUNTON PLANNING COMMISSION

CHAIRMAN _____

APPROVAL DATE _____

Attest: _____

Suzanne F. Simmons
Clerk of Council

CITY COUNCIL

MAYOR _____

APPROVAL DATE _____

Attest: _____

Suzanne F. Simmons
Clerk of Council

**DRAFT
DECEMBER 20, 2018**

CITY OF STAUNTON, VIRGINIA
and
STAUNTON CITY SCHOOLS
CAPITAL IMPROVEMENT PLAN

TOTAL CIP PLAN		FY2019	FY2020	FY2021	FY2022	FY2023	PROJECTS NOT SCHEDULED/NOT FUNDED
GENERAL FUND	\$ 43,144,250	\$ 1,041,050	\$ 4,620,050	\$ 14,846,050	\$ 2,641,050	\$ 4,927,050	\$ 15,069,000
STAUNTON CITY SCHOOLS	\$ 62,375,000	\$ 41,625,000	\$ 450,000	\$ 725,000	\$ 3,125,000	\$ 650,000	\$ 15,800,000
WATER FUND	\$ 49,865,000	\$ 650,000	\$ 150,000	\$ 250,000	\$ 6,245,000	\$ 525,000	\$ 42,045,000
SEWER FUND	\$ 5,918,100	\$ 258,100	\$ 700,000	\$ 325,000	\$ 375,000	\$ 375,000	\$ 3,885,000
STORMWATER FUND	\$ 24,155,291	\$ 650,000	\$ 1,200,000	\$ 50,000	\$ 995,375	\$ 1,300,000	\$ 19,959,916
PARKING FUND	\$ 3,968,025	\$ 2,618,025	\$ 250,000	\$ 500,000	\$ -	\$ 600,000	
TOTAL CIP PLAN		\$ 46,842,175	\$ 7,370,050	\$ 16,696,050	\$ 13,381,425	\$ 8,377,050	\$ 96,758,916

5 YEAR PLAN= \$ 92,666,750

OVERVIEW

The City of Staunton's Capital Improvement Plan (CIP) is a comprehensive five-year plan that identifies the City's capital and infrastructure needs for all City operations to include the General Fund, Education Fund, and all proprietary funds that include the Water Fund, Sewer Fund, Environmental Fund, Parking Fund, and Stormwater Fund. The plan provides for the planning of the acquisition of new physical assets and/or the replacement/repair of existing capital assets. The CIP provides a plan and funding for the renovation of public buildings, school buildings, street repairs/additions, water and sewer lines, recreational facilities, community development projects that promote the economic growth and vitality of the City, and the construction of major new facilities. The adoption of the Capital Improvement Plan by City Council indicates their support and commitment for the projects and commitment towards the anticipated funding required to maintain facilities and provide new facilities for the community.

By definition, a capital project is primarily a project to construct/renovate major facilities such as school buildings, office buildings, park facilities, infrastructure needs -water, sewer and other utilities- roads, bridges, major equipment, etc. Capital projects have a useful life to the citizens of at least ten years and are projects that usually require multiple years to complete. These projects, once completed, provide for a quality of life in the City and benefit all citizens in the community.

CAPITAL IMPROVEMENT PLAN REVENUE SOURCES:

- Cash transferred from the General Fund Budget from the Adopted Operating Budget
- General Fund Unassigned Balance
- General Obligation Bonds
- State and Federal Grants/Cost Share Agreements

Fund Balance/Reserve Policy, Adopted May 26, 2011

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. Such appropriation shall be in the form of a budget amendment to the subsequent year's budget.

Any funds in the Education Fund in excess of the annual expenditures for any year ending June 30 shall be given first consideration for appropriation to the Education Fund Capital Improvement Fund. Such appropriation shall be in the form of a budget amendment to the subsequent year's budget or approved through the annual budget adoption procedures.

City Council Policy #5, Adopted October 12, 1989

Any budget savings in debt obligation/lease payments shall be transferred to the Capital Improvement Fund for future capital projects and equipment.

CAPITAL IMPROVEMENT PLAN BUDGET POLICY

The City will consider all capital improvements in accordance with the Adopted Capital Improvement Plan.

The City will develop a five-year plan for capital improvements and review and update the plan annually.

The City will determine the least costly and most flexible financing method for all projects requiring debt financing.

The City will coordinate the development of the capital improvement plan budget with the development of the operating budget.

The City will maintain all its assets at a level adequate to protect the City's capital investment in order to minimize future maintenance and replacement costs.

The City will schedule its major equipment acquisitions and/or replacement of major equipment as part of the capital investment plan process.

The City will identify projects and estimated costs and a potential funding source for each project as part of the capital investment plan process.

The City will identify capital projects that require annual budget funds to maintain the capital asset requiring personnel and operational costs, and any debt payments for bond financing.

FINANCIAL MANAGEMENT POLICY

City of Staunton, Virginia

Capital Improvement Plan Policy

Adopted: January 25, 2018



The Capital Improvement Plan—the CIP—is the City’s five-year plan for projecting the capital needs of the City. It provides for maintenance and funding of present and future buildings, facilities, major equipment, and infrastructure for the City. The CIP also serves as a planning and programming guide for long-term financial planning, and a plan to promote (i) public and private development for the future community growth, and (ii) effective service delivery to citizens of the City.

The overall strategy of the CIP is to plan for land acquisition, construction and maintenance of public facilities necessary for the safe and efficient provision of public services in accordance with the policies and objectives adopted in the City’s Comprehensive Plan. A critical element of a balanced CIP is the provision of funds to both preserve or enhance existing facilities and provide new assets to respond to changing service needs and community growth. The plan is reviewed and revised annually based on priorities, current circumstances, and economic opportunities.

The adoption of the CIP is not a formal financial commitment to any particular project. The CIP serves as a financial planning tool to provide estimated costs for projects, and a schedule for anticipated capital projects and capital financing. The CIP is a key element in planning and controlling the City’s future debt service requirements. The CIP includes some projects where needs have been defined, but specific financial resources have not been identified to advance the project to a scheduled completion year.

THE LEGAL BASIS FOR THE CIP

The CIP is prepared pursuant to Virginia Code § 15.2-2239, which provides, in relevant part:

A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the comprehensive plan of the locality for a period not to exceed the ensuing five years. The commission shall submit the program annually to the governing body, or to the chief administrative officer or other official charged with preparation of the budget for the locality, at such time as it or he shall direct. The capital improvement program shall include the commission's recommendations, and estimates of cost of the facilities and life cycle costs, including any road improvement and any transportation improvement the locality chooses to include in its capital improvement plan and as provided for in the comprehensive plan, and the means of financing them, to be undertaken in the ensuing fiscal year and in a period not to exceed the next four years, as the basis of the capital budget for the locality. In the preparation of its capital budget recommendations, the commission shall consult with the chief administrative officer or other executive head of the government of the locality, the heads of departments and interested citizens and organizations and shall hold such public hearings as it deems necessary.

ANNUAL CAPITAL BUDGET

The Capital Budget appropriates funds for specific facilities, major equipment, infrastructure, and improvements approved in the CIP by City Council through the annual budget process or a budget amendment for all governmental and proprietary funds. The first year included in the CIP reflects the approved annual capital budget funding level. Financial resources for projects in subsequent years in the plan are included for planning purposes only for scheduling and financial planning.

The City funds a portion of the CIP with current revenues in the annual Operating Budget. The long-term goal is to dedicate a minimum of 2.5% of the total current General Fund revenues less General Fund Transfers to Other Funds to finance General Fund capital projects. Other available financial resources include Undesignated Fund Balance, General Obligation Bonds, state and federal grants, and private development contributions, which are appropriated through a budget amendment upon approval of a project.

Proprietary Fund revenues are used to finance Proprietary Fund capital improvement projects. General Fund transfers may be used to finance Proprietary Fund capital projects.

The General Fund Capital Budget is appropriated in the City's multi-year CIP Fund. A financial analysis of the fund shall be conducted quarterly to analyze the status of the funding sources, and to review the project-to-date expenditures. Any project balances shall be re-programmed for other capital projects through a budget amendment process.

THE CIP REVIEW TEAM

A CIP Review Team (CIP Team) is responsible for reviewing capital project requests and providing recommendations annually to the City Manager and Planning Commission. This team is comprised of staff from the Office of the City Manager, the Department of Finance, the Department of Community Development, the Department of Public Works, the Department of Information Technology, the Police Department, the Fire-Rescue Department, the Parks and Recreation, and School Board staff from the office of the Director of Operations and the Technology Department. The Chief Financial Officer is responsible for the coordination of the CIP process, including the annual review, presentation to the Planning Commission, and the final adoption of the CIP by City Council.

THE CIP PROCESS

The overall goal of the CIP process is to develop CIP recommendations that:

1. preserve the City's past by investing in the upgrade of assets and infrastructure;
2. protect the present with improvements to City facilities, based on an analysis of costs of repair versus costs of replacement;
3. plan for future facilities and infrastructure that considers the annual cost for new service demands as a result of community growth or facilities and services that provide new or improved quality of life for all citizens; and
4. allow for flexibility to take advantage of economic opportunities that provide for public or private capital investment.

The CIP Team meets in October each year to update existing projects, remove projects, and add new projects. Capital projects are forwarded to the CIP Team by departments responsible for their implementation. In proposing a five-year capital plan, the CIP Team considers the feasibility of all proposed capital projects by evaluating their necessity, priority, location, cost, method of financing, availability of federal and state aid, and the necessary investment in the City's infrastructure. The CIP results from an annual review and a systematic process that advances subsequent years' items each fiscal year.

In December, the CIP is presented to the Planning Commission for review and discussion. A public hearing is held at a subsequent Planning Commission meeting in January to receive public comment. After the public hearing, the Planning Commission makes a recommendation concerning the CIP to City Council.

In January, the CIP, with the Planning Commission's recommendation, is presented to City Council, for additional review and discussion, and eventual consideration by Council.

CRITERIA FOR EVALUATING CAPITAL PROJECTS

The CIP Team uses the evaluation criteria stated below as a guide and assessment tool to determine the immediate, near-term, or long-term timing for scheduling capital projects:

1. The CIP shall execute the goals and objectives of the Comprehensive Plan adopted by City Council.
2. The development of the CIP shall be guided by the principles of lifecycle planning to ensure that long-term maintenance, renewal and replacement requirements are adequately addressed to protect the City's investment and maximize the useful life of facilities.
3. The CIP shall include major equipment and facilities, defined as, all fixed installations constructed and/or maintained with public funds, including buildings and structures, utilities and related improvements that have a useful life greater than 10 years.
4. The CIP shall include the fiscal impact of each project to include the total cost of the project and the annual maintenance and operating costs.
5. The CIP shall support the City's efforts to promote economic vitality and a high quality of life.
6. The CIP shall support the City's efforts to encourage the development of affordable and effective multi-use public facilities, as feasible.
7. The CIP shall be developed to provide facilities that are cost-effective, consistent with appropriate best practice standards, community standards, feasibility, and expectations of useful life.
8. The City shall endeavor to execute the projects as approved and scheduled in the CIP. Value engineering principles shall continue to be applied to appropriate capital projects. Changes in project scope, cost and scheduling shall be subject to close scrutiny.

CRITERIA FOR SCHEDULING CAPITAL PROJECTS

The following criteria shall be considered for purposes of scheduling projects in the CIP:

1. Project Urgency
 - a. Is the project required due to state or federal mandates?
 - b. Will the project improve unsatisfactory environmental, health and safety conditions?
 - c. What are the implications if the project is not built?
 - d. Does the project accommodate increases in demand for service?
2. Project Readiness
 - a. Are project-related research and planning completed?
 - b. Are the appropriate departments prepared to execute the project?
3. Project Phasing
 - a. Can the project be phased over multiple fiscal years?
 - b. Are funds readily available to finance the project?
 - c. Does the project have a net impact on the operating budget?
 - d. Does the project preserve previous capital investments or restore a capital facility to adequate operating condition?
4. Planning Questions
 - a. Is the project consistent with the Comprehensive Plan?
 - b. Can projects of similar use or purpose be co-located at one location?
 - c. Does the project increase the efficiency of the service delivery?
 - d. What are the number and types of citizens likely to benefit from the project?

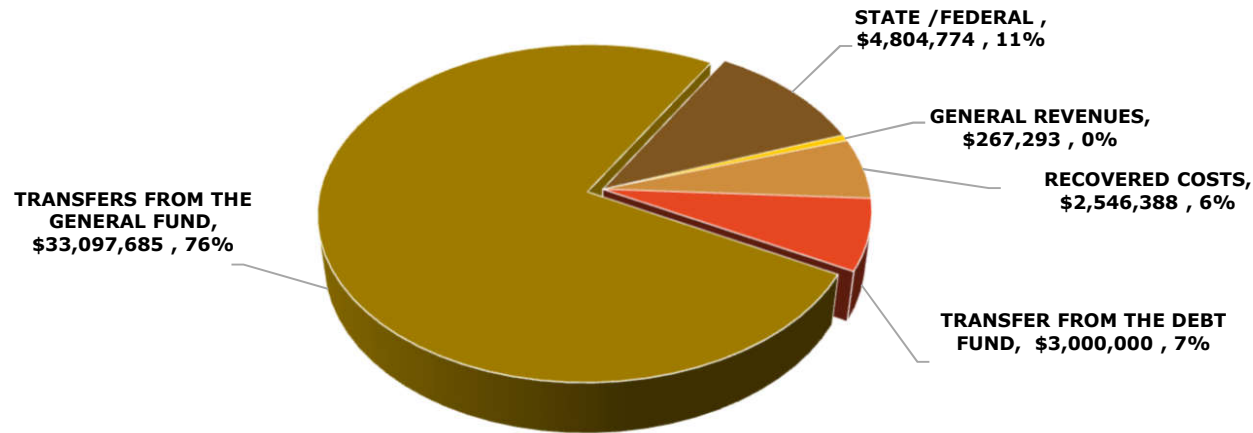
CAPITAL IMPROVEMENT PLAN SCHEDULE

October 22, 2018 @ 2:00 pm	CIP Committee meeting, Planning Conference Room
October - December 2018	Staff review and development of the proposed Capital Improvement Plan. All existing projects to be analyzed, estimated costs updated, and new proposed projects prioritized based on City needs or anticipated changes in the City's needs based on population changes, economic changes, infrastructure projects, etc.
December 10, 2018	Presentation and discussion of the DRAFT School Capital Improvement Plan -School Board worksession.
December 20, 2018	Presentation and introduction of the DRAFT Capital Improvement Plan to the City Planning Commission.
January 10, 2019	Presentation and discussion of the DRAFT Capital Improvement Plan with City Council of any project, funding proposal, priority of any project, changes to the plan.
January 14, 2019	Adoption of the School Capital Improvement Plan by the School Board.
January 17, 2019	Public hearing and consideration and adoption of the CIP by the Planning Commission.
January 24, 2019	Discussion and continued review with City Council of any project, funding proposal, priority of any project, changes to the plan.
February 14, 2019	Adoption of the Capital Improvement Plan by City Council.

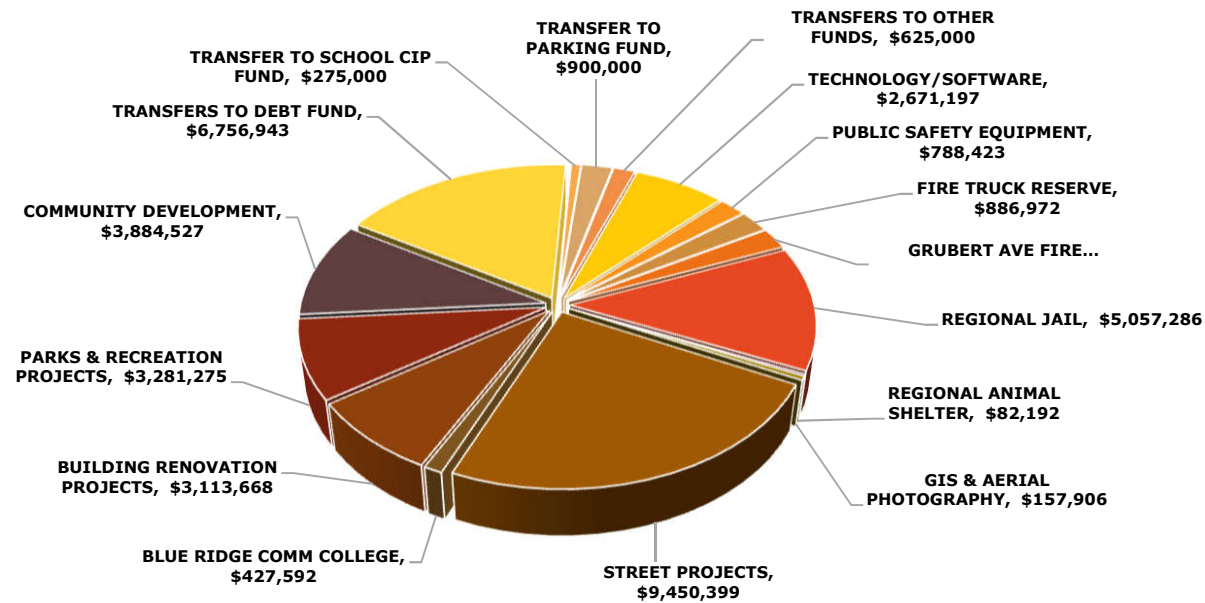
CIP COMMITTEE

Jeanne Colvin	Budget Manager
Cameron McCormick	Interim Director of Finance
Nickie Mills	City Engineer
Tom Sliwoski	Director of Public Works
Chris Tuttle	Director of Recreation
Rodney Rhodes	Senior Planner
Jim Williams	Police Chief
Scott Garber	Fire Chief
Kurt Plowman	Chief Technology Officer
William Vaughn	Director of Economic Development
Steven Rosenberg	Deputy City Manager
Earl McCray	Staunton City Schools-Director of Operations
Tom Lundquist	Staunton City Schools-Director of Technology

**CITY OF STAUNTON GENERAL FUND CIP ACTUAL REVENUES
FY2004 - FY2019
\$43,716,140**



**CITY OF STAUNTON GENERAL FUND CIP ACTUAL EXPENDITURES
FY2004 - FY2019
\$39,216,158**



CITY OF STAUNTON
GENERAL FUND CIP REVENUES - FINANCIAL UPDATE (OCTOBER 31,2018)

FY 2004 - FY2019			
	BUDGET	REVENUES TO DATE	BALANCE
<u>CIP GENERAL REVENUE</u>			
INTEREST INCOME	\$ 5,314	\$ 261,660	\$ (256,346)
MISCELLANEOUS REVENUE	4,950	5,633	(683)
RECOVERED COSTS-OPERATIONS	397,148	506,160	(109,012)
APPROPRIATION OF PRIOR YEAR FUND BALANCE	2,268,470	-	2,268,470
TRANSFER FROM DEBT SERVICE FUND	3,000,000	3,000,000	-
TRANSFER FROM THE GENERAL FUND	33,788,735	33,097,685	691,050
TOTAL GENERAL GOVERNMENT REVENUES	\$ 39,464,617	\$ 36,871,138	\$ 2,593,479
<u>CIP CAPITAL GRANTS AND CONTRIBUTIONS</u>			
RECOVERED COSTS- HEALTH DEPARTMENT BUILDING	\$ 24,530	\$ 17,840	\$ 6,690
TOTAL CIP CAPITAL GRANTS	\$ 24,530	\$ 17,840	\$ 6,690
<u>PUBLIC WORKS- CAPITAL/NON-CAPITAL GRANTS</u>			
COMMONWEALTH OF VIRGINIA-TRANSPORTATION	\$ 2,741,946	\$ 2,682,756	\$ 59,190
RECOVERED COSTS-MONTGOMERY AVENUE	11,333	11,333	-
RECOVERED COSTS- SEARS HILL BRIDGE	150,168	150,168	-
COMM OF VA- PRIMARY EXTENSION PAVING	455,673	455,673	-
COMMONWEALTH OF VIRGINIA- MISCELLANEOUS AID	102,273	97,299	4,974
RECOVERED COSTS- COCHRAN PARKWAY	1,883,747	1,860,887	22,860
FEDERAL GOV'T- MISCELLANEOUS	105,931	105,931	-
FEDERAL - SAFE ROUTES TO SCHOOL GRANTS	756,995	473,349	283,646
STATE/ FEDERAL GOV'T -CENTRAL AVENUE	1,418,345	195,402	1,222,943
TOTAL PUBLIC WORKS CAPITAL/NON-CAPITAL GRANTS	\$ 7,626,411	\$ 6,032,798	\$ 1,593,613
<u>PARKS & RECREATION NON-CAPITAL GRANTS</u>			
STATE AID-VDOT FUNDS	\$ 25,000	\$ 24,219	\$ 781
STATE AID-MISCELLANEOUS SLAF LAKE TAMS	210,978	210,978	-
TOTAL PARKS & RECREATION GRANTS	\$ 235,978	\$ 235,197	\$ 781
<u>COMMUNITY DEVELOPMENT CAPITAL GRANTS</u>			
COMM OF VA FRONTIER CENTER	\$ 100,000	\$ 100,000	\$ -
COMM OF VA- RR SMITH CENTER FUNDS	459,167	459,167	-
TOTAL COMMUNITY DEVELOPMENT GRANTS	\$ 559,167	\$ 559,167	\$ -
TOTAL CIP FUND REVENUES	\$ 47,910,703	\$ 43,716,140	\$ 4,194,563
<u>TRANSFERS FROM THE GENERAL FUND</u>			
FISCAL YEAR 2003	\$ 479,317		
FISCAL YEAR 2004	\$ 545,747		
FISCAL YEAR 2005	\$ 1,387,431		
FISCAL YEAR 2006	\$ 2,935,405		
FISCAL YEAR 2007	\$ 3,047,527		
FISCAL YEAR 2008	\$ 841,518		
FISCAL YEAR 2009	\$ 3,033,591		
FISCAL YEAR 2010	\$ 2,736,358		
FISCAL YEAR 2011	\$ 3,513,820		
FISCAL YEAR 2012	\$ 2,210,000		
FISCAL YEAR 2013	\$ 2,452,004		
FISCAL YEAR 2014	\$ 3,052,170		
FISCAL YEAR 2015	\$ 2,557,305		
FISCAL YEAR 2016	\$ 1,873,392		
FISCAL YEAR 2017	\$ 1,641,050		
FISCAL YEAR 2018	\$ 791,050		
FISCAL YEAR 2019	\$ 691,050		
TOTAL TRANSFERS FROM THE GENERAL FUND	\$ 33,788,735		

CITY OF STAUNTON
GENERAL FUND CIP PROJECTS - FINANCIAL UPDATE- October 31, 2018
FY 2004 - FY2019

	BUDGET	EXPENDITURES	BALANCE
GENERAL GOVERNMENT ADMINISTRATION			
FINANCIAL SOFTWARE	\$ 1,332,482	\$ 1,229,729	\$ 102,753
INFORMATION TECHNOLOGY EQUIPMENT	265,210	252,877	12,333
FIBER LOOP PROJECT	1,188,591	1,188,591	-
TOTAL GENERAL GOVERNMENT ADMINISTRATION	\$ 2,786,283	\$ 2,671,197	\$ 115,086
PUBLIC SAFETY EQUIPMENT/PROJECTS			
E911 TELEPHONE EQUIPMENT	\$ 102,166	\$ 102,166	\$ -
E911 CALL HANDLING EQUIPMENT	102,273	97,299	4,974
E911 RECORDING EQUIPMENT	150,000	150,011	(11)
FIRE STATION -GRUBERT AVENUE	857,778	857,778	-
FIRE TRUCK RESERVE	1,454,383	886,972	567,411
RADIO NARROWBAND PROJECT	500,000	438,947	61,053
REGIONAL JAIL RESERVE	5,376,286	5,057,286	319,000
REGIONAL ANIMAL SHELTER	125,000	82,192	42,808
TOTAL PUBLIC SAFETY PROJECTS	\$ 8,667,886	\$ 7,672,651	\$ 995,235
ENGINEERING PROJECTS			
ENGINEERING AERIAL PHOTOGRAPHY	\$ 141,440	\$ 141,440	\$ -
GIS SYSTEM	16,468	16,466	2
TOTAL ENGINEERING PROJECTS	\$ 157,908	\$ 157,906	\$ 2
STREET PROJECTS			
STREET IMPROVEMENT PROJECTS	\$ 1,569,559	\$ 1,350,308	\$ 219,251
URBAN STREET CONSTRUCTION 2% MATCH RESERVE ACCOUNT	407,185	1,057	406,128
URBAN STREET CONSTR 2% MATCH-CHURCHVILLE AVE	479,293	464,338	14,955
KALORAMA ST PROJECT	109,194	109,194	-
BOWLING STREET BRIDGE	335,592	335,592	-
HAILE STREET BRIDGE	322,955	322,955	-
MONTGOMERY AVENUE ROAD EXTENSION PROJECT	813,729	813,729	-
SEARS HILL BRIDGE COMMUNITY FOUNDATION ACCOUNT	170,875	170,875	-
SAFE ROUTES TO SCHOOL - SHELBURNE/ WARE SCHOOL	100,362	100,361	1
SAFE ROUTES TO SCHOOL- MCSWAIN SCHOOL	353,440	353,440	-
STATLER /RICHMOND RD -VDOT PROJECT GRANT-CITY MATCH	50,000	-	50,000
RICHMOND RD /GREENVILLE-VDOT PROJECT GRANT-CITY MATCH	35,000	-	35,000
CENTRAL AVENUE STREETScape-FEDERAL PROJECT	1,633,349	120,402	1,512,947
CENTRAL AVENUE STREETScape-CHESAPEAKE BAY GRANT	75,000	75,000	-
NEW SIDEWALKS	600,000	-	600,000
STATE ROUTE 1426 VDOT REVENUE SHARING PROJECT	2,110,000	1,789,303	320,697
BESSIE WELLER SAFE ROUTE TO SCHOOL GRANT	459,838	1,192	458,646
RICHMOND RD/COCHRAN PARKWAY	2,883,747	2,860,887	22,860
BRICK SIDEWALK PROJECTS	400,000	85,162	314,838
VDOT PRIMARY EXTENSION PAVING	455,673	455,664	9

CITY OF STAUNTON
GENERAL FUND CIP PROJECTS - FINANCIAL UPDATE- October 31, 2018
FY 2004 - FY2019

	BUDGET	EXPENDITURES	BALANCE
MARTIN LUTHER KING JR MEMORIAL SIGN	41,450	40,940	510
PUBLIC WORKS EQUIPMENT RESERVE	300,000	-	300,000
RT 11 / COMMERCE ROAD INTERSECTION	50,000	-	50,000
TOTAL STREET PROJECTS	\$ 13,756,241	\$ 9,450,399	\$ 4,305,842
EDUCATION			
BLUE RIDGE COMMUNITY COLLEGE	\$ 468,648	\$ 427,592	\$ 41,056
LEE HIGH SCHOOL PROJECT	1,300,000	-	1,300,000
TOTAL EDUCATION	\$ 1,768,648	\$ 427,592	\$ 1,341,056
BUILDING MAINTENANCE PROJECTS			
CITY HALL ROOF REPLACEMENT	\$ 85,306	\$ 85,306	\$ -
ART CENTER WALL REPAIR	196,481	196,481	-
CITY HALL FLOOR REPAIR	36,140	36,140	-
ENERGY SAVINGS PROJECT	1,480,181	1,480,181	-
MHP MOLD REMEDIATION	69,200	69,200	-
BUILDING MECHANICAL SYSTEMS	241,981	242,361	(380)
HEALTH DEPARTMENT BUILDING RENOVATIONS	169,841	169,840	1
BOOKER T BUILDING	266,818	262,603	4,215
LIBRARY FACILITY STUDY	40,000	40,000	-
FIRE STATION ROOF REPLACEMENT	845,000	185,035	659,965
PUBLIC SAFETY BUILDING/SCHOOL STORAGE BUILDING	40,000	39,339	661
COCHRAN JUDICIAL CENTER	256,682	256,682	-
PUBLIC WORKS BUILDING MAINTENANCE RESERVE	300,000	50,500	249,500
TOTAL PUBLIC WORKS BUILDING PROJECTS	\$ 4,027,630	\$ 3,113,668	\$ 913,962
PARKS, RECREATION, CULTURAL			
FOOTBALL STADIUM IMPROVEMENTS	\$ 60,578	\$ 60,578	\$ -
MHP SOCCER FIELDS	166,272	165,878	394
SKATEBOARD PARK	84,275	84,275	-
BOOKER T PLAYGROUND EQUIPMENT	20,209	20,209	-
GHP PLAYGROUND EQUIPMENT	93,402	93,402	-
MHP POOL BATHHOUSE REPAIRS	37,763	37,763	-
GHP QUARTERBACK CLUB RESTROOMS	70,000	70,000	-
MHP PLAYGROUND EQUIPMENT	90,000	90,000	-
GOLF COURSE IRRIGATION PROJECT	635,491	635,491	-
MONTGOMERY HALL PARK FIELD IMPROVEMENT	15,000	15,000	-
LANDSCAPE PLAN	153,069	153,069	-
GYPSY HILL PARK BANDSTAND REPAIRS	30,000	30,000	-
FIELDHOUSE PROJECT-FOOTBALL STADIUM	32,606	32,606	-
GHP POOL RENOVATIONS	500,000	492,565	7,435
LAKE TAMS PROJECT	382,637	382,637	-
LAKE TAMS PROJECT - SLAF	210,978	210,978	-

CITY OF STAUNTON
GENERAL FUND CIP PROJECTS - FINANCIAL UPDATE- October 31, 2018
FY 2004 - FY2019

	BUDGET	EXPENDITURES	BALANCE
GHP DUCK POND	76,106	76,106	-
MHP BATHROOM/ POOL	275,000	274,317	683
MOXIE STADIUM LIGHTING	52,055	52,055	-
STATLER BROTHERS TRIBUTE	29,030	29,030	-
GHP FENCE	71,115	71,115	-
BETSY BELL PICNIC SHELTER	75,000	-	75,000
GREENWAYS PROJECT	200,000	-	200,000
FOOTBALL STADIUM ADA IMPROVEMENTS	100,000	-	100,000
TOTAL PARKS, RECREATION, CULTURAL	\$ 3,460,586	\$ 3,077,074	\$ 383,512
LIBRARY			
LIBRARY AUTOMATION SYSTEM	\$ 204,201	\$ 204,201	\$ -
COMMUNITY DEVELOPMENT PROJECTS			
RR SMITH CENTER PROJECT	\$ 609,167	609,167	\$ -
PERFORMING ARTS CENTER	100,000	100,000	-
WOODROW WILSON PRESIDENTIAL LIBRARY	100,000	100,000	-
SHENANARTS	8,333	8,333	-
COUNTY COURTS PROJECT	127,453	99,060	28,393
CORRIDOR OVERLAY INCENTIVES	25,000	1,350	23,650
ECONOMIC DEVELOPMENT RESERVE	1,243,811	1,219,609	24,202
WESTERN STATE HOSPITAL DEVELOPMENT	595,434	595,434	-
STAUNTON CROSSING DEVELOPMENT	1,025,000	800,689	224,311
ENTERPRISE ZONE PROGRAM	55,000	21,823	33,177
ENTERPRISE ZONE PROGRAM- CADENCE	175,000	141,011	33,989
ENTERPRISE ZONE PROGRAM- CARDED GRAPHICS	130,521	100,000	30,521
FRONTIER CULTURE GRANT PROJECT	100,000	88,051	11,949
TOTAL COMMUNITY DEVELOPMENT	\$ 4,294,719	\$ 3,884,527	\$ 410,192
TRANSFERS TO OTHER FUNDS			
TRANSFER TO THE GENERAL FUND -HOTEL DEBT	\$ 600,000	\$ 600,000	\$ -
TRANSFER TO THE TROLLEY FUND -TROLLEY PURCHASE	25,000	25,000	-
TRANSFER TO DEBT SERVICE SINKING FUND	6,756,943	6,756,943	-
TRANSFER TO THE PARKING FUND	900,000	900,000	-
TRANSFER TO SCHOOL CIP FUND	275,000	275,000	-
TOTAL TRANSERS TO OTHER FUNDS	\$ 8,556,943	\$ 8,556,943	\$ -
CIP PROJECTS RESERVE -UNDESIGNATED PROJECTS	\$ 229,657	-	\$ 229,657
TOTAL GENERAL FUND CIP EXPENDITURES	\$ 47,910,703	\$ 39,216,158	\$ 8,694,544

City of Staunton
Comprehensive Plan - Priority Initiatives
(In No Particular Order)

Adopted 02-23-2012

A. OPEN SPACE/ENVIRONMENT

- 1. Conserve open space and protect the remaining environmentally sensitive areas in the Staunton-Augusta-Waynesboro region before they are faced with development pressures.**
 - a. Encourage developers to designate open space and environmentally sensitive areas first and then design developments around those elements.
 - b. Encourage and/or provide incentives for useable open space to be included in all existing and new developments.
 - c. Encourage appropriate use of agricultural-forestal districts.
 - d. Support efforts to preserve Betsy Bell and Mary Grey mountains. Enhance use of the public area at Betsy Bell and look into the feasibility of conservation easements for both Betsy Bell and Mary Grey.
 - e. Limit water and sewer access in areas slated for preservation and open space.
 - f. Support development of greenways in the City (especially along streams and creeks).
 - g. Work with organizations, agencies, and neighboring localities within the Staunton- Augusta-Waynesboro Region to:
 - i. Develop a regional inventory of environmentally sensitive areas which includes recovery or mitigation of environmentally sensitive areas already affected by development.
 - ii. Promote strong land conservation and direct development towards existing developed or designated growth areas through creation of compatible ordinances within the region.
 - iii. Continue efforts to address stormwater management.
 - iv. Begin planning for conservation of viewsheds and open space along both sides of Rt. 262.
 - v. Promote practices that preserve Lewis Creek as a natural asset to the region.
 - h. Discourage further development in the floodplains.
 - i. Follow the suggestions and implement the recommendations of the Central Shenandoah Valley's Regional All Hazards Mitigation Plan, paying particular attention to those elements directly related to Staunton.

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(In No Particular Order)

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- j. Protect and enhance streams and creeks in and around the City, including Lewis Creek, Asylum Creek, Gum Springs Branch, and Poague Run. Activities may include:
 - i. Monitor and improve the water quality. Utilize both public sector and volunteer resources.
 - ii. Organize volunteer litter clean-ups and encourage participation in the "Adopt- a-Stream" program.
 - iii. Educate public officials and the citizenry as to the roles that streams and creeks have played in the historical and economic development of the City and surrounding area. Examine ways to embrace them as economic and physical assets.
 - iv. Pursue potential development of nature observation stations along the stream and creek corridors.
 - v. Undertake riparian restoration where needed. Also encourage landowners to take advantage of cost-share programs for native tree and shrubs plantings along stream and creek corridors running through private lands.
 - vi. Work with Lewis Creek Watershed Advisory Committee to develop a citywide watershed recognizability program. Such as a standard "guard rail" at all stream crossings to draw residents attention to the presence of the streams passing below the road.
- k. Identify environmentally sensitive areas and assets for Staunton and develop plans for protecting these areas.
- l. Encourage identification and remediation of environmentally compromised areas of the City.

2. Encourage sustainability and conservation practices.

- a. Promote and support energy conservation.
- b. Seek alternative energy sources for buildings such as geothermal, green roofs, and water turbines.

B. COMMUNITY CHARACTER

- 1. Enhance the physical attractiveness of the City through a broad program addressing lighting, signage, and litter control; tree plantings and landscaping; and architecturally appropriate design standards for buildings or structures fronting corridors and thoroughfares.**
 - a. Support enhancement and priority implementation of the City's Master Landscaping Plan - especially along entrance corridors and the pedestrian network.

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(In No Particular Order)

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- b. Support increased landscaping of school grounds.
- c. Develop a homeowner landscaping and stormwater management education program to demonstrate the potential for beautification of neighborhoods, as well as environmental and financial advantages of landscaping. Along with education, provide planning assistance, design advice, and incentives for property owners' landscaping improvements.
- d. Work aggressively to prevent and control litter, through an extensive public education campaign demonstrating the environmental, health, and financial costs to taxpayers caused by littering.
- e. Seek ways to control light pollution. Examples may include, but are not limited to:
 - i. Developing education and incentive programs that highlight the environmental, health, and financial benefits of controlling light pollution and encourage appropriate light design and fixtures.
 - ii. Conducting an assessment of all City-owned facilities, schools, parks, and sports facilities to develop a plan for shielding and/or retro-fitting inappropriate lighting fixtures in order to reduce light trespass, up-lighting, and glare. Promote more energy efficient light sources. Begin shielding city street drop lighting fixtures until they can be retro-fitted with appropriate fixtures.
 - iii. Restricting light trespass from commercial and non-residential establishments onto residential properties. Encourage the shielding of commercial drop lighting until lighting can be retro-fitted with appropriate fixtures.
 - iv. Working with Dominion Virginia Power to supply more efficient, shielded dusk-to-dawn security lights for their customers.
 - v. Requiring appropriate lighting fixtures for all newly developed, redeveloped, or renovated commercial and public facilities. Working with lighting suppliers, contractors, and architects to use more energy efficient and appropriately designed lighting fixtures for their customers.
- f. Seek ways to control excessive pigeon, vulture, vermin, and deer populations.
- g. Continue to support, implement, and maintain an entryways and corridors overlay zone.

2. Preserve and capitalize on the City's rich historic and architectural character.

- a. Continue support for and cooperative efforts with the Historic Staunton Foundation.
- b. Continue City's emphasis on historic preservation and compliance with the historic preservation ordinance.

City of Staunton
Comprehensive Plan - Priority Initiatives
(In No Particular Order)

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- c. Educate the public on the long-term importance (quality of life, financial, etc.) of maintaining historic standards, despite the added levels of review and requirements.
- d. Assess performance, strengths, and weaknesses of the current historic districts ordinance. Identify opportunities for improvements in achieving desired goals in the most effective manner with the least burden for property owners and developers.
- e. Look to areas beyond the boundaries of the current historic districts for opportunities to add to the districts or to create new districts.
- f. The City, working with neighborhoods and the Historic Staunton Foundation, should identify properties throughout the City of historic or architectural significance - especially those along entrance corridors, thoroughfares, and in transitional neighborhoods.
- g. Support historic preservation and tourism efforts in the City's historic districts. The five historic districts are the Beverley Historic District, the Wharf Historic District, the Stuart Addition Historic District, the Gospel Hill Historic District, and the Newtown Historic District.
- h. Support research into the historic structures in the traditional black community of the Johnson Street Area and possible eligibility as a historic district.
- i. Study potential for a Valley Museum of African-American History to be located at the Booker T. Washington Community Center.
- j. Develop a revolving loan fund (publicly funded, privately funded by the community, or a public-private partnership) to purchase, rehabilitate, and/or resell historic properties whose owners are unwilling or unable to properly maintain the properties.
- k. Take steps to preserve the architectural character of older neighborhoods that may not be included under the "historical" category, but are equally important to the look and feel of the city, especially pre- and post-WWII neighborhoods.
- l. When developed, redeveloped, or renovated, require commercial and retail structures that adjoin residential areas to utilize architectural facades and site features that are consistent with and/or complementary to the surrounding neighborhood(s).

C. PLANNING

1. Encourage appropriate new development that is well-planned, compatible, and contributes to the resource base of the City.

- a. Promote the development of Planned Unit Developments and Planned Business Developments with mixed uses, higher densities, more compact designs, usable open space, and protection of viewsheds and environmental features.
- b. Provide incentives for infill development.

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- c. Require utilities in all new developments to be underground rather than overhead, where appropriate.
- d. Promote return of front porches and useable front yards. Examples may include, but are not limited to:
 - i. Encourage new residential parking structures and garages to be located to the side or rear of the home.
 - ii. Limit the number of houses in subdivisions with garages that protrude beyond the front building line.
 - iii. Encourage driveways and parking areas for single-family residential dwellings to terminate on the side or at the rear of houses, not in front (except on-street parking, where applicable).
- e. Educate the public, development community, local officials and staff on the principles and advantages of smart/good development (environmental, health, and financial) and of density and compact building options when properly planned in concert with public and private entities.
- f. Re-evaluate land use and zoning at Richmond Road and Frontier Drive extended to incorporate a mix of commercial, retail and light industrial uses.
- g. Work with the Frontier Culture Museum to encourage that the DeJarnette Property is developed in a manner compatible with Staunton's overall goals and objectives (i.e., architecturally appropriate designs and uses that complement the downtown efforts).
- h. Work with Augusta County to jointly plan the land uses along the Rt. 262 Loop, so that they are consistent with the goals and objectives of both localities; to minimize sprawl; to maintain limited access; and to ensure that residential areas adjoining the Loop do not become over-commercialized.
- i. Develop appropriate neighborhood-commercial service zones at the planned Springhill fly-over and at the Morris Mill Road interchange.
- j. Examine potential planned business uses for properties to the south and north of Rt. 250 West, where they meet Rt. 262.
- k. Work with the Virginia Department of Transportation to determine the appropriate location of additional access off Rt. 262.
- l. Develop a master plan for properties adjoining Rt. 262 both between I-81 and Rt.11 and between Rt. 11 and Springhill Road, including street access, utilities extensions, and appropriate land uses.
- m. Coordinate planning on corridors with efforts to promote quality of life and architectural character.

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2. Develop compatible mixed uses as the norm, rather than the exception.

- a. Use zoning tools, design guidelines, and neighborhood and stakeholder input to encourage a balanced mix of uses within neighborhoods, especially transition areas.
- b. Encourage appropriate at-home businesses in residential areas and small business owners "living where you work" in commercial and transitional mixed-use zones.
- c. Encourage residential use of upper floors in downtown and in commercial areas that adjoin neighborhoods.

D. NEIGHBORHOODS AND HOUSING

1. Create walkable neighborhoods with emphasis on pedestrian safety and reducing the need for short vehicle trips by residents of high density neighborhoods adjoining major destinations such as the parks, schools, downtown, library, and neighborhood commercial areas.

- a. Make restoration and development of a quality pedestrian network a key priority for capital project funding and implementation. Also, initiate an extensive maintenance and enhancement program for existing sidewalks (including repair, landscaping, weed control, street trees, planting strips, and appropriate lighting) and encourage the City to include sidewalk improvements as part of the annual Public Works budget.
- b. Require appropriately landscaped and sized sidewalks within all new developments or major redevelopments with established design, performance, and maintenance standards for sidewalks based on area density and proximity to primary pedestrian destinations.
- c. Create a Pedestrian Access Plan and expand the City's Sidewalk Plan;
 - i. Map the current location of all existing sidewalks and identify widths, conditions, maintenance needs, and access to destinations.
 - ii. Create an implementation schedule for the development of an interconnected pedestrian network.
 - iii. Encourage other types of access beyond pedestrian access.
 - iv. Improve the continuity of sidewalks, pedestrian, and other forms of access throughout the City to improve the transition through neighborhoods and other parts of the City.

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- d. Include "walkability" as a primary design criteria for all new public and private development and redevelopment projects.
- e. Begin a program to make existing, high-density neighborhoods that surround primary destinations more "pedestrian friendly" and make the destinations more accessible to residents of those neighborhoods.
- f. Maximize the safety of students utilizing the school "walk-zone" and encourage and enable walking to school through such programs as "Safe Routes To School".
- g. Complete the pedestrian corridor on Churchville Avenue to connect Downtown to Gypsy Hill Park.
- h. Pursue public safety efforts that ensure neighborhood streets along the pedestrian network are as safe as possible from high speed traffic and crime.
- i. New developments should be integrated into the surrounding neighborhood by requiring the connection of new roads to existing roads of the adjoining neighborhood if at all possible. Avoid cul-de-sacs & isolated neighborhoods if at all possible.
- j. Promote a mix of apartment houses, townhouses, duplexes with shops, small parks, offices, etc.

2. Ensure that Staunton's housing stock is an adequate mix to support the citizenry and the City's tax base.

- a. Work with agencies and the development community to identify ways to best maintain ample housing choices and affordability without concentrating lowest and highest income levels in one area.
- b. Limit the further breaking up of existing single family homes into multi-unit structures, while also promoting the development and use of accessory dwelling units (such as separate entrance basements, attics, over garages) where the owner lives on premises in the primary dwelling unit.
- c. Encourage and facilitate development of apartments, condominiums, and townhouses for upper floors of downtown commercial buildings.
- d. Develop a city-wide housing plan that addresses housing issues at all levels, including affordable housing, blighted areas, historic restoration, and housing for the elderly.
- e. Encourage the City and the Redevelopment and Housing Authority to take a more active role in addressing housing needs throughout the city.
- f. Seek ways to encourage potential homebuilders to choose established neighborhoods for appropriate infill projects where infrastructure and services already exist.

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- g. Work with real estate agents and other groups to promote the attraction and distinctiveness of living in older neighborhoods.

E. REHABILITATION AND RE-USE

1. Promote the conservation and reuse of existing infrastructure and buildings.

- a. Provide tools and incentives for private rehabilitation of all older structures, not just those in historical or blighted neighborhoods (e.g., grants, low interest loans, planning and design, environmental hazard abatement advice and assistance, rehab strategy, tax abatement).
- b. Review the Rehab Abatement Program to see how it could be revised to allow for less extensive rehabilitation (than is currently required) for the homeowner to benefit.
- c. Educate the public on how to economically and safely address potential environmental hazards (lead paint, asbestos, and mold).
- d. Develop a revolving loan fund (publicly funded, privately funded by the community, or a public-private partnership) to rehabilitate and/or redevelop properties that do not fit the criteria for the Block-By-Block or Habitat For Humanity programs.
- e. Work with faith-based and community organizations to provide for general upkeep of homes where residents are physically or financially unable to maintain the property.
- f. Maintain a prioritized inventory of potential projects that organizations or volunteers could perform for the benefit of a neighborhood or the City in general.
- g. Continue to apply for funding from state, federal, private, and non-profit programs for neighborhood improvements throughout the City.
- h. Emphasize proactive maintenance of existing structures and properties.

2. Revitalize blighted and vacant properties.

- a. Continue support for and expansion of rehabilitation programs.
For example:
 - 1. Block By Block
 - 2. Habitat For Humanity

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- b. Inventory vacant properties and buildings throughout the City and identify potential uses that could or would be viable with appropriate zoning changes.
- c. Encourage the City Treasurer to aggressively pursue the auction of tax delinquent or abandoned properties.
- d. Seek ways to address the issue of absentee landlords in blighted areas and aggressively encourage or require maintenance and upgrades of deteriorating properties.
- e. Develop a community partnership between public safety officials and residents to address issues of crime (particularly, drug dealing) in blighted neighborhood areas.

3. Redevelop older, high density areas where utilities and infrastructure already exist.

- a. Make neighborhood revitalization a high priority of the City.
- b. Develop plans and programs for retro-fitting existing single-use developments into walkable, mixed-use viable neighborhoods.
- c. Examine lot size, setback, and parking requirements for opportunities to improve flexibility in older neighborhoods and redevelopment areas.
- d. Encourage compatible, in-fill development on vacant lots.
- e. Encourage continued redevelopment of commercial brownfields areas.
- f. Develop a prioritized list of potential redevelopment opportunities. Provide planning and design assistance for potential investors and developers, as well as opportunities for public-private partnerships.
- g. Encourage compatible local businesses to locate within residential neighborhoods.
- h. Support efforts to improve and revitalize the business strip along West Beverley Street from Lewis Street to the intersection of West Beverley Street and Frederick Street at Thornrose Cemetery (Including mixed uses, where appropriate, on West Beverley from Jefferson to Thornrose).
- i. Support continued revitalization and redevelopment of the Johnson Street area.
- j. Support efforts to improve and revitalize the Central Avenue business corridor bounded by Lewis Street, Churchville Avenue, Augusta Street, and Frederick Street.

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(In No Particular Order)

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- k. Support efforts to improve and revitalize the business strip along West Beverley Street from Thornrose Cemetery to the city limits.
- l. Encourage appropriate reuse of the large vacant structures throughout the City such as the Staunton Manor property on Rt. 250 west.

F. TRANSPORTATION AND PARKING

1. Reduce the emphasis of parking quantity and increase the importance of parking design and use.

- a. Scale commercial parking requirements to typical use, rather than capacity use, by lowering the minimum level of parking required and limiting the total amount of hard surface parking permitted.
- b. Reduce parking requirements by allowing and promoting shared parking and dual use - especially for redevelopment, transitional areas, and planned mixed-use development.
- c. Require landscaping and a safe, user-friendly pedestrian network with designated walkways and crossings within commercial and public parking areas.
- d. Maintain incentives for retro-fitting excess hard surface commercial parking areas to landscaped areas.
- e. Where appropriate, move parking to side and rear of commercial and public buildings rather than the front.
- f. Examine ways to ensure maximum utilization of downtown parking garages and public lots.
- g. Consider extending local parking zones for neighborhoods adjoining Downtown. Minimize the cost and inconvenience of obtaining and using residential passes.
- h. Consider additional parking garages in the City.

2. Provide for a variety of transportation options and designs that balance pedestrian, bicycle, auto, and public transportation within the City and among key destinations.

- a. Develop alternative approaches to street designs in order to ensure that the roads and intersections are scaled to the neighborhoods.

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- b. Evaluate each new VDOT project from the standpoint of sidewalks, pedestrian safety, bicycle access, and the impact on existing neighborhoods before final design.
- c. Install traffic calming devices for heavily traveled thoroughfare streets that go through neighborhoods (example: Donaghe Street, Springhill Road, Grubert Avenue, Stuart Street, North Augusta) and streets going through school "walk-zones."
- d. Develop safe, designated street crossings and ingress/egress points so that pedestrians from adjoining high-density neighborhoods can walk to and from primary destinations (parks, schools, library, downtown, neighborhood commercial areas, etc.) without the need for short vehicle trips.
- e. Re-examine traffic routing patterns for opportunities in which through traffic might be dispersed or re-routed, rather than being concentrated through older, established neighborhoods.
- f. Maintain ways to provide tourists with easier access from Interstates 81 and 64 to downtown and traffic routing in and around the downtown area to ensure the best possible viewsheds for those entering the City's core.
- g. Collaborate with employers and neighboring localities to promote ride-sharing and at-home work options.
- h. Develop the Montgomery Avenue Connector Road.
- i. Maintain strong opposition to the Virginia Department of Transportation's proposed plan for a Service/Access Road Exit off I-81 for Staunton.
- j. Extend trolley routes and provide better information on schedules.
- k. Continue to make Staunton more bike-friendly by adding more bike racks, especially at trolley stops, creating more bike lanes especially as streets are built or widened, linking greenways with bike trails and paths, and reorienting sewer grates to make it easier for bikes to ride across.
- l. Pursue safe pedestrian networks in and between all neighborhoods.

G. PUBLIC SERVICE AND GOVERNMENT

- 1. Ensure quality and effective public services that meet the needs of residents and businesses while being proportionate to the City's economic base and resources.**

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a. Recreation:

- i. Provide appropriate facilities and programs to adequately meet the recreational needs of the general community.
- ii. Continue to support and provide facilities for active and passive recreation activities that provide opportunities for social interaction, including soccer, baseball, softball, football, basketball, swimming, skateboarding, rollerblading, crafts, knitting, and birdwatching.
- iii. Work with the local YMCA and similar organizations to provide joint programs and to supplement each other's offerings.
- iv. Maintain a wide variety of recreation programs for seniors.
- v. Continue to support the network of parks; small and large.

b. Public Safety:

- i. Closely monitor personnel and equipment needs of the public safety departments (police, fire, rescue) to ensure that an optimum level of public safety and protection is maintained for Staunton's citizens, homes, and businesses.
- ii. Continue and promote public safety education and prevention programs for police, fire, and rescue services in schools, neighborhoods, and other settings.
- iii. Develop a volunteer "Crime Watch" program for parks, public areas, and along the pedestrian network leading to and from destinations.
- iv. Develop a "Fire Watch" program for any areas of the city that border forested lands and have high potential for wildfires.
- v. Continue support for "closest to call" joint response agreement with Augusta County Fire Department.
- vi. Ensure that the City is prepared in the event of a natural disaster or terrorism here or in neighboring regions where it could significantly affect the City or its residents.

c. Schools:

- i. Support efforts to maintain a quality school system, but recognize the constraints of the City's entire budget.

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- ii. Encourage the continued renovation and upgrade of existing, neighborhood-based schools.
- iii. Encourage more utilization of schools as neighborhood focal points and gathering centers for after hours and community activities when schools are not in session.
- iv. Study potential for utilizing school grounds and playgrounds as neighborhood "miniparks" on weekends and during summers when schools are out of session.
- v. Continue to capitalize on the excellent schools, colleges, and universities in the region to assist with the implementation of planning objectives. Utilize student interns and classes to conduct research; and seek input from professors and students in developing innovative options and in evaluating alternative approaches.

d. Library:

- i. Support continued maintenance/enhancement of the Library facilities and encourage family-friendly programs and services.

e. Social Services:

- i. Ensure that Staunton only has responsibility for a proportionate number of social service clients for its size and capabilities.

f. Utilities and Infrastructure:

- i. Discourage extension of water and sewer utilities into areas where they might promote the development of identified environmentally critical areas.
- ii. Continue to fund and seek funding for critical stormwater control facilities and flood mitigation activities.
- iii. Continue to require sidewalks and curb and guttering for all new developments and major renovations, but allow for flexibility in design, so long as the edge of the street is maintained and stormwater is controlled.
- iv. Make the City of Staunton a model of energy efficiency and renewable energy utilization. Encourage green initiatives and integrate emerging technologies.

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- 2. Ensure that the regulatory and approval processes make it easier and more profitable to attract and maintain the type of development the community desires.**
 - a. Work with stakeholders (including developers, contractors, investors, real estate agents, architects, land surveyors, and bankers) to evaluate the regulatory and approval processes.
 - b. Develop zoning regulations and design goals in a graphical / pictorial format.

H. ECONOMIC DEVELOPMENT/TOURISM

- 1. Continue development of a vibrant and active downtown area with enhanced business and residential opportunities.**
 - a. Continue to support the Staunton Downtown Development Association and the downtown revitalization efforts.
 - b. Support efforts of Staunton Cultural Development Alliance, American Shakespeare Center, Woodrow Wilson Presidential Library, R.R. Smith Center for History and Art, Staunton Performing Arts Center, Frontier Culture Museum, and others to expand arts and cultural opportunities for Staunton's residents and visitors.
 - c. Encourage development and redevelopment that stimulates increased pedestrian activity in the downtown and adjoining transitional areas.
 - d. Promote outdoor dining, outdoor sales by downtown businesses, festivals, community gatherings, and other activities that encourage pedestrian activity and increase social interaction in the downtown area.
 - e. Pursue the establishment of more "basic services" businesses such as a grocery store, laundry, and pharmacy for residents of downtown and adjoining neighborhoods.
 - f. Pursue the establishment of more downtown businesses that cater to children and families.
 - g. Continue to educate commercial owners and potential business operators on the benefits available within enterprise zones.
 - h. Continue to work with the County of Augusta to pursue alternatives to maintain the Augusta County Court facilities in Downtown Staunton.
- 2. Aggressively pursue an economic development program that strengthens and broadens the City's economic base, with an emphasis on living wage opportunities desirable to the local citizenry.**
 - a. Support the goals of the City's Economic Development Plan, including:

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- i. Short Term Priorities:
 - Destination retail
 - Tourism
 - White collar service businesses
 - Manufacturing (for industrial parks)
- ii. Long Term Priorities:
 - Workforce skill development
 - Development of higher paying jobs
 - Small business development
- b. Promote and fill the Green Hills Industrial Park and the Staunton Gateway.
- c. Work cooperatively with Augusta County and Waynesboro to achieve joint economic development goals.
- d. Continue to endorse the Central Shenandoah Valley's Regional Strategic Initiatives.
- e. Actively participate in the Shenandoah Valley Partnership, the Shenandoah Valley Technology Council, the Shenandoah Valley Workforce Investment Board, the Central Shenandoah Planning District Commission, and similar organizations that promote the economic health and well-being of Central Shenandoah Valley residents and businesses.
- f. Support the efforts of the Staunton Convention and Visitors Bureau, American Shakespeare Center, Woodrow Wilson Presidential Library, R. R. Smith Center for History and Art, Staunton Performing Arts Center, Frontier Culture Museum, and others to make Staunton and the surrounding area a tourism destination.
- g. Pursue development of key special projects including the Globe Theater, and the Staunton Performing Arts Center.
- h. Work cooperatively with Augusta County and Waynesboro, as well as the Shenandoah Valley Travel Association to achieve joint tourism goals.
- i. Support an agricultural processing plant in the area to give farmers a way to market and process farm products locally.
- j. Encourage medical and educational uses in the downtown area.
- k. Maintain support for a "green business" incubator located in Staunton.

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3. Encourage a demographically diverse and growing population.

- a. Recruit a mix of young professionals, families, and recent retirees to Staunton.
- b. Develop incentives for young adults to return to the city after completing college or after starting a family.
- c. Capitalize on the financial resources and life experiences that new retirees bring to the City.
- d. Ensure adequate facilities and programs are available to support the City's older citizens.
- e. Empower Staunton's older citizens to remain active in the community. Encourage volunteerism, promote the hiring of seniors, and foster an Advisors Guild or Mentor Program in which retired persons share their knowledge and talents with young people.

4. Actively encourage public and stakeholder participation and input for land use and development decisions.

- a. Promote and help groups like Community Involvement and Awareness, Rebuilding Augusta, Habitat for Humanity, as well as faith-based, civic, and service organizations to play key roles in neighborhood improvement and revitalization efforts - especially in older, established neighborhoods. Strongly encourage development of neighborhood and commercial associations, such as the Newtown Neighborhood Association and the Newtown Center Business Guild.
- b. Assist neighborhood groups in conducting "neighborhood visioning" exercises to design specific goals for neighborhoods and to identify area needs and desires.
- c. Bring the development community (including developers, investors, contractors, architects, real estate agents, bankers, and business owners), as well as other key stakeholders, into the neighborhood visioning processes for a private sector perspective on how neighborhoods might be developed, redeveloped, or rehabilitated.
- d. Hold joint meetings at least annually, or more often as needed, between Staunton, Augusta County, and Waynesboro Planning Commissions to identify regional solutions to common issues and objectives.

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2017- 2018**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVE	OPERATIONS/ MAINTENANCE COSTS
PUBLIC SAFETY						
FIRE DEPARTMENT	* *	GF 2018 & CIP FUNDS	Fire Truck Replacement Reserve - \$150,000 GF Budget, and \$50,000 CIP Funds (Radio Project Balance 39044210-58479)	\$ 200,000	Public Service and Government (Sec. G.1.b.i)	Annual Preventive Maintenance
FIRE DEPARTMENT	*	CIP FUNDS	Phase I. Architectural study services for the renovation / expansion of Station 1- use Fire Station Roof Project funds already appropriated -CIP account (39044210-58479)	\$ 20,000	Public Service and Government (Sec. G.1.b.i)	Annual Preventive Maintenance
PUBLIC WORKS						
<u>PUBLIC WORKS - STREET PROJECTS</u>						
URBAN STREET PROGRAM	*	GF 2018	VDOT Street Construction Projects -City Match Funds	\$ 50,000	Transportation and Parking (Sec. F.2.a and F.2.b)	N/A
BRICK SIDEWALKS	*	GF 2018	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual Maintenance
NEW SIDEWALKS	*	GF 2018	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual Maintenance
PUBLIC WORKS EQUIPMENT FUND	*	BA 2017	Annual funding source for acquisition of major equipment for General Fund Streets Division > \$100,000	\$ 100,000	NA	Annual Preventive Maintenance
CENTRAL AVENUE PROJECT	*	VDOT- TAP GRANT	Central Avenue Streetscape - Install brick sidewalks, ornamental lighting, crosswalks, and underground utilities in this area as the next phase of streetscape improvements. A Federal Grant of \$1,022,826 has been awarded to the City for this project. Additional City funds of \$190,004, plus an additional \$100,000 added FY2016-2017. TOTAL = \$1,312,830. PROJECT UPDATE: OCTOBER 27, 2016 -COST ESTIMATE = \$1,712,830- VDOT TAP Grant was awarded for the balance of funding-\$480,295.	\$ 480,295	Rehabilitation and Reuse (Sec. E.3.h)	Annual Maintenance
STAUNTON CROSSING ROAD EXTENSION	*	VDOT- SYIP AND SMARTSCALE GRANT PROJECT	Extend Crossing Way through the Staunton Crossing development site and connect to Valley Center Drive. Project elements include 3,960 LF of street with a roundabout, a 100 space Park and Ride Facility and Transit Stop, electric car charging station, bus shelter, and a shared use path. Funding from \$1.9 million excess Staunton Six Year Improvement Plan (SYIP) funds and a Proposed \$6,865,000 VDOT Smartscale Grant-	\$ 8,765,000	Economic Development/ Tourism (Sec. H.2.b)	Annual Maintenance
RT 262/ COMMERCE ROAD INTERSECTION IMPROVEMENTS	*	CIP FUNDS	Improve left turn lane by removing median barrier to eliminate truck traffic stacking at intersection -CIP account (39044130-58456)	\$ 50,000	Transportation and Parking (Sec. F.2.b)	Annual Maintenance
<u>PUBLIC WORKS- BUILDINGS</u>						
PUBLIC WORKS BUILDING FUND	*	BA 2017	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	NA	Annual Preventive Maintenance
<u>RECREATION</u>						
GREENWAYS PROJECT	*	BA 2017	Paved bike and pedestrian paths, landscaping, purchase of properties and easements to implement first phase of the Staunton Greenways Plan	\$ 100,000	Transportation and Parking (Sec. F.2.k and F.2.i)	Annual Maintenance

**CITY OF STAUNTON
CAPITAL INVESTMENT PROGRAM
GENERAL FUND
FY2017- 2018**

DEPARTMENT	PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	COST	COMPREHENSIVE PLAN PRIORITY INITIATIVE	OPERATIONS/ MAINTENANCE COSTS
EDUCATION					
BLUE RIDGE COMMUNITY COLLEGE *	GF 2018	Annual Share of BRCC Capital Building Fund	\$ 41,050	NA	N/A to City
TRANSFER TO DEBT SERVICE FUND					
LEE HIGH SCHOOL *	BA 2017	Transfer to the Debt Service Fund for the Lee High School project	\$ 750,000	Public Service and Government (Sec. G.1.c.i and G.1.c.ii)	N/A to City
TOTAL FY2018 CIP PLAN			\$ 10,856,345		
FUNDING SOURCES:					
	GF 2018	General Fund Budget Transfer - FY2018 Budget	\$ 441,050		
	VDOT GRANT	VDOT TAP Grant	\$ 480,295		
	VDOT GRANT	VDOT Excess Project Funds and a Smartscale Grant	\$ 8,765,000		
	CIP FUND	Balance of Appropriated CIP Funds (39044210-58479 / 39033210-58473 / 39044130-58456)	\$ 120,000		
	BA 2017	FY2017 Budget Amendment from FY2016 End of Year Balance- Transfer to CIP Fund	\$ 1,050,000		
TOTAL FUNDING SOURCES			\$ 10,856,345		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2018 - 2019**

DEPARTMENT	PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVE	OPERATIONS/ MAINTENANCE COSTS
PUBLIC SAFETY					
FIRE DEPARTMENT	* GF 2019	Fire Truck Replacement Reserve	\$ 200,000	Public Service and Government (Sec. G.1.b.i)	Annual Preventive Maintenance
PUBLIC WORKS					
<u>PUBLIC WORKS - STREET PROJECTS</u>					
URBAN STREET PROGRAM	* GF 2019	VDOT Street Construction Projects -City Match Funds	\$ 50,000	Transportation and Parking (Sec. F.2.a and F.2.b)	Annual Maintenance
STREETS	* GF 2019	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 150,000	Transportation and Parking (Sec.F.2.a)	Annual Maintenance
BRICK SIDEWALKS	* GF 2019	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec.F.2.a)	Annual Maintenance
NEW SIDEWALKS	* GF 2019	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec.F.2.a)	Annual Maintenance
PUBLIC WORKS EQUIPMENT FUND	* GF 2019	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000	\$ 100,000	NA	Annual Preventive Maintenance
<u>PUBLIC WORKS- BUILDINGS</u>					
PUBLIC WORKS BUILDING FUND	* GF 2019	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	NA	Annual Preventive Maintenance
RECREATION					
GREENWAYS PROJECT	* BA 2018	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking (Sec. F.2.k and F.2.l)	Annual Maintenance
FOOTBALL STADIUM	* BA 2018	Improvements to the football stadium to provide ADA handicap access	\$ 100,000	Public Service and Government (Sec. G.1.a.i)	Annual Maintenance
EDUCATION					
BLUE RIDGE COMMUNITY COLLEGE	* GF 2019	Annual Share of BRCC Capital Building Fund	\$ 41,050	NA	N/A to City
TOTAL FY2019 CIP PLAN			\$ 1,041,050		
FUNDING SOURCES:					
	GF 2019	General Fund Budget Transfer - FY2019 Budget	\$ 691,050		
	BA 2018	FY2018 Budget Amendment from FY2017 Prior Year Fund Balance-Transfer to CIP Fund	\$ 350,000		
TOTAL FUNDING SOURCES			\$ 1,041,050		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2019 - 2020**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVE	OPERATIONS/ MAINTENANCE COST
PUBLIC SAFETY						
FIRE DEPARTMENT	*	GF 2020 / BA 2019	Fire Truck Replacement Reserve	\$ 250,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
PUBLIC WORKS						
URBAN STREET PROGRAM	*	GF 2020	VDOT Urban Street Construction Projects -City Match Funds	\$ 50,000	Transportation and Parking (Sec. F.2.a and F.2.b)	Annual maintenance
STREETS	*	GF 2020	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 150,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
RICHMOND AVENUE- STATLER BOULEVARD INTERSECTION		VDOT SMARTSCALE PROJECT	Improvements for traffic congestion and pedestrian safety. Improvements include the addition of a second southbound left turn lane from Statler Boulevard onto Richmond Avenue by converting the southbound through lane to a through-left combination. Also includes median modifications on Richmond Avenue to include reconstruction of median on Richmond Avenue to accommodate the dual left turn movement from Statler Boulevard.	\$ 579,000	Public Service and Government (Sec. F.2.a, F.2.b)	Annual maintenance
BRICK SIDEWALKS	*	GF 2020	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
NEW SIDEWALKS	*	GF 2020	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
PUBLIC WORKS EQUIPMENT FUND	*	GF 2020	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000	\$ 100,000	NA	Annual preventive maintenance
PUBLIC WORKS BUILDING FUND	*	GF 2020	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	NA	Annual preventive maintenance
ECONOMIC DEVELOPMENT						
STAUNTON CROSSING- DEMOLITION OF BUILDINGS	*	BA 2019 / PROPOSED GRANT	Staunton Crossing development- demolition of old WSH buildings. Move to FY2019/2020 from FY2018. Funding proposed in FY2019 Budget Amendment and a proposed \$500,000 grant from the Virginia Economic Development Partnership for a Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund Remediation Grant. City Council approved the grant application October 25, 2018.	\$ 2,500,000	Economic Development/Tourism (Sec. H.2.b)	Annual maintenance of fields and lawn
RECREATION						
GREENWAYS PROJECT	*	BA 2019	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking (Sec. F.2.k and F.2.l)	Annual maintenance
GYPSY HILL PARK	*	BA 2019	Replace two bathrooms at west end of park	\$ 350,000	Public Service and Government (Sec G.1.a.i)	Annual preventive maintenance

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2019 - 2020**

DEPARTMENT	PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	COST	COMPREHENSIVE PLAN PRIORITY INITIATIVE	OPERATIONS/ MAINTENANCE COST
EDUCATION					
BLUE RIDGE COMMUNITY COLLEGE *	GF 2020	Annual Share of BRCC Capital Building Fund	\$ 41,050	NA	N/A to City
EDUCATION-STAUNTON CITY SCHOOLS					
BUILDING MAINTENANCE REPAIRS *	BA 2019	Transfer to City Schools CIP Fund for Building Maintenance Repairs-roofs, HVAC systems, Technology	\$ 200,000	Public Service and Government (Sec. G.1.c.i and G.1.c.ii)	N/A to City
TOTAL FY2020 CIP PLAN			\$ 4,620,050		
FUNDING SOURCES:					
	GF 2020	General Fund Budget Transfer - FY2020 Budget	\$ 841,050		
	VDOT GRANT	VDOT SmartScale Grant Project - Richmond Road/Statler Boulevard	\$ 579,000		
	BROWNFIELDS GRANT	Proposed Virginia Economic Development Partnership Brownfields Grant	\$ 500,000		
	BA 2019	Proposed FY2019 Budget Amendment from FY2018 Year Fund Balance-Transfer to CIP Fund	\$ 2,700,000		
TOTAL FUNDING SOURCES			\$ 4,620,050		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2020- 2021**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVES	OPERATIONS/ MAINTENANCE COSTS
PUBLIC SAFETY						
FIRE DEPARTMENT	*	GF 2021	Fire Truck Replacement Reserve	\$ 250,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
POLICE DEPARTMENT RADIOS	*	BA2020	Replace police department radio equipment	\$ 500,000	Public Service and Government (Sec G.1.b.i)	Annual maintenance contract fees
PUBLIC WORKS						
URBAN STREET PROGRAM	*	GF 2021	VDOT Urban Street Construction Projects -City Match Funds	\$ 100,000	Transportation and Parking (Sec. F.2.a and F.2.b)	Annual Maintenance
STREETS	*	GF 2021	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 150,000	Transportation and Parking (Sec. F.2.a)	Annual Maintenance
STREETS	*	GF 2021	Adaptive traffic control system for Downtown Corridors	\$ 115,000	Transportation and Parking (Sec. F.2.a)	Annual Maintenance
STREETS- STATLER/COALTER ADA COMPLIANT SIGNALS/ CROSSWALK	*	GF 2021 STREET MNTCE FUNDS	Upgrade existing traffic signal at Statler / Coalter Streets to add handicap crosswalks and pedestrian signals- MOVED FROM FY2018 UPDATED COST TO \$80,000 from \$60,000	\$ 80,000	Transportation and Parking (Sec. F.2.a)	Annual Maintenance
BRICK SIDEWALKS	*	GF 2021	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
NEW SIDEWALKS	*	GF 2021	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
PUBLIC WORKS EQUIPMENT FUND	*	GF 2021	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000	\$ 100,000	NA	Annual preventive maintenance
PUBLIC WORKS BUILDING FUND	*	GF 2021	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	NA	Annual preventive maintenance
BESSIE WELLER ELEM SCHOOL	*	VDOT GRANT / LOCAL MATCH	Phase 2. Bessie Weller Elementary School - Safe Routes to Schools Infrastructure Grant Match. Project to include road and entrance improvements for safety to reduce traffic congestion, traffic separation of school buses and parent transportation vehicles, and expansion of the parking lot for staff, visitors, parent/school events. Proposed VDOT Grant = \$800,000 and City match funds = \$200,000. MOVE PROJECT TO FY2021 FROM FY2020	\$ 1,000,000	Transportation and Parking (Sec. F.2.a, F.2.b and F.2.d)	Annual maintenance
POLICE DEPARTMENT BUILDING	*	BONDS	Purchase a building and re-locate the Police Department to another site- MOVE PROJECT TO FY2021 FROM FY2020	\$ 7,000,000	Public Service and Government (Sec. G.1.b.i)	Annual maintenance/ Debt payments
FIRE STATION #1	*	BONDS	Renovate Station #1 on Central Avenue, interior renovations and install a new roof structure- MOVE PROJECT TO FY2021 FROM FY2020	\$ 4,500,000	Public Service and Government (Sec. G.1.b.i)	Annual maintenance/ Debt payments
BUILDING MAINTENANCE- GHP PUMPHOUSE	*	BA 2020	Restore old pumphouse in GHP. Renovate bathroom and upgrade building to modern building codes, building is not ADA compliant. MOVE PROJECT TO FY2021 FROM FY2020.	\$ 225,000	Public Service and Government (Sec G.1.a.i)	Annual preventive maintenance
STREET IMPROVEMENTS FOR BICYCLE & PEDESTRIAN PLAN	*	BA 2020	Staunton Bicycle & Pedestrian Plan- May 2018. Install signalized crossings at various intersections for pedestrian safety.	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2020- 2021**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVES	OPERATIONS/ MAINTENANCE COSTS
RECREATION						
GREENWAYS PROJECT	*	BA 2020	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking (Sec. F.2.k and F.2.l)	Annual maintenance
MONTGOMERY HALL PARK	*	BA 2020	Construct a new picnic shelter at the 1st tee on the disc golf course. MOVE PROJECT TO FY2021 FROM FY2020	\$ 85,000	Public Service and Government (Sec G.1.a.i and G.1.a.ii))	Annual maintenance
EDUCATION						
BLUE RIDGE COMMUNITY COLLEGE	*	GF 2021	Annual Share of BRCC Capital Building Fund	\$ 41,050	N/A	N/A to City
EDUCATION-STAUNTON CITY SCHOOLS						
BUILDING MAINTENANCE REPAIRS	*	GF 2021	Transfer to City Schools CIP Fund for Building Maintenance Repairs-roofs, HVAC systems, technology	\$ 200,000	Public Service and Government (Sec. G.2.c.i and G.1.c.ii)	N/A to City
TOTAL FY2021 CIP PLAN				\$ 14,846,050		
FUNDING SOURCES:						
		GF 2021	General Fund Budget Transfer - FY2021 Budget	\$ 1,256,050		
		VDOT GRANT	Proposed VDOT Safe Route to Schools Grant- Bessie Weller Project	\$ 800,000		
		BONDS	General Obligation Bonds- Police and Fire Buildings	\$ 11,500,000		
		BA 2020	Proposed FY2020 Budget Amendment from FY2019 Year Fund Balance- Transfer to CIP Fund	\$ 1,210,000		
		STREET MNTC FUNDS	FY2021 General Fund Budget- Street Maintenance Funds	\$ 80,000		
TOTAL FUNDING SOURCES				\$ 14,846,050		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2021- 2022**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVES	OPERATIONS/ MAINTENANCE
GENERAL GOVERNMENT						
INFORMATION TECHNOLOGY	*	BA 2021	Replace the City and School telephone system	\$ 1,000,000	Public Service and Government (Sec. G.1.b.i)	Annual maintenance
PUBLIC SAFETY						
FIRE DEPARTMENT	*	GF 2022	Fire Truck Replacement Reserve	\$ 350,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive
PLANNING & INSPECTION	*	BA 2021	Building Inspection and Plan Review software package. Replace the current software program to provide more capabilities for inspection services and plan review.	\$ 100,000	Public Service and Government (Sec. G.1.b.i)	Annual license fees
PUBLIC WORKS						
URBAN STREET PROGRAM	*	GF 2022	VDOT Urban Street Construction Projects -City Match Funds	\$ 100,000	Transportation and Parking (Sec. F.2.a and F.2.b)	Annual maintenance
STREETS	*	GF 2022	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 150,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
STREETS	*	GF 2022	Adaptive traffic control system for Churchville Corridor - Augusta to Springhill Road	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
BRICK SIDEWALKS	*	GF 2022	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
NEW SIDEWALKS	*	GF 2022	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
PUBLIC WORKS EQUIPMENT FUND	*	GF 2022	Annual funding source for acquisition of major road equipment for General Fund Streets Department > \$100,000	\$ 100,000	NA	Annual preventive maintenance
PUBLIC WORKS BUILDING FUND	*	GF 2022	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	NA	Annual preventive maintenance
STREET IMPROVEMENTS FOR BICYCLE & PEDESTRIAN PLAN	*	BA 2021	Staunton Bicycle & Pedestrian Plan- May 2018. Install signalized crossings at various intersections for pedestrian safety.	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
RECREATION						
GREENWAYS PROJECT	*	BA 2021	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking (Sec F.2.k and F.2.l)	Annual maintenance
EDUCATION						
BLUE RIDGE COMMUNITY COLLEGE	*	GF 2022	Annual Share of BRCC Capital Building Fund	\$ 41,050	NA	N/A to City
EDUCATION-STAUNTON CITY SCHOOLS						
BUILDING MAINTENANCE REPAIRS	*	GF 2022	Transfer to City Schools CIP Fund for Building Maintenance Repairs-roofs, HVAC systems, technology	\$ 200,000	Public Service and Government (Sec. G.1.c.i and G.1.c.ii)	N/A to City
TOTAL FY2022 CIP PLAN				\$ 2,641,050		
FUNDING SOURCES:						
	GF 2022	General Fund Budget Transfer - FY2022 Budget		\$ 1,341,050		
	BA 2021	Proposed FY2021 Budget Amendment from FY2020 Year Fund Balance-Transfer to CIP Fund		\$ 1,300,000		
TOTAL FUNDING SOURCES				\$ 2,641,050		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2022- 2023**

DEPARTMENT		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVES	OPERATIONS/ MAINTENANCE
PUBLIC SAFETY						
FIRE DEPARTMENT	*	GF 2023	Fire Truck Replacement Reserve	\$ 350,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
PUBLIC WORKS						
URBAN STREET PROGRAM	*	GF 2023	VDOT Urban Street Construction Projects -City Match Funds	\$ 100,000	Transportation and Parking (Sec. F.2.a and F.2.b)	Annual maintenance
STREETS	*	GF 2023	City ineligible streets and/or City parking lots- improvements/slurry seal/re-paving	\$ 150,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
STREETS	*	GF 2023	Adaptive traffic control systems for Greenville & Statler and Greenville and Barterbrook Road	\$ 140,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
BRICK SIDEWALKS	*	GF 2023	Annual funding source for sidewalk replacement projects to replace concrete sidewalks with brick	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
NEW SIDEWALKS	*	GF 2023	Annual funding source for new sidewalk projects and match funds for VDOT grant programs for sidewalks	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance
PUBLIC WORKS EQUIPMENT FUND	*	GF 2023	Annual funding source for acquisition of major equipment for General Fund Streets Department > \$100,000	\$ 100,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
PUBLIC WORKS BUILDING FUND	*	GF 2023	Annual funding source for major repairs to City buildings to include replacement of HVAC systems, roof, structural repairs, etc.	\$ 100,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
PUBLIC WORKS BUILDING MAINTENANCE	*	BA 2022	Re-locate the Building Maintenance department/shop from the Nelson Street Center to the Public Works building site after the re-location of the Police Department and School storage space is vacated/re-located. MOVED FROM THE UNFUNDED PROJECTS TO FY2023 AND UPDATED COSTS TO \$250,000.	\$ 250,000	Public Service and Government (Sec. G.1.b.i)	Annual preventive maintenance
RICHMOND AVENUE ROAD DIET AND ROUNDABOUT		VDOT SMARTSCALE PROJECT	Creation of an urban boulevard with a new roundabout to reinforce the transition calm traffic near the Villages into Downtown. Improvements include a reduction of existing travel lanes along portions of Richmond Road and Greenville Avenue. Construction includes several 12' shared use path with 5' grass buffer, sidewalks, and pedestrian signal heads and crosswalks. Project funded by VDOT Smartscale Funding- \$2,246,000. Construction to begin FY2026.	\$ 2,246,000	Transportation and Parking (Sec F.2.a, F.2.b, F.2.c)	Annual maintenance
ENGLEWOOD DRIVE STREET AND DRAINAGE IMPROVEMENTS	*	VDOT PROJECT-REVENUE SHARING	Install storm drain improvements, addition of curb, gutter and sidewalk, and reconstruction of the pavement system. Project includes area from intersection of Churchville Avenue and Englewood Drive to the intersection of Englewood Drive and Shutterlee Mill Road. City Council adopted a Resolution to support the application to VDOT for a 50% Revenue Sharing grant in September 2015. VDOT Revenue Sharing Grant approved June 15, 2016 - \$725,003 -to be used for the storm drain project. Additional VDOT Revenue Sharing Grant Application Proposed to complete this project.	\$ 500,000	Public Service and Government (Sec. G.1.f.ii)	Annual maintenance
CITY HALL	*	BA 2022	Re-locate the Information Technology Department and Building Inspection/ Planning Department to the basement level of City Hall after Police Department re-locates to a new Police Department building. MOVED FROM THE UNFUNDED PROJECTS TO FY2023	\$ 350,000	Public Service and Government (Sec. G.1.b.i)	Annual maintenance
STREET IMPROVEMENTS FOR BICYCLE & PEDESTRIAN PLAN	*	BA 2022	Staunton Bicycle & Pedestrian Plan- May 2018. Install signalized crossings at various intersections for pedestrian safety.	\$ 100,000	Transportation and Parking (Sec. F.2.a)	Annual maintenance

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND
FY2022- 2023**

DEPARTMENT	PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	COMPREHENSIVE PLAN PRIORITY INITIATIVES	OPERATIONS/ MAINTENANCE
RECREATION					
GREENWAYS PROJECT *	BA 2022	Paved bike and pedestrian paths, landscaping, purchase of properties and easements	\$ 100,000	Transportation and Parking (Sec F.2.k and F.2.l)	Annual maintenance
EDUCATION					
BLUE RIDGE COMMUNITY COLLEGE *	GF 2023	Annual Share of BRCC Capital Building Fund	\$ 41,050	NA	N/A to City
EDUCATION-STAUNTON CITY SCHOOLS					
BUILDING MAINTENANCE REPAIRS *	GF 2023	Transfer to City Schools CIP Fund for Building Maintenance Repairs-roofs, HVAC systems, technology	\$ 200,000	Public Service and Government (Sec. G.1.c.i and G.1.c.ii)	N/A to City
TOTAL FY2023 CIP PLAN			\$ 4,927,050		
FUNDING SOURCES:					
	GF 2023	General Fund Budget Transfer - FY2023 Budget	\$ 1,381,050		
	VDOT GRANT	VDOT SmartScale Grant Project- Richmond Road Diet and Roundabout	\$ 2,246,000		
	VDOT GRANT	Proposed VDOT Revenue Sharing Grant- Englewood Drive Project	\$ 500,000		
	BA 2022	Proposed FY2022 Budget Amendment from FY2021 Year Fund Balance- Transfer to CIP Fund	\$ 800,000		
TOTAL FUNDING SOURCES			\$ 4,927,050		

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
GENERAL FUND**

Projects Not Scheduled In The Five-Year Plan (NS/NF)

	PROJECT DESCRIPTION	PROJECT ESTIMATE
STREETS - RICHMOND ROAD /STATLER BOULEVARD INTERSECTION/ TURNING LANE IMPROVEMENTS	Richmond Road/Statler Boulevard - Traffic signal modifications/ upgrades to improve traffic congestion and flow. Intersection approaches capacity at peak hours. VDOT Six Year Improvement Program, 50% funding from VDOT, 50% from the City.	\$ 623,000
ENGLEWOOD DRIVE STORM DRAIN PHASE IV-B	Installation and improvements for streets Revenue Sharing project -	\$ 650,000
SIDEWALK- AUGUSTA STREET- LAMBERT STREET AND BALDWIN DRIVE	New sidewalk construction/ Revenue Sharing Project	\$ 1,026,000
SIDEWALK- MONTGOMERY AVENUE- W. BEVERLEY STREET AND STUART STREET	New sidewalk construction/ Revenue Sharing Project	\$ 290,000
SIDEWALK- DONAGHE STREET- CHURCHVILLE AVENUE AND BAYLOR STREET	New sidewalk construction/ Revenue Sharing Project	\$ 580,000
SIDEWALK- SPRINGHILL ROAD- CHURCHVILLE AVENUE AND DONAGHE STREET	New sidewalk construction/ Revenue Sharing Project	\$ 750,000
SIDEWALK- EDGEWOOD ROAD- NORTH COALTER TO NORTH AUGUSTA	New sidewalk construction/ Revenue Sharing Project	\$ 500,000
SIDEWALK- WEST BEVERLEY STREET/GRUBERT INTERSECTION TO MORRIS MILL ROAD	New sidewalk construction/ Revenue Sharing Project	\$ 50,000
CENTRAL BUSINESS DISTRICT- ADAPTIVE TRAFFIC CONTROL SYSTEM	Traffic control system for the Central Business District for 14 intersections	\$ 1,100,000
LIBRARY	Library renovations to include interior renovations for program space reallocation, modernization of furniture & fixtures, addition of a technology room, and addition of private study room space based on programming and design study completed in December 2014	\$ 8,000,000
MIDDLE RIVER REGIONAL JAIL	Expand the Middle River Regional Jail (MRRJ) due to increase in inmate population. Jail facility built in 2006 for 402 beds. Average Daily Population for FY2019 = 1,000 inmates. Expansion expected by FY2021 to hold 400-450 beds. Preliminary expansion plans include building a work release center building and/or expand the original jail facility. Estimated cost = \$6,000,000, City share approximately 25% = \$1,500,000. Architect/ Engineering study to be completed by October 2019. City share of debt payments and additional operating costs to be paid annually to MRRJ in annual budget. \$6.0 million in General Obligation Bonds to be issued by MRRJ.	\$ 1,500,000
TOTAL		\$ 15,069,000

**STAUNTON CITY SCHOOLS
CAPITAL IMPROVEMENT PLAN
FY2019 - FY2023
SCHOOL CIP FUND 966**

FY2019		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	OPERATIONS/ MAINTENANCE
1. COMMUNICATION SYSTEM FOR OUTSIDE SECURITY	FY2019	FY2019 BA1	Installation of communication/intercom system/equipment to provide communication to students and staff for safety and security of the building for Bessie Weller, McSwain, Ware, Shelburne, and Dixon school buildings. Funding includes \$26,667 from Education Fund, and a School Security Equipment Grant = \$98,333. Move project from FY2018 to FY2019.	\$ 125,000	Annual maintenance
2. SCHOOL TRANSPORTATION RESERVE	FY2019	FY2019 BUDGET	Annual contribution to the school transportation reserve	\$ 50,000	Annual maintenance
3. STAUNTON HIGH SCHOOL	FY2019	FY2018 BA2	Furniture and equipment for the high school	\$ 200,000	Annual maintenance
4. STAUNTON HIGH SCHOOL	FY2019	VPSA BONDS	Renovate/re-build the high school to modern standards for instruction space, technology, class size, renovate the existing gym, and add an additional gym	\$ 40,000,000	Annual maintenance Annual debt payment
5. SCHOOL FURNITURE/EQUIPMENT	FY2019	FY2018 BA2	Annual funding to purchase/replace school furniture/equipment	\$ 50,000	Annual maintenance
6. SCHOOL MAINTENANCE/MECHANICAL EQUIPMENT	FY2019	FY2018 BA2	Annual funding to replace school building mechanical systems/ roofs / generators	\$ 100,000	Annual preventive maintenance
7. TECHNOLOGY RESERVE	FY2019	FY2018 BA2	Annual funding to replace technology infrastructure/network equipment	\$ 50,000	Annual maintenance
8. VEHICLE RESERVE	FY2019	FY2018 BA2	Annual funding to replace maintenance vehicles/grounds equipment	\$ 50,000	Annual preventive maintenance
9. CIP SCHOOL CONTINGENCY ACCOUNT	FY2019	FY2019 BA1	Appropriation of prior year Unassigned Fund Balance from the Education Fund for capital projects	\$ 1,000,000	N/A
FY2020			TOTAL FY2019	\$ 41,625,000	
10. SCHOOL TRANSPORTATION RESERVE	FY2020	FY2020 BUDGET	Annual contribution to school transportation reserve	\$ 50,000	Annual maintenance
11. SCHOOL FURNITURE/EQUIPMENT	FY2020	FY2020 BUDGET	Annual funding to purchase/replace school furniture/equipment	\$ 25,000	Annual maintenance
12. SCHOOL MAINTENANCE/MECHANICAL EQUIPMENT	FY2020	FY2020 BA2	Annual funding to replace school building mechanical systems/ roofs / generators	\$ 100,000	Annual preventive maintenance
13. TECHNOLOGY RESERVE	FY2020	FY2020 BA2	Annual funding to replace technology infrastructure/network equipment	\$ 50,000	Annual maintenance
14. VEHICLE RESERVE	FY2020	FY2020 BA2	Annual funding to replace maintenance vehicles/ grounds equipment	\$ 50,000	Annual preventive maintenance
15. BESSIE WELLER SCHOOL	FY2020	FY2020 BA2	Additional parking is needed due to increased enrollment- Move Project to FY2020 from FY2019- Project needs to wait on the VDOT SRTS Grant project to be completed.	\$ 75,000	Annual maintenance
16. PARKING LOTS /ROADWAYS	FY2020	FY2020 BA2	Repave all school parking lots and roadways. Annual funding \$100,000	\$ 100,000	Annual maintenance
FY2021			TOTAL FY2020	\$ 450,000	
17. SCHOOL TRANSPORTATION RESERVE	FY2021	FY2021 BUDGET	Annual contribution to school transportation reserve	\$ 50,000	Annual maintenance
18. SCHOOL FURNITURE/EQUIPMENT	FY2021	FY2021 BUDGET	Annual funding to purchase/replace school furniture/equipment	\$ 50,000	Annual maintenance
19. TECHNOLOGY RESERVE	FY2021	FY2021 BUDGET	Annual funding to replace technology infrastructure/network equipment	\$ 50,000	Annual maintenance
20. VEHICLE RESERVE	FY2021	FY2021 BUDGET	Annual funding to replace maintenance vehicles/ grounds equipment	\$ 50,000	Annual preventive maintenance
21. SCHOOL MAINTENANCE/MECHANICAL EQUIPMENT	FY2021	FY2021 BA2	Annual funding to replace school building mechanical systems/ roofs / generators	\$ 100,000	Annual preventive maintenance
22. A R WARE SCHOOL	FY2021	FY2021 BA2	Additional parking is needed for school events	\$ 75,000	Annual maintenance
23. PARKING LOTS /ROADWAYS	FY2021	FY2021 BA2	Repave all school parking lots and roadways. Annual funding \$100,000	\$ 100,000	Annual maintenance
24. CTE- CAREER/TECHNICAL EDUCATION CLASSROOMS	FY2021	FY2021 BA2	Annual funding to provide funds to renovate Dixon Education Center to provide classrooms for specialized career and technical education classrooms for middle school and high school students	\$ 250,000	Annual maintenance
			TOTAL FY2021	\$ 725,000	

STAUNTON CITY SCHOOLS
CAPITAL IMPROVEMENT PLAN
FY2019 - FY2023
SCHOOL CIP FUND 966

FY2022		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE	OPERATIONS / MAINTENANCE
25. SCHOOL TRANSPORTATION RESERVE	FY2022	FY2022 BUDGET	Annual contribution to school transportation reserve	\$ 50,000	Annual maintenance
26. SCHOOL FURNITURE/EQUIPMENT RESERVE	FY2022	FY2022 BUDGET	Annual funding to purchase/ replace school furniture/equipment	\$ 25,000	Annual maintenance
27. VEHICLE RESERVE	FY2022	FY2022 BUDGET	Annual funding to replace maintenance vehicles/ grounds equipment	\$ 50,000	Annual preventive maintenance
28. SCHOOL MAINTENANCE/MECHANICAL EQUIPMENT	FY2022	FY2022 BUDGET	Annual funding to replace school building mechanical systems/ roofs / generators	\$ 100,000	Annual preventive maintenance
29. TECHNOLOGY RESERVE	FY2022	FY2022 BUDGET	Annual funding to replace technology infrastructure / network equipment	\$ 50,000	Annual maintenance
30. PARKING LOTS /ROADWAYS	FY2022	FY2022 BA2	Repave all school parking lots and roadways. Annual funding \$100,000	\$ 100,000	Annual maintenance
31. CTE- CAREER/TECHNICAL EDUCATION CLASSROOMS	FY2022	FY2022 BA2	Annual funding to provide funds to renovate Dixon Education Center to provide classrooms for specialized career and technical education classrooms for middle school and high school students	\$ 250,000	Annual maintenance
32. STORAGE BUILDING	FY2022	GO BONDS	Purchase land and build a multi-purpose building for surplus equipment/furniture storage, cafeteria food storage for frozen foods and dry food storage, technology workspace and storage, and maintenance shop- MOVE PROJECT FROM FY2019 TO FY2022	\$ 2,500,000	Annual preventive maintenance
FY2023			TOTAL FY2022	\$ 3,125,000	
33. SCHOOL TRANSPORTATION RESERVE	FY2023	FY2023 BUDGET	Annual contribution to school transportation reserve	\$ 50,000	Annual maintenance
34. SCHOOL FURNITURE/EQUIPMENT RESERVE	FY2023	FY2023 BUDGET	Annual funding to purchase/ replace school furniture/equipment	\$ 50,000	Annual maintenance
35. VEHICLE RESERVE	FY2023	FY2023 BUDGET	Annual funding to replace maintenance vehicles/ grounds equipment	\$ 50,000	Annual preventive maintenance
36. SCHOOL MAINTENANCE/MECHANICAL EQUIPMENT	FY2023	FY2023 BUDGET	Annual funding to replace school building mechanical systems/ roofs / generators	\$ 100,000	Annual preventive maintenance
37. TECHNOLOGY RESERVE	FY2023	FY2023 BUDGET	Annual funding to replace technology infrastructure / network equipment	\$ 50,000	Annual maintenance
38. PARKING LOTS /ROADWAYS	FY2023	FY2023 BA2	Repave all school parking lots and roadways. Annual funding \$100,000	\$ 100,000	Annual maintenance
39. CTE- CAREER/TECHNICAL EDUCATION CLASSROOMS	FY2023	FY2023 BA2	Annual funding to provide funds to renovate Dixon Education Center to provide classrooms for specialized career and technical education classrooms for middle school and high school students	\$ 250,000	Annual maintenance
			TOTAL FY2023	\$ 650,000	
NOT SCHEDULED / NOT FUNDED PROJECTS					
40. DIXON EDUCATIONAL CENTER	NS/NF		Renovate and upgrade Dixon Educational Center to modern standards for technology, class size, gym, etc.	\$ 15,000,000	
41. STAUNTON HIGH SCHOOL	NS/NF		Construct six tennis courts off-site for high school athletics	\$ 450,000	
42. STAUNTON HIGH SCHOOL	NS/NF		Resurface the high school track	\$ 350,000	
TOTAL PROJECTS NOT SCHEDULED / NOT FUNDED				\$ 15,800,000	
TOTAL CIP				\$ 62,375,000	

**STAUNTON CITY SCHOOLS
CAPITAL IMPROVEMENT PLAN
FY2019 - FY2023
SCHOOL CIP FUND 966**

FY2018 BA2 = FY2018 BUDGET AMENDMENT # 2-APPROVED MAY 2018

FY2019 BA1 = FY2019 BUDGET AMENDMENT #1- SCHEDULED FOR JANUARY 2019

			FY2019 -FY2023 CIP PLAN	
			FY2019	\$ 41,625,000
			FY2020	\$ 450,000
			FY2021	\$ 725,000
			FY2022	\$ 3,125,000
			FY2023	\$ 650,000
			Unscheduled Projects	\$ 15,800,000
		TOTAL FY2019 - FY2023 + UNSCHEDULED PROJECTS CIP PLAN		\$ 62,375,000
		SOURCE OF FUNDS- FY2019 CIP PROJECTS		
FY2019	FY2019 BUDGET	Transfer from Education Fund for Student Transportation Reserve		\$ 50,000
FY2019	DOE SSE GRANT	School Security Equipment Grant -Communication Project		\$ 98,333
FY2019	FY2018 BA2	FY2018 Budget Amendment No. 2 (Appropriation of FY2017 Unassigned Fund Balance)		\$ 450,000
FY2019	VPSA BONDS	Virginia Public School Authority- \$40 million General Obligation Bonds		\$ 40,000,000
FY2019	FY2019 BA1	FY2019 Budget Amendment No. 1 (Appropriation of FY2018 Unassigned Fund Balance)		\$ 1,026,667
		TOTAL FY2019		\$ 41,625,000
		SOURCE OF FUNDS- FY2020 CIP PROJECTS		
FY2020	FY2020 BUDGET	Transfer from Education Fund for Student Transportation Reserve		\$ 50,000
FY2020	FY2020 BA2	FY2020 Budget Amendment No. 2 (Appropriation of FY2019 Unassigned Fund Balance)		\$ 400,000
		TOTAL FY2020		\$ 450,000
		SOURCE OF FUNDS- FY2021 CIP PROJECTS		
FY2021	FY2021 BUDGET	Transfer from Education Fund		\$ 200,000
FY2021	FY2021 BA2	FY2021 Budget Amendment No. 2 (Appropriation of FY2020 Unassigned Fund Balance)		\$ 525,000
		TOTAL FY2021		\$ 725,000
		SOURCE OF FUNDS- FY2022 CIP PROJECTS		
FY2022	FY2022 BUDGET	Transfer from Education Fund		\$ 275,000
FY2022	FY2022 BA2	FY2022 Budget Amendment No. 2 (Appropriation of FY2021 Unassigned Fund Balance)		\$ 350,000
FY2022	GO BONDS	General Obligation Bonds		\$ 2,500,000
		TOTAL FY2022		\$ 3,125,000
		SOURCE OF FUNDS- FY2023 CIP PROJECTS		
FY2023	FY2023 BUDGET	Transfer from Education Fund		\$ 300,000
FY2023	FY2023 BA2	FY2022 Budget Amendment No. 2 (Appropriation of FY2021 Unassigned Fund Balance)		\$ 350,000
		TOTAL FY2023		\$ 650,000

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
STORM WATER FUND**

		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE
FY2019				
MISCELLANEOUS STORM DRAIN IMPROVEMENTS	FY2019	SW FUND BUDGET	Storm drain improvements.	\$ 50,000
TAMS-CAROLINE-AUGUSTA	FY2019	SW FUND BUDGET	Improvements to the area include removing water from yards and some minor improvement to street drainage. Includes cost of easements and engineering fees.	\$ 600,000
			TOTAL STORM WATER PROJECTS FY2019	\$ 650,000
FY2020				
TMDL PERMIT MANDATE IMPROVEMENT PROJECT- PEYTON CREEK (GYPSY HILL) STREAM RESTORATION	FY2020	SW FUND BUDGET	Annual projects to improve storm water quality by reducing pollutant discharge of sediment, nitrogen, and phosphorus to meet TMDL requirements- total maximum daily load. Project includes restoring approximately 1,200 LF of Peyton Creek in Gypsy Hill Park including daylighting 300 LF of stream by removing existing culvert	\$ 1,200,000
			TOTAL STORM WATER PROJECTS FY2020	\$ 1,200,000
FY2021				
MISCELLANEOUS STORM DRAIN IMPROVEMENTS	FY2021	SW FUND BUDGET	526 Robin Street, Albermarle Avenue/Churchville Avenue	\$ 50,000
			TOTAL STORM WATER PROJECTS FY2021	\$ 50,000
FY2022				
POCAHONTAS-CAMPBELL	FY2022	SW FUND BUDGET	Higgs Drainage Study identified this project to mitigate runoff into buildings and yards of 10-15 properties/yards	\$ 995,375
			TOTAL STORM WATER PROJECTS FY2022	\$ 995,375
FY2023				
GREEN HILLS INDUSTRIAL PARK-BASIN RETROFITS- TMDL MANDATE PERMIT IMPROVEMENT PROJECT	FY2023	SW FUND BUDGET	Annual projects to improve storm water quality by reducing pollutant discharge of sediment, nitrogen, and phosphorus to meet TMDL requirements- total maximum daily load. Project includes converting two existing dry detention basins into wet ponds with sediment forebays	\$ 1,300,000
			TOTAL STORM WATER PROJECTS FY2023	\$ 1,300,000
STORM DRAIN PROJECTS NOT SCHEDULED OR FUNDED				
ARMSTRONG AVE- JIFFY MART- GRUBERT	NS/NF		Project is necessary to eliminate street drainage from discharging into rear yards and washing out gravel parking lot behind Jiffy Mart; project includes installation of new inlets on Armstrong Avenue and new storm piping from Armstrong Avenue down to Grubert Avenue	\$ 150,000
ENGLEWOOD DRIVE	NS/NF		Project includes large diameter piping from Churchville- Englewood out Englewood and Shutterlee Mill past Crestwood. Plans are complete. Revenue Sharing Grant awarded = \$725,000 to pay for stormwater, \$308,762 from StormWater Fund to pay for balance of project or apply for an additional Revenue Sharing Grant to complete this project	\$ 1,033,762

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
STORM WATER FUND**

STORM DRAIN PROJECTS NOT SCHEDULED OR FUNDED cont'd

HILLCREST STORM SEWER	NS/NF	Improve the storm drainage system in the area of Craig Drive, Audubon and Thomas Street as well as overland drainage in yard areas.	\$ 1,663,425
BAYLOR / GLEN / HENDREN	NS/NF	Construction of a storm drainage system from the Woodlee Terrace Apartments, down Baylor Street to tie into the existing Springhill Road System	\$ 2,264,960
202 YARDLEY SQUARE	NS/NF	Build up one side of the ditch along Augusta Street and extend it towards Baldwin Place Road to prevent runoff into yards at Yardley and Smithleigh	\$ 67,624
906 GREENVILLE AVENUE / KLINE'S ICE CREAM	NS/NF	Install drainage system to collect runoff at Grandon and Commodore and pipe to Greenville Avenue to prevent runoff and flooding	\$ 114,000
TAMS /WESTMORELAND	NS/NF	Install drainage system to collect runoff to prevent runoff flowing into residential yards	\$ 173,000
STOCKER / BELMORE /CHURCHVILLE	NS/NF	Replace existing undersized drains and put above ground drainage below ground	\$ 551,700
UPPER COLLEGE PARK	NS/NF	Project will incorporate a number of smaller drainage problems and remove water from properties that are routinely wet	\$ 1,975,665
EDGEWOOD / PARKWOOD	NS/NF	Storm drain to mitigate runoff into 10 properties' yards. Project is necessary before Tams/Westmoreland project can be built	\$ 461,175
CHESAPEAKE /ARMENTROUT / WEST BEVERLEY	NS/NF	Improve overland drainage in the area and eliminate a very bad ditch system along Birch Street	\$ 754,535
LIVIA PROPERTIES #2	NS/NF	Replace and reroute storm drain from its present location under the Livia Properties building to the northern side of the building	\$ 360,000
NEW STREET at the BEVERLEY	NS/NF	Flooding in the Beverley Building basement: Owner to install backflow preventer in floor drains and City to re-line storm drain and inlets	\$ 40,000
LEWIS STREET - BEARS AND BLANKETS	NS/NF	Install concrete retaining wall as a levee to prevent flood water from Peyton Creek from entering building	\$ 88,455
RED OAKS /FRONTIER	NS/NF	Install drainage system to prevent runoff into Frontier Museum and parking lot of Dice's Inn	\$ 98,170
MARKET / NEW / AUGUSTA	NS/NF	Install drainage system to collect runoff on Market Street	\$ 136,500
ORCHARD LANE 1808	NS/NF	Install inlet at LP of North Drive, 2 inlets in Orchard Lane and install connecting storm drains to existing MH to the east	\$ 99,000
SHEETS /BLAIR	NS/NF	Re-direct runoff into wooded area to prevent pooling of water in street	\$ 36,755
DRISCOLL	NS/NF	Collect and pipe runoff down Driscoll to Greenville Avenue	\$ 228,650
LIVIA PROPERTIES #1	NS/NF	Install drainage system to collect runoff from Pierce Street to prevent washout of aggregate drive/parking area	\$ 66,000
OAK RIDGE / COMMERCE	NS/NF	Install drainage system to collect runoff on Oak Ridge Circle and pipe runoff through 4 lots across Meadowbrook through 2 more lots and on to Commerce Road	\$ 130,000
VALLEY VIEW /COLLEGE CIRCLE	NS/NF	Install drainage system to release water runoff into College Park Storm Sewer	\$ 156,880
NORTH AUGUSTA ST 1603	NS/NF	Extend the storm sewer to an adequately sized storm drain near the intersection of Woodrow and Dogwood	\$ 100,000

**CITY OF STAUNTON
CAPITAL INVESTMENT PLAN
STORM WATER FUND**

STORM DRAIN PROJECTS NOT SCHEDULED OR FUNDED cont'd			
403 MARSHALL ROAD	NS/NF	Construct earth berm to prevent runoff from Crosscrest Section 2	\$ 27,000
GUY STREET	NS/NF	Install inlet and storm drain and connect to existing system at Guy & Plunkett	\$ 191,565
MULBERRY ST APARTMENTS	NS/NF	Install multiple drop inlets along Mulberry St at apartment entrance to eliminate ponding, construct storm pipe down along side apartment complex and connect to existing storm inlet on Miller St Apartments	\$ 78,500
1011 E BEVERLEY ST	NS/NF	Replace/relocate existing storm drain in front yard and construct storm pipe down to existing storm system at 1005 E Beverley St	\$ 50,000
307 ELM STREET	NS/NF	Install inlet at corner of parking lot and connect to existing storm system in Elm St	\$ 46,440
108 BAYLOR STREET	NS/NF	Install inlet at low point in street to eliminate ponding, construct storm pipe between 106 & 108 Baylor St and outfall in rear yard	\$ 30,345
77 WOODLEE ROAD	NS/NF	Convert existing storm manhole into drop inlet to eliminate ponding along street shoulder, regrade shoulder to provide positive drainage to inlet	\$ 13,400
10 WESTON DRIVE	NS/NF	Construct asphalt berm along Weston Dr to Lambert St, install drop inlet at Lynnhaven/Lambert and connect to existing storm system just west of Lynnhaven/Lambert	\$ 50,885
ALPINE ROAD/NORTH DRIVE	NS/NF	Construct storm culvert across Alpine Rd from northeast corner of intersection to southwest corner of the intersection	\$ 20,145
MEADOWBROOK ROAD/N AUGUSTA STREET	NS/NF	Replace existing storm pipe crossing N Coalter St at 200 Meadowbrook Rd	\$ 12,000
315 COLLEGE CIRCLE	NS/NF	Install inlet at low point in street to eliminate ponding, construct storm pipe between 313 & 315 College Cr and outfall in rear yard	\$ 42,000
2704 KNOLLWOOD DRIVE	NS/NF	Reconstruct existing ditch through rear yard and remove existing concrete slab obstructing ditch flow	\$ 19,000
1617 BUICK STREET	NS/NF	Construct storm pipe from existing storm outfall in rear of house through rear yards and alleys to Packard St, install reverse drop inlet in Hays Ave	\$ 87,075
1023 RIDGEMONT DRIVE	NS/NF	Install curb and gutter along Ridgemont Dr, install drop inlets to capture street drainage, construct storm pipe down thru rear yards to existing storm system at 1007 E Beverley St	\$ 198,015
563 HILLTOP DRIVE	NS/NF	Install inlets upstream 563 Hilltop Dr, construct storm beyond curve in road and install reverse inlet	\$ 39,270
415 G STREET	NS/NF	Install drop inlet at 415 G St and storm pipe down G St to Fourth St	\$ 50,820
BURBANK STREET	NS/NF	Reconstruct entrance at Burbank St/Richmond Rd to provide positive drainage to existing inlets	\$ 30,000
MASON ST - RANDOLPH STREET	NS/NF	Install multiple drop inlets in yard areas to eliminate wet areas; install underdrains to capture springs	\$ 92,000
TOTAL STORMWATER PROJECTS NOT SCHEDULED / NOT FUNDED			\$ 11,828,716

**CITY OF STAUNTON
CAPITAL INVESTMENT PLAN
STORM WATER FUND**

TMDL PERMIT MANDATE IMPROVEMENT PROJECTS NOT SCHEDULED OR FUNDED			
GYPSY HILL PARK GOLF COURSE	NS/NF	Install gravel filter & filter strip	\$ 1,600
STAUNTON CROSSING STREAM RESTORATIONS	NS/NF	Restore approximately 4,000 LF of stream segments throughout the Staunton Crossing development	\$ 4,000,000
VILLAGES - ASYLUM CREEK STREAM RESTORATION	NS/NF	Restore approximately 1,400 LF of Asylum Creek through the Villages at Staunton development	\$ 1,400,000
GREENVILLE AVE & E HAMPTON ST (ADJACENT TO ASYLUM CREEK)	NS/NF	Construct a riparian buffer along Asylum Creek at Greenville/Hampton	\$ 3,000
ROBERT E LEE HIGH SCHOOL STREAM RESTORATION	NS/NF	Restore approximately 1,000 LF of stream adjacent to Lee High School on N Coalter St	\$ 1,000,000
CITY LIBRARY	NS/NF	Install filter strip and permeable pavers at City Library on Churchville Ave	\$ 71,400
FIRE STATION 2	NS/NF	Convert existing extended detention basin at Fire Station 2 on Grubert St into a bio retention basin	\$ 33,500
FIREHOUSE PARKING LOT	NS/NF	Construct bio retention basins and permeable pavers	\$ 65,500
GYPSY HILL PARK	NS/NF	Construct vegetated swale, two bio retention basins and grass swale	\$ 147,700
NEW STREET PARKING LOT	NS/NF	Installing three filterra units and permeable pavers	\$ 110,600
WHARF PARKING LOT	NS/NF	Install permeable pavers	\$ 83,800
WATER FOUNTAIN PARK	NS/NF	Construct bio retention basin	\$ 39,400
FIRE STATION 1	NS/NF	Installing a filterra unit, tree box, bio retention area and permeable pavers at Fire Station 1 on N Augusta St	\$ 50,700
SALT STORAGE	NS/NF	Construct bio retention basin	\$ 33,800
MONTGOMERY HALL PARK	NS/NF	Construct vegetated swale and bio retention basin	\$ 143,700
THOMAS DIXON ELEMENTARY SCHOOL	NS/NF	Construct rainwater harvesting system on school building and two bio retention basins	\$ 153,200
BESSIE WELLER ELEMENTARY SCHOOL	NS/NF	Construct two bio retention basins and upgrade existing bio retention basin	\$ 155,800
HARDY PARKING LOT	NS/NF	Install permeable pavers	\$ 68,000
GYPSY HILL GOLF COURSE (ADJACENT TO CANAAN STREET)	NS/NF	Construct infiltration basin	\$ 13,000
SHELBURNE MIDDLE SCHOOL	NS/NF	Convert existing dry detention basin into a bio retention basin	\$ 87,200
ROBERT E LEE HIGH SCHOOL	NS/NF	Construct two bio retention basins and install a rainwater harvesting system	\$ 330,000
AUGUSTA STREET PARKING LOT	NS/NF	Install permeable pavers	\$ 13,800
MCSWAIN ELEMENTARY SCHOOL	NS/NF	Install a rainwater harvesting system	\$ 125,500
TOTAL TMDL PROJECTS NOT SCHEDULED / NOT FUNDED			\$ 8,131,200
FY2019-FY2023			\$ 4,195,375
STORM WATER PROJECTS NOT SCHEDULED OR FUNDED			\$ 11,828,716
TMDL PERMIT MANDATE IMPROVEMENT PROJECTS NOT SCHEDULED / NOT FUNDED			\$ 8,131,200
TOTAL STORM WATER FUND PROJECTS	FY2019-FY2023 + NS/NF PROJECTS		\$ 24,155,291

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
WATER FUND**

		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE
FY2019				
WATER TREATMENT PLANT CHEMICAL STORAGE TANK	FY2019	WF BUDGET	Repair 3 large plastic chemical storage tanks and piping inside WTP Chemical Building- MOVED FROM FY2018 TO FY2019	\$ 50,000
WATER LINES	FY2019	WF BUDGET	Construction of 3,200 LF of waterline for Sterling Street extension and loop with Red Oak Drive to improve service to Staunton Crossing and Frontier Center development on east side of City, and replacement of C Street waterline. Recommended in Draper Aden 2016 Richmond Avenue Study- UNDER CONSTRUCTION.	\$ 600,000
			TOTAL WATER PROJECTS FY2019	\$ 650,000
FY2020				
GARDNER SPRINGS PUMP STATION	FY2020	WF BUDGET	Preliminary Engineering Report (PER) for upgrade to Gardner Spring Pump Station, based on 2018 Wiley Wilson Engineering Report.	\$ 150,000
			TOTAL WATER PROJECTS FY2020	\$ 150,000
FY2021				
GARDNER SPRING PUMP STATION DESIGN	FY2021	WF BUDGET	Engineering design of upgrade to Gardner Spring Pump Station, based on 2018 Wiley Wilson Report.	\$ 250,000
			TOTAL WATER PROJECTS FY2021	\$ 250,000
FY2022				
GARDNER SPRINGS - UPGRADE PUMPS AND PARALLEL 16" LINE FROM GARDNER SPRINGS - MOVE TO FY2022	FY2022	BOND FUNDS	Construction of upgrade to Gardner Spring Pump Station and section of 20" parallel waterline from Gardner Spring to the Middle River. Bond financed project. Debt Payment = \$578,000, \$6.0 million @ 5%, 15 years.	\$ 6,000,000
GROUNDWATER WATER SOURCE EVALUATION STUDY	FY2020	WF BUDGET	Includes the study of select areas from the 2018 Wiley Wilson Report and 1994 EGGI Report for possible new groundwater water supply source. MOVED FROM FY2020.	\$ 245,000
			TOTAL WATER PROJECTS FY2022	\$ 6,245,000
FY2023				
WATER LINES	FY2022	WF BUDGET	Annual replacement of old/undersized water lines throughout the City -- 1990 DRAPER ADEN STUDY RECOMMENDATION	\$ 300,000
GROUNDWATER SUPPLY SOURCE (WELL)	FY2022	WF BUDGET	Exploratory groundwater water source well to include drilling and testing from the studied area based on the 2018 Wiley Wilson Report.	\$ 225,000
			TOTAL WATER PROJECTS FY2023	\$ 525,000

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
WATER FUND**

PROJECTS NOT SCHEDULED OR NOT FUNDED (NS/NF)		PROJECT DESCRIPTION	PROJECT ESTIMATE
COMMERCE ROAD WATER LINE EXTENSION (ROUTE 11)	NS/NF	Extend approximately 2300 ft of 12" water line from Rt 262 along the west side of Commerce Road in front of Ingleside to Technology Drive to increase water pressure for the remainder of the Olde South subdivision. Funding expected from private developer. UNDER CONSTRUCTION BY DEVELOPER.	\$ 225,000
RICHMOND AVENUE WATERLINE UPGRADE	NS/NF	Replace 8,400 LF of existing aged 6" waterline with new 8" waterline in Richmond Avenue from Greenville Avenue to Frontier Drive. COST UPDATED from 2016 Draper Aden Study	\$ 2,200,000
GARDNER SPRING WATERLINE DESIGN AND CONSTRUCTION	NS/NF	Design and construction of the 20" parallel waterline from the Middle River (including crossing the river) to the Water Treatment Plant, based on the 2018 Wiley Wilson Report.	\$ 6,900,000
RAW WATER SYSTEM EVALUATION: TASK 2- NORTH RIVER RESERVOIR TUNNEL EVALUATION-	NS/NF	Engineering study for nearly 100 year old partially collapsed tunnel that carries water source transmission main from dam to WTP to evaluate condition and identify alternatives for repair/upgrade.	\$ 100,000
RAW WATER SYSTEM EVALUATION: TASK 3- NORTH RIVER RESERVOIR RAW WATER PIPELINE EVALUATION	NS/NF	Engineering study for North River raw water line from Staunton Dam to WTP for alternatives to upgrade 16 miles of nearly 100 year old water source transmission main.	\$ 100,000
NORTH RIVER RAW WATER LINE	NS/NF	Construction for repair, reline, replacement or new parallel raw water line from the Staunton Dam to the Water Treatment Plant. COST UPDATED FROM 2018 Wiley Wilson Report (previous \$20 million).	\$ 24,000,000
GROUNDWATER WATER SUPPLY SOURCE (WELL) IMPLEMENTATION	NS/NF	Full development of new groundwater water supply source (well) for redundancy with water supply to Water Treatment Plant, based on 2018 Wiley Wilson Report.	\$ 4,000,000
ENGLEWOOD DRIVE-PHASE IVB -MOVED TO NS/NF	NS/NF	Replace water line on Englewood Drive from Churchville Avenue to Shutterlee Mill Road during construction of storm drain project- UPDATED COST TO \$260,000.	\$ 260,000
WATER TREATMENT PLANT- SEDIMENTATION BASIN 1 RELINING	NS/NF	Reline, reseal/repair sedimentation basins #1 at Water Treatment Plant. Moved from FY2022.	\$ 200,000
WATER TREATMENT PLANT- CLEARWELL RELINING	NS/NF	Reline, reseal, and /or repair 4.3 MG concrete clearwell at the Water Treatment Plant.	\$ 500,000
GROUNDWATER MONITORING PROGRAM	NS/NF	Installation of a groundwater monitoring well at GS to monitor water quality and conditions. 2018 Wiley Wilson Report. (Project will require an annual cost for well sampling, testing, and reporting estimated at \$44,000 /year.	\$ 110,000
MIDDLE RIVER INTAKE	NS/NF	Design and construction of improvements to the Middle River intake to improve the water supply source.	\$ 1,500,000
FRANKLIN HILL ZONE BOOSTER PUMP STATION	NS/NF	Installation of a booster pump in the Franklin Hill Zone to serve West Beverley Street (and adjacent street) west of Van Fossen Lane. Project is necessary should ACSA demand increase in Blackburn	\$ 900,000
STATLER BLVD WATERLINE LOOP	NS/NF	Construct approximately 3,220 LF of waterline in Statler Blvd to create loop between Greenville Avenue and Richmond Road to improve service to development on east side of City for Staunton Crossing and Frontier Center. Recommended in Draper Aden 2016 Richmond Road Study	\$ 900,000
NORTH RIVER RAW WATER LINE PIGGING	NS/NF	Cleaning (pigging) of North River raw waterline to restore capacity. Will be required by 2028.	\$ 150,000
TOTAL PROJECTS NOT SCHEDULED / NOT FUNDED			\$ 42,045,000
TOTAL WATER FUND CIP			\$ 49,865,000

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
SEWER FUND**

		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE
FY2019				
FILMORE STREET	FY2019	SF BUDGET	Replace sewer line- UNDER CONSTRUCTION.	\$ 258,100
TOTAL SEWER PROJECTS FY2019				\$ 258,100
FY2020				
OLD WWTP-NEW HOPE ROAD	FY 2020	SF BUDGET	Replace open channel with 30" and 36" pipe and close channel. Engineering and design to be completed with City staff.	\$ 700,000
TOTAL SEWER PROJECTS FY2020				\$ 700,000
FY2021				
SEWER INTERCEPTOR CAPACITY STUDY	FY2021	SF BUDGET	Engineering Study to determine full-flow capacities of major sewer interceptors (12" and larger) to identify future sewer upgrade projects.	\$ 150,000
COMMERCE ROAD SEWER LINE - PHASE 2	FY2021	SF BUDGET	Survey and Design of Commerce Road Sewer Line - Phase 2	\$ 100,000
SEWER LINES	FY2021	SF BUDGET	Manhole Rehabilitation - 75 each	\$ 75,000
TOTAL SEWER PROJECTS FY2021				\$ 325,000
FY2022				
COMMERCE ROAD SEWER LINE - PHASE 2	FY2022	SF BUDGET	Phase 2 - Replacement of the Commerce Road sewer line from end of Kalorama Street to Dominion Substation at Greenville Avenue sewer discharge point (old MH Nos. L190-L197). 2008 Draper Aden Study. UPDATED COST. FIRST YEAR FUNDING.	\$ 375,000
TOTAL SEWER PROJECTS FY2022				\$ 375,000
FY2023				
COMMERCE ROAD SEWER LINE - PHASE 2	FY2023	SF BUDGET	Phase 2 - Replacement of the Commerce Road sewer line from end of Kalorama Street to Dominion Substation at Greenville Avenue sewer discharge point (old MH Nos. L190-L197). 2008 Draper Aden Study. UPDATED COST. SECOND YEAR FUNDING.	\$ 375,000
TOTAL SEWER PROJECTS FY2023				\$ 375,000
NOT SCHEDULED/ NOT FUNDED PROJECTS (NS/NF)				
LEWIS CREEK SEWER LINE PER (FORMERLY COMMERCE ROAD SEWER PHASES 3 AND 4)	NS/NF		Preliminary Engineering Report (PER) to re-evaluate Lewis Creek sewer - Greenville Avenue and Johnson Street Sections (formerly Commerce Road Sewer Line Phases 3 and 4) for possible alternatives to 2008 Draper Aden Study.	\$100,000
LEWIS CREEK SEWER UPGRADE - GREENVILLE AVENUE SECTION (FORMERLY COMMERCE ROAD SEWER LINE - PHASE 3)	NS/NF		Upgrade of the Lewis Creek sewer - Greenville Avenue Section (formerly Commerce Road sewer - Phase 3) from Dominion Substation to South New Street (old MH Nos. L197-L243). 2008 Draper Aden Study. UPDATED COST.	\$2,000,000
LEWIS CREEK SEWER UPGRADE - JOHNSON STREET SECTION (FORMERLY COMMERCE ROAD SEWER LINE - PHASE 4)	NS/NF		Upgrade of the Lewis Creek sewer - Johnson Street Section (formerly Commerce Road sewer - Phase 4) from South New Street to Wharf Parking Lot at Central Avenue sewer discharge point (old MH Nos. L243-L265). 2008 Draper Aden Study. UPDATED COST.	\$800,000
ENGLEWOOD DRIVE SEWER PHASE IV-B	NS/NF		Replace sewer line during construction of storm drain project - UPDATED COST.	\$500,000
ROSE HILL CIRCLE SEWER LINE	NS/NF		Install sanitary sewer in the 100 and 200 blocks to provide City sewer service to multiple homes currently being served by septic systems. 2014 COS Engineering Dept Study.	\$350,000
GUY STREET SEWER EXTENSION	NS/NF		Sewer line extension to remove six homes from septic tanks. MOVED FROM FY2020 TO NS/NF	\$135,000
TOTAL PROJECTS NOT SCHEDULED / NOT FUNDED				\$ 3,885,000
TOTAL SEWER FUND CIP				\$ 5,918,100

**CITY OF STAUNTON
CAPITAL IMPROVEMENT PLAN
PARKING FUND**

		PROPOSED FUNDING SOURCE	PROJECT DESCRIPTION	PROJECT ESTIMATE
<u>FY2019</u>				
JOHNSON STREET GARAGE and NEW STREET GARAGE	FY2018	CIP TRANSFER/ VRA BOND	Concrete and structural repairs to the decking and support system for the Johnson Street Garage and New Street Parking Garages. Engineering study completed January 2018. FY2017 -Transfer \$900,000 from the CIP Undesignated Account. Bond Issue 2018A VRA \$2,191,025 issued May 2018. Engineering Fees = \$227,000. Replace/ paint railings on Johnson Street Garage - FY2019- \$200,000. Project completion estimate June 2019.	\$ 2,618,025
			FY2019 TOTAL PARKING FUND PROJECTS	\$ 2,618,025
<u>FY2020</u>				
NEW STREET GARAGE	FY2020	PF BUDGET	Replace and upgrade New Street Parking Garage access and control equipment.	\$ 250,000
			FY2020 TOTAL PARKING FUND PROJECTS	\$ 250,000
<u>FY2021</u>				
JOHNSON STREET GARAGE	FY2021	PF BUDGET	Replace and upgrade Johnson Street Parking Garage access and control equipment.	\$ 250,000
WHARF PARKING LOT	FY2021	PF BUDGET	Replace and upgrade Wharf Parking Lot access and control equipment.	\$ 250,000
			FY2021 TOTAL PARKING FUND PROJECTS	\$ 500,000
<u>FY2023</u>				
JOHNSON STREET GARAGE	FY2023	PF BUDGET	Seal/ repair concrete deck surfaces. Paint railings and other surfaces.	\$ 300,000
NEW STREET GARAGE	FY2023	PF BUDGET	Seal/ repair concrete deck surfaces. Paint railings and other surfaces.	\$ 300,000
			FY2023 TOTAL PARKING FUND PROJECTS	\$ 600,000
TOTAL PARKING FUND CIP				\$ 3,968,025

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Member: Jeanne Colvin
Item #	6 & B	
Ordinance #		
Department:	Budget Office	
Council Vision:	Responsive, Efficient Government	
Subject:	Discussion, Introduction and Public Hearing of an Ordinance to Amend the FY2019 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One Attachment: PDF Budget Amendment	

Background: The first budget amendment for fiscal year 2019 has been prepared for your review and discussion. The total budget amendment equals \$10,459,114. The introduction and public hearing of this ordinance is scheduled for this meeting, and consideration of the ordinance is scheduled for January 24, 2019.

City Budget Amendment—\$ 7,308,826

The General Fund amendment includes \$184,571 for appropriations from prior year funds for mandated carry-forward expenditure/revenue balances for various grants and programs, and carry-forward funds for projects not completed at June 30, 2018. The amendment also includes appropriations of \$3,025,000 from prior year unassigned fund balance for a \$2,700,000 transfer to the City Capital Improvement Fund and a \$325,000 transfer to the Debt Service Sinking Fund. The \$2,700,000 transfer to the CIP Fund will be held in an undesignated CIP account until City Council approves the FY2019-2023 CIP in February 2019. The \$325,000 transfer to the Debt Service Sinking Fund will be used to increase the required 1% debt reserve and for the balance of the FY2019 debt payments for Staunton Crossing cut from the FY2019 budget. The amendment also includes \$244,565 in revenues and expenditures for recovered costs, new

charges for services, donations and various grants, and additional appropriations from the Commonwealth of Virginia. The total General Fund amendment is \$3,454,136.

The City Capital Improvements Fund appropriates \$2,700,000 as a transfer from the General Fund for the FY2019-2020 CIP, currently under review and pending approval by City Council.

The Debt Service Sinking Fund appropriates \$325,000 as a transfer from the General Fund for \$277,750 to be added to the required 1% debt reserve, and the balance of \$47,250 for debt payments for the Staunton Crossing land purchase. The current 1% debt reserve balance is \$500,000. The additional \$277,750 is required to increase the total reserve to \$777,750, in anticipation of issuance of debt for the high school project, in the amount of \$40 million, by June 30, 2019.

The Community Development Fund appropriates grant funds from Virginia Resources Authority Dam Safety, Flood Prevention and Protection Assistance Fund of \$75,000 and \$76,000 from unassigned fund balance for a \$151,000 engineering flood study of the West Beverley Street area of Staunton.

The Blue Ridge Court Services Grant Fund includes \$37,500 in additional grant funds received in FY2019 for Blue Ridge Court Services for behavioral health programs.

The Grants Fund appropriates \$34,280 for a \$7,500 grant awarded to the Fire and Rescue Department to purchase fire camera equipment, and \$26,780 awarded to the Police Department for software and technology equipment.

The Water Fund appropriates \$12,086 from insurance proceeds recovered due to lightning damage to the Gardner Spring pump motors.

The Sewer Fund appropriates \$110,000 from the prior year fund balance to complete the Filmore Street sewer line project.

The Parking Fund appropriates \$384,465 from prior year funds, including \$300,000 to complete the parking garage repair and construction projects, and \$84,465 for the FY2019 debt payments for the 2018 debt issued in May 2018.

The Environmental Fund appropriates \$359 for additional grant funds received for the Litter Control grant program.

The Stormwater Fund appropriates \$100,000 from prior year funds to complete various preliminary engineering studies to determine which stormwater project will meet the City's mandates for the largest removal of nutrients.

School Budget Amendment—\$3,150,288

The Education Fund amendment, totaling \$2,020,955, appropriates \$755,123 for federal and state instructional programs for grant balances remaining at June 30, 2018, and additional grants awarded for FY2019. Local general revenue appropriations total \$1,265,832, and include funds for recovered costs for transportation, the Thacker Fund at Bessie Weller Elementary School, the purchase of athletic uniforms and materials, and a transfer to the School CIP Fund.

The School Capital Improvements Fund 966 amendment, totaling \$1,098,333, includes \$1.0 million to be transferred from the Education Fund unassigned fund balance for the FY2019-

FY2023 CIP, currently under review. The funds will be appropriated to the School CIP Fund Undesignated Account until the CIP is approved. The amendment also includes additional Commonwealth of Virginia funds, in the amount of \$98,333, for the School Security Equipment Grant awarded in FY2019. The grant will be used to purchase radios, cameras, ballistic window film, upgrades to the visitor badge system and upgrades to the intercom system for school buildings.

The Textbook Fund appropriates \$31,000 from unassigned fund balance to purchase additional technology and textbooks for FY2019.

City Manager's Recommendation: Recommend the ordinance be introduced as presented and that City Council conduct the public hearing.

Suggested Motion (to be made before the public hearing is conducted): I move to introduce an ordinance amending the fiscal year 2019 budget by adding Budget Amendment Number One, totaling \$10,459,114, and that Council conduct a public hearing of the ordinance.

City Manager: Stephen F. Owen

Ordinance No. 2019-
AN ORDINANCE TO AMEND
THE FY 2019 BUDGET ORDINANCE
FOR THE CITY OF STAUNTON
BY ADDING BUDGET AMENDMENT NUMBER ONE

BE IT ORDAINED, by the City Council of the City of Staunton, Virginia, that the FY2019 Budget is amended as follows:

GENERAL FUND

Anticipated Revenue

General Revenue	\$	3,209,571
Charges for Services		30,570
Recovered Costs		78,730
Miscellaneous Revenue		20,000
Capital Grants and Contributions		115,265
Total Revenue	\$	3,454,136

Appropriations

Judicial Administration	\$	45,476
Public Safety		260,694
Public Works		91,942
Parks, Recreation, Cultural		25,098
Community Development		5,926
Transfers to Other Funds		3,025,000
Total Appropriations	\$	3,454,136

GRANTS FUND

Anticipated Revenue

Capital Grants and Contributions	\$	34,280
Total Revenue	\$	34,280

Appropriations

Public Safety	\$	34,280
Total Appropriations	\$	34,280

BLUE RIDGE COURT SERVICES

Anticipated Revenue

Capital Grants and Contributions	\$	37,500
Total Revenue	\$	37,500

Appropriations

Public Safety	\$	37,500
Total Appropriations	\$	37,500

CITY CAPITAL IMPROVEMENTS FUND

Anticipated Revenue

Transfer from the General Fund	\$	2,700,000
Total Revenue	\$	2,700,000

Appropriations

Capital Projects	\$	2,700,000
Total Appropriations	\$	2,700,000

DEBT SERVICE SINKING FUND

Anticipated Revenue

Transfer from the General Fund	\$	325,000
Total Revenue	\$	325,000

Appropriations

Debt Service	\$	325,000
Total Appropriations	\$	325,000

COMMUNITY DEVELOPMENT FUND

Anticipated Revenue

Capital Grants and Contributions	\$	75,000
Appropriation of Prior Year Unassigned Fund Balance		76,000
Total Revenue	\$	151,000

Appropriations

Operations	\$	151,000
Total Appropriations	\$	151,000

WATER FUND

Anticipated Revenue

General Revenues	\$	12,086
Total Revenue	\$	12,086

Appropriations

Capital	\$	12,086
Total Appropriations	\$	12,086

SEWER FUND

Anticipated Revenue

Appropriation of Prior Year Fund Balance	\$	110,000
Total Revenue	\$	110,000

Appropriations

Capital	\$	110,000
Total Appropriations	\$	110,000

PARKING FUND

Anticipated Revenue

Appropriation of Prior Year Fund Balance	\$	384,465
Total Revenue	\$	384,465

Appropriations

Debt	\$	84,465
Capital		300,000
Total Appropriations	\$	384,465

ENVIRONMENTAL FUND

Anticipated Revenue

Capital Grants and Contributions	\$	359
Total Revenue	\$	359

Appropriations

Operations	\$	359
Total Appropriations	\$	359

STORMWATER FUND**Anticipated Revenue**

General Revenue	\$	100,000
Total Revenue	\$	100,000

Appropriations

Operations	\$	100,000
Total Appropriations	\$	100,000

EDUCATION FUND**Anticipated Revenue**

General Revenue	\$	1,265,832
Capital Grants and Contributions		755,123
Total Revenue	\$	2,020,955

Appropriations

Operations	\$	2,020,955
Total Appropriations	\$	2,020,955

TEXTBOOK FUND**Anticipated Revenue**

Appropriation of Prior Year Unassigned Balance	\$	31,000
Total Revenue	\$	31,000

Appropriations

Operations	\$	31,000
Total Appropriations	\$	31,000

SCHOOL CIP FUND- 966**Anticipated Revenue**

Transfer from the Education Fund	\$	1,000,000
Capital Grants and Contributions		98,333
Total Revenue	\$	1,098,333

Appropriations

Capital Projects	\$	1,098,333
Total Appropriations	\$	1,098,333

GRAND TOTAL BUDGET AMENDMENT NO 1	\$	10,459,114
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INTRODUCED: January 10, 2019

PUBLIC HEARING: January 10, 2019

Public Hearing Advertisement Date: January 1, 2019

Approved this _____ day of _____ 2019

Effective Date: _____

CERTIFIED: _____

ATTEST: _____

Suzanne F. Simmons
Clerk of Council

Ophie Kier
Vice Mayor of Council

FY 2019 BUDGET AMENDMENT NO. 1

GENERAL FUND		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
JUDICIAL ADMINISTRATION			
<u>COMMONWEALTH ATTORNEY</u>			
Prior Year Fund Balance	11001-41930	\$ 13,756	
To carry forward the balance of the state forfeited assets confiscated as a result of criminal drug operations, as mandated by state requirements	11022210-55472		\$ 13,756
<u>CLERK OF THE CIRCUIT COURT</u>			
To appropriate additional Comm of VA funds from the Supreme Court of Virginia	11023-45318-40310	\$ 7,150	
Technology Trust Funds for records management/indexing	11022160-55429-40310		\$ 7,150
To reduce appropriations for recovered costs from grant sources for a part-time position funded from Blue Ridge Court Services Grant for the Clerk of the Circuit Court's office.	11023-41901	\$ (6,000)	
Part-time wages	11022160-51510		\$ (6,000)
To appropriate Court Reporting Fees to fund a full-time position for the Clerk of the Circuit Court. The existing part-time position will be eliminated and converted to a full-time position.	11022-	\$ 30,570	
Wages	11022160-51007		\$ 18,000
FICA	11022160-52010		\$ 1,377
VRS Life Insurance	11022160-52001		\$ 236
Health Insurance	11022160-52005		\$ 8,266
VRS Retirement	11022160-52020		\$ 2,448
VEC Unemployment	11022160-52030		\$ 25
Short-term Disability Insurance	11022160-52035		\$ 218
PUBLIC SAFETY			
<u>POLICE DEPARTMENT</u>			
Prior Year Fund Balance	11001-41930	\$ 108,986	
To carry forward the balance of the state forfeited asset funds. Carry forward is mandated by state regulations.	11033110-55472		\$ 95,350
To carry forward the balance of the federal forfeited asset funds. Carry forward is mandated by federal regulations.	11033110-55473		\$ 13,636
To appropriate additional federal and state funds from forfeited assets received in FY2018.			
State Forfeited Assets Revenue	11033-45427	\$ 17,313	
State Forfeited Assets Expenditures	11033110-55472		\$ 17,313
To appropriate recovered cost revenue for the Line of Duty Act payments for the Police Department reimbursed by VML Insurance.			
Recovered Costs- Public Safety	11033-41901	\$ 28,200	
Line of Duty Act- Police Department claims	11033110-52032		\$ 28,200

FY 2019 BUDGET AMENDMENT NO. 1

GENERAL FUND		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
<u>FIRE DEPARTMENT</u>			
Prior Year Fund Balance	11001-41930	\$ 57,031	
FOUR for LIFE Funds -To carry forward the balance of state funds received, as mandated by state requirements.	11033290-55602		\$ 17,530
FIRE PROGRAMS FUND - To carry forward the balance of state funds received, as mandated by state requirements.	11033290-55639		\$ 39,501
To appropriate recovered costs insurance proceeds for damages to a fire truck from a citizen vehicle accident.	11033-41901	\$ 49,164	
Repair and maintenance for vehicles.	11033210-53105		\$ 49,164
PUBLIC WORKS			
<u>STREET MAINTENANCE</u>			
To appropriate additional state revenue for street maintenance.	11043-45530	\$ 90,502	
To appropriate additional paving expenditures for street maintenance.	11044130-53225-18300		\$ 90,502
To appropriate insurance proceeds to repair the wall at the Library.	11041-41928	\$ 1,440	
Street repairs to wall and sidewalk due to vehicle damage.	11044130-53250		\$ 1,440
PARKS, RECREATION, CULTURAL			
<u>RECREATION</u>			
To carry forward the balance of donated funds to build a nature park.	11001-41930	\$ 4,798	
Materials and Supplies	11077110-53011-31200		\$ 4,798
To appropriate donated funds for the Booker T. Washington facility kitchen.	11073-41730-34400	\$ 20,000	
Building improvements/ capital outlay.	11077110-58385-34400		\$ 20,000
<u>LIBRARY</u>			
To appropriate Commonwealth of Virginia grant funds from the Commission for the Arts for the Library.	11072-45547	\$ 300	
Special Program expenses.	11077510-55270		\$ 300
COMMUNITY DEVELOPMENT			
<u>TOURISM</u>			
Appropriation of recovered costs received from SDDA for the Queen City Mischief and Magic Festival for transportation costs.	11083-41901	\$ 5,926	
Contracted Services- Payment to Staunton City Schools	11088210-53011		\$ 5,926

FY 2019 BUDGET AMENDMENT NO. 1

GENERAL FUND		AMOUNT	
	LEDGER CODE	REVENUE	EXPENDITURE
TRANSFERS TO OTHER FUNDS			
<u>CAPITAL IMPROVEMENTS</u>			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 2,700,000	
Transfer to the City Capital Improvements Fund	11099600-59339		\$ 2,700,000
<u>DEBT SERVICE SINKING FUND</u>			
Appropriation of Prior Year Unassigned Fund Balance	11001-41930	\$ 325,000	
Transfer to the Debt Service Sinking Fund- Debt Reserve			\$ 277,750
Transfer to the Debt Service Sinking Fund-Staunton Crossing Land	11099600-59312		\$ 47,250
TOTAL GENERAL FUND		\$ 3,454,136	\$ 3,454,136

BUDGET AMENDMENT NO. 1 GENERAL FUND SUMMARY

GENERAL FUND REVENUE SUMMARY

General Revenues

<u>Appropriation of Prior Year Fund Balance</u>		\$ 3,209,571
Forfeited Assets for Police - State	95,350	
Forfeited Assets for Comm Attorney	13,756	
Forfeited Assets for Police - Federal	13,636	
EMS Four for Life Funds for Fire Department	17,530	
Fire Programs Fund	39,501	
Recreation- Nature Park Donations	4,798	
Transfer to the Capital Improvements Fund	2,700,000	
Transfer to the Debt Service Sinking Fund	325,000	
<u>Recovered Costs</u>		78,730
Clerk of the Circuit Court	(6,000)	
Public Works	1,440	
Public Safety- Line of Duty Act	28,200	
Public Safety- Insurance Proceeds	49,164	
Community Development- Tourism	5,926	
<u>Charges for Services</u>		30,570
Clerk of the Circuit Court	30,570	
<u>Miscellaneous Revenue</u>		20,000
Recreation-Donations- Booker T. Community Center	20,000	
<u>Capital Grants and Contributions</u>		115,265
Clerk of the Circuit Court-Supreme Court of Virginia	7,150	
Police Department	17,313	
Street Maintenance	90,502	
Library	300	
Total General Fund Revenues		\$ 3,454,136

GENERAL FUND EXPENDITURE SUMMARY

Judicial Administration	\$ 45,476
Public Safety	260,694
Public Works	91,942
Parks, Recreation, Cultural	25,098
Community Development	5,926
Transfer to Other Funds	\$ 3,025,000
Total General Fund Expenditures	\$ 3,454,136

FY 2019 BUDGET AMENDMENT NO. 1

	LEDGER CODE	REVENUE	EXPENDITURE
CITY CAPITAL IMPROVEMENTS FUND			
Appropriation for funds transferred from the General Fund	39001-49211	\$ 2,700,000	
CIP Contingency Account	3909800-58400		\$ 2,700,000
TOTAL CAPITAL IMPROVEMENTS FUND		\$ 2,700,000	\$ 2,700,000
DEBT SERVICE SINKING FUND			
Appropriation for funds transferred from the General Fund	11101-49211	\$ 325,000	
Debt Service Sinking Fund Reserve	11199500-59500		\$ 277,750
Staunton Crossing Debt Payments	11199500-59613		\$ 47,250
TOTAL DEBT SERVICE SINKING FUND		\$ 325,000	\$ 325,000
COMMUNITY DEVELOPMENT FUND			
To appropriate grant funds to complete the Flood Prevention and Protection Plan, Grant Number DSFP-43-18.			
Grant funds from Virginia Resources Authority Dam Safety, Flood Prevention and Protection Assistance Fund	22083-45560	\$ 75,000	
Appropriation of Prior Year Unassigned Fund Balance	22001-41930	\$ 76,000	
Professional Services- Flood Prevention Study	22088565-53010		\$ 151,000
TOTAL COMMUNITY DEVELOPMENT FUND		\$ 151,000	\$ 151,000
GRANTS FUND			
<u>FIRE DEPARTMENT</u>			
To appropriate federal grant funds awarded from the Virginia Department of Emergency Management for the 2018 Local Emergency Management Performance Grant (LEMPG) to purchase two thermal imaging cameras.	21534-46250-40104	\$ 7,500	
To appropriate federal funds for fire camera equipment.	21533210-58341-40104		\$ 7,500
<u>POLICE DEPARTMENT</u>			
To appropriate federal grant funds awarded from the Byrne Justice Assistance Grant Formula Funds to purchase public safety software and computer equipment.	21533-46252-40246	\$ 26,780	
Equipment and Technology.	21533110-55486-40246		\$ 26,780
TOTAL GRANTS FUND		\$ 34,280	\$ 34,280
BLUE RIDGE COURT SERVICES FUND			
To appropriate additional Comm of Va Supreme Court of Virginia grant funds for behavioral health programs.	21033-45553	\$ 37,500	
Wages	21033342-51302		\$ 18,000
FICA	21033342-52010		\$ 1,377
VRS Retirement	21033342-52020		\$ 2,446
VRS Life Insurance	21033342-52001		\$ 236
Health Insurance	21033342-52005		\$ 8,266
VEC Unemployment Insurance	21033342-52030		\$ 25
Short-term Disability Insurance	21033342-52035		\$ 130
Supplies	21033342-55415		\$ 7,020
TOTAL BLUE RIDGE COURT SERVICES FUND		\$ 37,500	\$ 37,500

FY 2019 BUDGET AMENDMENT NO. 1

	LEDGER CODE	REVENUE	EXPENDITURE
WATER FUND			
Appropriation of insurance proceeds for lightning damage to Gardner Springs pump motors.	53001-41928	\$ 12,086	
Capital equipment.	53004322-58331		\$ 12,086
TOTAL WATER FUND		\$ 12,086	\$ 12,086
SEWER FUND			
To carry forward funds from FY2018 to complete the Filmore Street Sewer Line Project.	54001-41930	\$ 110,000	
Capital sewer line replacement.	54004420-58366		\$ 110,000
TOTAL SEWER FUND		\$ 110,000	\$ 110,000
PARKING FUND			
Appropriation of Prior Year Funds.	56001-41930	\$ 384,465	
To appropriate prior year funds for the 2018A VRA Bond Debt Payment- Principal Payment.	56009500-59620		\$ 39,484
To appropriate prior year funds for the 2018A VRA Bond Debt Payment- Interest Payment.	56009500-59621		\$ 44,981
To appropriate prior year funds to complete the garage projects to replace/ repair/ paint railings at the Johnson Street Garage.	56004621-58385		\$ 300,000
TOTAL PARKING FUND		\$ 384,465	\$ 384,465
ENVIRONMENTAL FUND			
<u>Litter Prevention and Recycling Program</u>			
To appropriate additional Comm of VA grant funds from the Department of Environmental Quality			
Comm of VA grant funds	58003-45540	\$ 359	
Litter Control Grant materials & supplies	58004822-55415		\$ 359
TOTAL ENVIRONMENTAL FUND		\$ 359	\$ 359
STORMWATER FUND			
<u>STORMWATER PROJECTS</u>			
Appropriation of Prior Year Funds	57001-41930	\$ 100,000	
To appropriate prior year funds to complete preliminary engineering studies for quality and quantity stormwater projects.	57004799-58364-14300		\$ 100,000
TOTAL STORMWATER FUND		\$ 100,000	\$ 100,000

FY 2019 BUDGET AMENDMENT NUMBER ONE SUMMARY

CITY GOVERNMENT FUNDS

GENERAL FUND	\$ 3,454,136
CAPITAL IMPROVEMENTS FUND	\$ 2,700,000
DEBT SERVICE SINKING FUND	\$ 325,000
COMMUNITY DEVELOPMENT FUND	\$ 151,000
GRANTS FUND	\$ 34,280
BLUE RIDGE COURT SERVICES FUND	\$ 37,500
PARKING FUND	\$ 384,465
WATER FUND	\$ 12,086
SEWER FUND	\$ 110,000
ENVIRONMENTAL FUND	\$ 359
STORMWATER FUND	\$ 100,000

TOTAL CITY GOVERNMENT FUNDS	\$ 7,308,826
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EDUCATION FUNDS

EDUCATION FUND	\$ 2,020,955
SCHOOL CIP FUND 966	\$ 1,098,333
TEXTBOOK FUND	\$ 31,000

TOTAL EDUCATION FUNDS	\$ 3,150,288
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TOTAL FY2019 BUDGET AMENDMENT NO. 1	\$10,459,114
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**STAUNTON CITY SCHOOLS
FY 2019 BUDGET
AMENDMENT NO. 1**

EDUCATION FUND		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT REVENUE/PROGRAMS			
<u>TITLE III Part A- Limited English Proficient</u>			
To appropriate additional federal grants for the Limited English Proficient Program	900300-43375-T3-00	\$ 4,565	
Educational supplies	91103195-56013-T3-00		\$ 3,297
Educational supplies	91102195-56013-T3-00		\$ 1,268
<u>TITLE I Part D Neglected and Delinquent</u>			
To appropriate additional federal grant funds for neglected and delinquent students	900300-43010-T1D00	\$ 139,333	
Contingency account for grant program	900300-59100-T1D00		\$ 139,333
<u>Special Education Preschool Program</u>			
To appropriate the balance of grant funds from the 2017 federal award for the preschool program			
Special Education Preschool 619 Funds - 2017 award	900300-43173-PRE00	\$ 27,963	
PRESCHOOL Contingency-Grant Balance	91101100-59100-PRE00		\$ 27,963
<u>TITLE VIB Federal Grant</u>			
To appropriate remaining grant funds from prior year grant funds awarded for T6B00			
Federal Revenue	900300-43027-T6B00	\$ 200,000	
T6B00 Contingency	91101100-59100-T6B00		\$ 200,000
<u>TITLE 1 Federal Funds</u>			
To appropriate remaining grant funds from prior years for TITLE 1	900300-43010-T1-00	\$ 202,439	
TITLE 1 Contingency -Grant Balances	91101100-59100-T1-00		\$ 202,439
<u>TITLE II Federal Funds</u>			
To appropriate remaining grant funds from prior year for TITLE II		\$ 67,801	
TITLE II Contingency- Grant Balance			\$ 67,801
<u>TITLE IV Federal Funds- Student Support and Enrichment</u>			
To appropriate remaining grant funds from prior year and new grant funds for FY2019 for TITLE IV	900300-43378-T4-00	\$ 63,022	
Instructional Assistant Salary	91102195-51151-T4-00		\$ 15,540
FICA	91102195-52010-T4-00		\$ 1,185
Group Life Insurance	91102195-52001-T4-00		\$ 203
Health Insurance Credit	91102195-52023-T4-00		\$ 224
VRS	91102195-52020-T4-00		\$ 2,925
Workers Compensation	91102195-52025-T4-00		\$ 60
Unemployment	91102195-52030-T4-00		\$ 8
Instructional Assistant Salary	91103195-51151-T4-00		\$ 15,540
FICA	91103195-52010-T4-00		\$ 1,185
Group Life Insurance	91103195-52001-T4-00		\$ 203

STAUNTON CITY SCHOOLS

FY 2019 BUDGET

AMENDMENT NO. 1

EDUCATION FUND		REVENUES	EXPENDITURES
STATE AND FEDERAL GRANT PROGRAMS			
<u>TITLE IV Federal Funds- Student Support and Enrichment (con't)</u>			
Health Insurance Credit	91103195-52023-T4-00		\$ 224
VRS	91103195-52020-T4-00		\$ 2,925
Workers Compensation	91103195-52025-T4-00		\$ 60
Unemployment	91103195-52030-T4-00		\$ 8
TITLE IV Contingency- Grant Balance	91101100-59100-T4-00		\$ 22,732
<u>High School Innovation Grant</u>			
To appropriate new grant funds for FY2019	900300-42431-HSPI	\$ 50,000	
Technology Instruction Teacher Salary	97109095-51120-HSPI		\$ 26,000
FICA	97109095-52010-HSPI		\$ 14,000
Technology Instruction Other Purchased Services	97109095-53569-HSPI		\$ 6,000
Technology Instruction Travel	97109095-55210-HSPI		\$ 4,000
TOTAL STATE AND FEDERAL GRANT PROGRAMS		\$ 755,123	\$ 755,123
LOCAL GENERAL REVENUE/PROGRAMS			
<u>Recovered Costs- Transportation</u>			
Recovered Costs for transportation expenses for the Queen City Mischief & Magic Event	900100-40410	\$ 5,926	
Transportation services provided to the City	93209096-51182		\$ 5,926
<u>Appropriation of Prior Year Fund Balance</u>			
Appropriation of Prior Year Fund Balance	900100-49302	\$ 250,000	
Athletic supplies- purchase of new uniforms	91103588-56105		\$ 250,000
Appropriation of Prior Year Fund Balance	900100-49302	\$ 1,000,000	
Transfer to the School CIP Fund-Undesignated Account			\$ 1,000,000
LOCAL GENERAL REVENUE/PROGRAMS			
<u>Bessie Weller Elementary Thacker Fund</u>			
To appropriate the balance of donated funds received from the Thacker Fund for Bessie Weller Elementary School			
Prior Year Donated Funds	900100-49302	\$ 9,906	
Bessie Weller Elementary Thacker Fund	91101181-56109		\$ 9,906
TOTAL LOCAL GENERAL REVENUE/PROGRAMS		\$ 1,265,832	\$ 1,265,832
TOTAL EDUCATION FUND		\$ 2,020,955	\$ 2,020,955

STAUNTON CITY SCHOOLS

FY 2019 BUDGET

AMENDMENT NO. 1

			REVENUES	EXPENDITURES
SCHOOL CIP FUND 966				
Capital Improvement Projects				
Transfer from Education Fund	966100-49290	\$	1,000,000	
CIP Projects- Undesignated- Pending Approval of CIP Plan FY2019-2023	K9009000-58100			\$ 1,000,000
School Security Grant FY2019				
To appropriate grant funds from the Comm of VA Department of Education for the School Security Equipment Grant	966400-42999-SSE18	\$	98,333	
To transfer the 25% match for the SSE Grant from the CIP Undesignated Account	K9009000-58100-SSE			\$ (26,667)
School Security Grant -McSwain Elementary School	K6609082-58215-SSE19			\$ 12,670
School Security Grant- Bessie Weller Elementary School	K6609081-58215-SSE19			\$ 13,104
School Security Grant -Ware Elementary School	K6609083-58215-SSE19			\$ 18,129
School Security Grant -Dixon Education Center	K6609084-58215-SSE19			\$ 68,488
School Security Grant -Shelburne Middle School	K6609087-58215-SSE19			\$ 12,609
TOTAL SCHOOL CIP FUND 966		\$	1,098,333	\$ 1,098,333
TEXTBOOK FUND				
To appropriate prior year funds for textbook purchases	9100100-49302	\$	31,000	
Shelburne Middle School Chromebooks	B1103187-56020			\$ 31,000
TOTAL TEXTBOOK FUND		\$	31,000	\$ 31,000
GRAND TOTAL BUDGET AMENDMENT NO. 1			\$ 3,150,288	\$ 3,150,288

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Doug Guynn City Attorney
Item #	7 & C	
Ordinance #		
Department:	City Attorney	
Council Vision:	Responsive, Efficient Government	
Subject:	<u>Introduction, Public Hearing, and Consideration of Four Ordinances</u> to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia and to Formalize in Law Certain Policy Exemptions from Fees	

Background: The Virginia General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to update aspects of the Staunton City Code.

The attached table, entitled City Code Update Ordinances Summary dated January 2, 2019, provides a description regarding the Title, Chapter, Section, and nature of the code changes for each ordinance. Each such draft ordinance is identified for ease of reference by using Roman numerals I through IV. The proposed ordinances address changes that would affect Title 3, Revenue and Finance; Title 10, Vehicles and Traffic; Title 15, Buildings and Building Regulations; and Title 18, Zoning, of the Staunton City Code.

Proposed ordinances I through III concern various aspects of the City Code. These proposed ordinances are largely what might be called housekeeping ordinances, reflecting changed provisions of the Virginia Code.

Proposed ordinance IV would explicitly have the City Code recognize exemptions for the City of

Staunton and the School Board of the City of Staunton from zoning-related fees. The City Attorney suggests that it promotes transparency to have these exemptions clearly stated in the City Code.

Planning Commission Recommendation: At the meeting of the Planning Commission on December 20, 2018, proposed ordinance IV was presented to the Commission. A public hearing was held, after which the Commission voted to recommend adoption of the ordinance to codify the exemption from zoning-related fees. (The Commission did not consider the other proposed ordinances I through III, as they are not contained in the City's Zoning Code.)

Recommendation: Recommend Council open, conduct, and close a public hearing on the proposed ordinances and adopt the proposed ordinances as presented.

Suggested Motion (to be made after the public hearing is conducted): I move that Council adopt ordinances identified as Roman numerals I through IV to amend various provisions of the Staunton City Code to align with changes to the Code of Virginia and to formalize in law certain policy exemptions from fees.

City Code Update Ordinances Summary

Ordinance	Title	Chapter	SCC Section(s) Affected	Nature of the Changes
	Title 3 Revenue and Finance			
I		3.17 Real Estate Tax exemption for U.S. Military Veterans	3.17.010 General eligibility requirements 3.17.020 Claimant's affidavit and certification of disability	Provides exemptions from taxes on real property for certain U.S. military veterans and their spouses.
	Title 10 Vehicles and Traffic			
II		10.35 Abandoned Vehicles	10.35.040 Sale	Provides that "public auctions" at which abandoned vehicles are sold by local governments can include Internet sales. The ordinance also reduces the time period that a locality must hold the proceeds from such a sale for the owner from 90 to 60 days.
	Title 15 Buildings and Building Regulations			
III		15.15 Certification of Electricians, Plumbers, and Building-related Mechanical Workers		Repeals the entire chapter as Virginia Code Section 15.1-11.4 has been repealed by the General Assembly.

Ordinance	Title	Chapter	SCC Section(s) Affected	Nature of the Changes
	Title 18 Zoning			
IV		18.220	18.220.020 Fees established	Provides explicitly an exemption from zoning-related fees for projects of the City of Staunton and of the School Board of the City of Staunton.

Ordinance No. 2019 - __

**AN ORDINANCE ADDING NEW CHAPTER 3.17, REAL ESTATE TAX
EXEMPTION FOR U.S. MILITARY VETERANS, OF TITLE 3, REVENUE AND
FINANCE, OF THE STAUNTON CITY CODE
TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY
THE GENERAL ASSEMBLY**

WHEREAS, the City of Staunton, consistent with provisions of the Virginia Code, provides real estate tax relief through provisions of Title 3 of the Staunton City Code;

WHEREAS, the General Assembly has enacted changes at various times regarding exemptions from taxes on real property for U.S. military veterans, pursuant to subdivision (a) of section 6-A of Article X of the Constitution of Virginia and Virginia Code §§ 58.1-3219.5 and 58.1-3219.9;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend Staunton City Code provisions relating to exemptions from taxes on real property to align with changes enacted to the Code of Virginia;

WHEREAS, the Commissioner of Revenue concurs that the amendments contemplated by this ordinance will enhance the clarity of the eligibility requirements for the City of Staunton's real estate tax relief program; and

WHEREAS, this matter has been properly advertised, heard and considered.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 3.17, Real Estate Tax Exemption for U.S. Military Veterans, of Title 3, Revenue and Finance, of the Staunton City Code be, and hereby is, amended as follows:

**3.17 Real Estate Tax Exemption for U.S. Military Veterans and Spouses or
Surviving Spouses**

3.17.010 General eligibility requirements.

Exemption pursuant to this chapter shall be granted to persons and for property
complying with the following provisions:

(1) For tax years beginning on or after January 1, 2011, any veteran who has been
rated by the by the U.S. Department of Veterans Affairs or its successor agency pursuant
to federal law to have a 100 percent service-connected, permanent, and total disability, and
who occupies the real property as the principal place of residence, shall be exempt from
taxation of real property, including the joint real property of husband and wife. If the

43 veteran's disability rating occurs after January 1, 2011, and has a qualified primary
44 residence on the date of the rating, then the exemption under this section begins on the date
45 of such rating. However, the City shall not be liable for any interest on any refund due to
46 the veteran for taxes paid prior to the veteran's filing of the affidavit or written statement
47 required by Virginia Code § 58.1-3219.6 or successor provisions. If the qualified veteran
48 acquires the property after January 1, 2011, then the exemption shall begin on the date of
49 acquisition, and the previous owner may be entitled to a refund for a pro rata portion of
50 real property taxes paid pursuant to Virginia Code § 58.1-3360 or successor provisions.
51 The surviving spouse of a veteran eligible for the exemption set forth in this section shall
52 also qualify for the exemption, so long as the death of the veteran occurred on or after
53 January 1, 2011, the surviving spouse does not remarry, and the surviving spouse continues
54 to occupy the real property as the principal place of residence.

55 (a) For purposes of this exemption, real property of any veteran includes real
56 property (i) held by a veteran alone or in conjunction with the veteran's spouse as tenant or
57 tenants for life or joint lives, (ii) held in a revocable inter vivos trust over which the veteran
58 or the veteran and their spouse hold the power of revocation, or (iii) held in an irrevocable
59 trust under which a veteran alone or in conjunction with their spouse possesses a life estate
60 or an estate for joint lives or enjoys a continuing right of use or support. The term does not
61 include any interest held under a leasehold or term of years.

62 (b) The exemption for a surviving spouse under this section includes real property
63 (i) held by the veteran's spouse as tenant for life, (ii) held in a revocable inter vivos trust
64 over which the surviving spouse holds the power of revocation, or (iii) held in an
65 irrevocable trust under which the surviving spouse possesses a life estate or enjoys a
66 continuing right of use or support. The exemption does not apply to any interest held under
67 a leasehold or term of years.

68 (c) In the event that a person is entitled to an exemption under this section by virtue
69 of holding the property in any of the three ways set forth in subsection (a) and one or more
70 other persons have an ownership interest in the property that permits them to occupy the
71 property, then the tax exemption for the property that otherwise would have been provided
72 shall be prorated by multiplying the amount of the exemption by a fraction that has as a
73 numerator the number of people who are qualified for the exemption pursuant to this

section and has as a denominator the total number of all people having an ownership interest that permits them to occupy the property.

(d) In the event that the primary residence is jointly owned by two or more individuals, not all of whom qualify for the exemption pursuant disability or marital status as noted previously in this section, and no person is entitled to the exemption under this section by virtue of holding the property in any of the three ways set forth in subsection A, then the exemption shall be prorated by multiplying the amount of the exemption by a fraction that has as a numerator the percentage of ownership interest in the dwelling held by all such joint owners who qualify for the exemption pursuant to disability or marital status noted previously in this section, and as a denominator, 100 percent.

(2) For tax years beginning on or after January 1, 2015, the surviving spouse (i) of any member of the armed forces of the United States who was killed in action as determined by the U.S. Department of Defense and (ii) who occupies the real property as the principal place of residence shall be exempt from taxation of real property. For purposes of this section, such determination of "killed in action" includes a determination by the U.S. Department of Defense of "died of wounds received in action." If such member of the armed forces of the United States is killed in action after January 1, 2015, and the surviving spouse has a qualified principal residence on the date that such member of the armed forces is killed in action, then the exemption for the surviving spouse shall begin on the date that such member of the armed forces is killed in action.

(a) Those dwellings in the locality with assessed values in the most recently ended tax year that are not in excess of the average assessed value for such year of a dwelling situated on property that is zoned as single family residential shall qualify for a total exemption from real property taxes under this article. If the value of a dwelling is in excess of the average assessed value as described in this subsection, then only that portion of the assessed value in excess of the average assessed value shall be subject to real property taxes, and the portion of the assessed value that is not in excess of the average assessed value shall be exempt from real property taxes. Single family homes, condominiums, town homes, manufactured homes as defined in § 46.2-100 or successor provisions whether or not the wheels and other equipment previously used for mobility have been removed, and other types of dwellings of surviving spouses, whether or not the land on which the single

family home, condominium, town home, manufactured home, or other type of dwelling of a surviving spouse is located is owned by someone other than the surviving spouse, that (i) meet this requirement and (ii) are occupied by such persons as their principal place of residence shall qualify for the real property tax exemption. If the land on which the single-family home, condominium, town home, manufactured home, or other type of dwelling is located is not owned by the surviving spouse, then the land is not exempt.

(b) The surviving spouse of a member of the armed forces killed in action shall qualify for the exemption so long as the surviving spouse does not remarry and continues to occupy the real property as the principal place of residence. The exemption applies without any restriction on the spouse's moving to a different principal place of residence.

(c) The City shall provide for the exemption from real property taxes the qualifying dwelling pursuant to this section and shall provide for the exemption from real property taxes the land, not exceeding one acre, upon which it is situated. If the veteran owns a house that is his/her residence, including a manufactured home as defined in Virginia Code § 46.2-100 or successor provisions whether or not the wheels and other equipment previously used for mobility have been removed, such house or manufactured home shall be exempt even if the veteran does not own the land on which the house or manufactured home is located. If such land is not owned by the veteran, then the land is not exempt. A real property improvement other than a dwelling, including the land upon which such improvement is situated, made to such one acre or greater number of acres exempt from taxation pursuant to this subsection shall also be exempt from taxation so long as the principal use of the improvement is (i) to house or cover motor vehicles or household goods and personal effects as classified in subdivision A 14 of Virginia Code § 58.1-3503 and as listed in Virginia Code § 58.1-3504 or successor provisions and (ii) for other than a business purpose.

(d) For purposes of this exemption, real property of any surviving spouse of a member of the armed forces killed in action includes real property (i) held by a surviving spouse as a tenant for life, (ii) held in a revocable inter vivos trust over which the surviving spouse holds the power of revocation, or (iii) held in an irrevocable trust under which the surviving spouse possesses a life estate or enjoys a continuing right of use or support. The term does not include any interest held under a leasehold or term of years.

(e) In the event that (i) a surviving spouse is entitled to an exemption under this section by virtue of holding the property in any of the three ways set forth in subsection C and (ii) one or more other persons have an ownership interest in the property that permits them to occupy the property, then the tax exemption for the property that otherwise would have been provided shall be prorated by multiplying the amount of the exemption by a fraction that has 1 as a numerator and has as a denominator the total number of all people having an ownership interest that permits them to occupy the property.

(f) In the event that the principal residence is jointly owned by two or more individuals including the surviving spouse, and no person is entitled to the exemption under this section by virtue of holding the property in any of the three ways set forth in subsection C, then the exemption shall be prorated by multiplying the amount of the exemption by a fraction that has as a numerator the percentage of ownership interest in the dwelling held by the surviving spouse, and as a denominator, 100 percent.

3.17.020 Claimant's application, affidavit and certification of disability.

The veteran or surviving spouse claiming the exemption under SCC 3.17.010 shall file with the Commissioner of the Revenue in which the real property is located, on forms to be supplied by the city, an affidavit or written statement (i) setting forth the name of the disabled veteran and the name of the spouse, if any, also occupying the real property, (ii) indicating whether the real property is jointly owned by a husband and wife, and (iii) certifying that the real property is occupied as the veteran's principal place of residence. The veteran shall also provide documentation from the U.S. Department of Veterans Affairs or its successor agency indicating that the veteran has a 100 percent service-connected, permanent, and total disability. The veteran shall be required to refile the information required by this section if the veteran's principal place of residence changes or if there is a change in the veteran's disability rating. In the event of a surviving spouse of a veteran claiming the exemption, the surviving spouse shall also provide documentation that the veteran's death occurred on or after January 1, 2011.

167 Introduced:
168 Adopted:
169 Effective Date:

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175 ATTEST:_____

176 Suzanne F. Simmons,
177 Clerk of Council

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Ophie Kier, Vice Mayor

DRAFT

Ordinance No. 2019 - __

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 10.35.040, SALE, OF CHAPTER 10.35, ABANDONED VEHICLES, OF
TITLE 10, VEHICLES AND TRAFFIC, OF THE STAUNTON CITY CODE TO
ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY
THE GENERAL ASSEMBLY**

WHEREAS, the General Assembly of Virginia has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to the sale of abandoned vehicles to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Section 46.2-1201 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority to enact provisions and changes of the Staunton City Code regarding abandoned vehicles;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend Staunton City Code provisions relating to the sale of abandoned vehicles to align with the changes enacted to Section 46.2-1203 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 10.35.040, Sale, of the Staunton City Code be and hereby is amended as follows:

10.35.040 Sale.

(1) If an abandoned motor vehicle has not been reclaimed as provided for in SCC 10.35.030, the city or its authorized agent shall, notwithstanding the provisions of Section 46.2-617 of the Code of Virginia, sell the vehicle at public auction. For the purposes of this section, the term "public auction," when conducted by the city, shall include an Internet sale by auction. The purchaser of the vehicle shall take title to the vehicle free and clear of all liens and claims of ownership of others, shall receive a sales receipt ~~at the auction from the sale~~ and shall be entitled to, upon application therefor, pursuant to Section 46.2-603 of the Code of Virginia, a certificate of title and registration card therefor. The sales receipt at such a sale shall be sufficient title only for purposes of transferring the vehicle to a demolisher for demolition, wrecking or dismantling and, in such case, no further titling of the vehicle shall be necessary, however, such demolisher shall provide the Department of Motor Vehicles of the Commonwealth of Virginia acceptable documentation indicating that the vehicle has been demolished.

(2) From the proceeds of the sale of a vehicle under this section, the city or its authorized agent shall reimburse itself for the expenses of the auction, the cost of towing, preserving

48 and storing the vehicle, which resulted from placing the vehicle in custody, and all notice
49 and publication costs incurred pursuant to SCC 10.35.030. Any remainder from the
50 proceeds of sale shall be held for the owner of the vehicle or any persons having security
51 interests therein, as their interests may appear, for ~~90~~60 days, and then shall be deposited
52 into the treasury of the city.
53

54 In all other respects, the provisions of Chapter 10.35, Abandoned Vehicles, of
55 Title 10, Vehicles and Traffic, of the Staunton City Code remain the same and are hereby
56 restated, confirmed and reordained.
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61 Introduced: , 2019

62 Adopted: , 2019

63 Effective Date: , 2019
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66 _____
67 Ophie Kier, Vice Mayor
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69 ATTEST: _____
70 Suzanne F. Simmons, Clerk of Council
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Ordinance No. 2019 - __

**AN ORDINANCE REPEALING
CHAPTER 15.15 CERTIFICATION OF ELECTRICIANS, PLUMBERS, AND
BUILDING-RELATED MECHANICAL WORKERS,
OF TITLE 15 BUILDINGS AND BUILDING REGULATIONS,
OF THE STAUNTON CITY CODE
REGARDING THE CERTIFICATION OF ELECTRICIANS, PLUMBERS, AND
BUILDING-RELATED MECHANICAL WORKERS, TO ALIGN WITH
CHANGES TO THE CODE OF VIRGINIA AS ENACTED
BY THE GENERAL ASSEMBLY**

WHEREAS, the provisions of Chapter 15.15 of the Staunton City Code purport to regulate the certification of electricians, plumbers, and building-related mechanical workers by the building official pursuant to the provisions of former Code of Virginia Section 15.1-11.4;

WHEREAS, former Code of Virginia Section 15.1-11.4, which previously mandated the standards and provisions for the certification of electricians, plumbers, and building-related mechanical workers, has been repealed by the General Assembly of Virginia;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to repeal Chapter 15.15 of the City Code provision relating to the certification of electricians, plumbers, and building-related mechanical workers to reflect current law by which such occupations are regulated under the provisions of Code of Virginia Sections 54.1-100 *et seq.*;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Chapter 15.15 of the Staunton City Code is hereby repealed.

In all other respects, the provisions of Title 15, Buildings and Building Regulations, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: _____, 2019

Adopted: _____, 2019

Effective Date: _____, 2019

Ophie Kier, Vice Mayor

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ATTEST: _____
Suzanne F. Simmons, Clerk of Council

DRAFT

Ordinance No. 2019 - __

**AN ORDINANCE AMENDING, RESTATING, AND REORDAINING
SECTION 18.220.020, FEES ESTABLISHED,
OF CHAPTER 18.200, FEES,
OF TITLE 18, ZONING,
OF THE STAUNTON CITY CODE
TO EXEMPT PROJECTS OF THE CITY OF STAUNTON, VIRGINIA AND THE
SCHOOL BOARD OF THE CITY OF STAUNTON, VIRGINIA FROM ZONING-
RELATED FEES**

WHEREAS, it has been ascertained that Section 18.220.020 of the Staunton City Code merits updating to reflect explicitly an exemption from zoning-related fees imposed by the City of Staunton for building and construction projects of the City of Staunton, Virginia, and the School Board of the City of Staunton, Virginia;

WHEREAS, pursuant to Virginia Code Section 15.2-2286, localities may collect fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of a zoning ordinance;

WHEREAS, the Planning and Zoning Division of the Community Development Department of the City generally has a policy by practice of exempting zoning-related fees for any projects of the City of Staunton, Virginia, and of the School Board of the City of Staunton;

WHEREAS, it would serve the best interests of the City and its citizens to recognize explicitly the zoning-related fee exemptions;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 18.220.020 be and is hereby amended as follows:

18.220.020 Fees established.

(1) The fees for the following applications or permits are as follows:

Special use permit or rezoning application fee	\$250.00
Site plan submittal or resubmittal	\$200.00
Zoning official determination letter	\$75.00

DISCUSSION DRAFT 01.02.19

Variance application or appeal to BZA	\$200.00
Zoning permit fee	\$50.00

(2) Projects by and on property owned and operated by the City of Staunton, Virginia, or the School Board of the City of Staunton, Virginia, shall be exempt from such zoning-related fees.

In all other respects, the provisions of Section 18.220.020, Fees established, of Chapter 18.220, Fees, of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:

Adopted:

Effective Date:

Ophie Kier, Vice Mayor

ATTEST: _____
Suzanne F. Simmons
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Member: Steve Owen
Item #	8	
Ordinance #		
Department:	City Manager	
Council Vision:	Responsive, Efficient Government	
Subject:	Staunton City Council Retreat Report	

Background: On November 1 and 2, 2018, City Council conducted a retreat, facilitated by A. Tyler St. Clair. Ms. St. Clair's report to Council, including a revised statement of priorities, is attached. Some members of Council have indicated a desire to have another session to review the priorities.

City Manager's Recommendation: Discuss the report and provide further direction to staff.

Suggested Motion: Not applicable.

City Manager: Stephen F. Owen

Staunton City Council Retreat Report



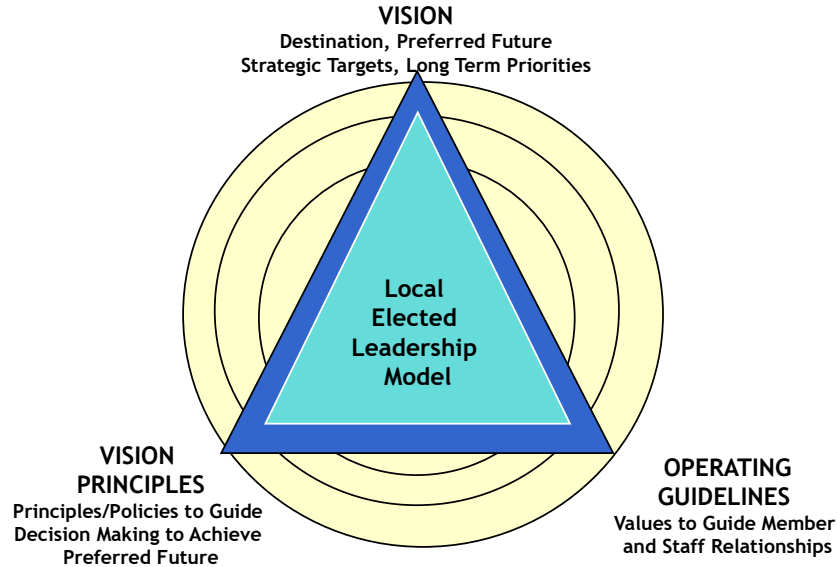
November 1-2, 2018
Montgomery Hall Park

A. Tyler St.Clair
205 Madison Street
Lynchburg, VA 24504
434-846-2428
ats6t@virginia.edu



Staunton City Council Retreat Report November 1-2, 2018 Montgomery Hall Park

LOCAL ELECTED LEADERSHIP MODEL



STAUNTON CITY COUNCIL MBTI

In addition to a values sharing exercise, Council had an informal review of the MBTI based on instrumentation from past Council retreats. In addition, Mr. Holmes took the MBTI for the session.

NAME	MBTI TYPE	TEMPERAMENT
Carolyn Dull	I N T P	NT
Ophie Kier	I S T P	SP
Jim Harrington	I N T J	NT
Terry Holmes	I S T P	SP
Brenda Mead	E N T J (self-reported)	NT
Andrea Oakes	E S F J	SJ
Erik Curren	unknown	
Steve Owen	E N F P	NF
Steve Rosenberg	E S T J	SJ
Ruth Turner Jones	unknown	



COUNCIL COMMUNITY ENVIRONMENT ASSESSMENT

Council Members worked in small groups to conduct an assessment of the community and its environment, working with the following questions:

Thinking about the City of Staunton in the most ideal state that it could be in 20 years from now, and keeping a possibility-oriented perspective . . .

- 1. What would we have to KEEP in order to achieve that ideal strategic state?*
- 2. What would we have to CHANGE in order to achieve that ideal strategic state?*

Orange Group

Ophie Keir, Brenda Mead, Andrea Oakes, Steve Owen, Tyler St.Clair (recorder)

Keep:

- Green spaces - we have more parks/public spaces than many communities our size
- The Arts - great variety of both performing and visual; the arts are very organic; the community takes care of art and it flourishes; success breeds success
- Vibrant downtown with restaurants, unique shopping, a tourist destination
 - Continued renovation of buildings; investment
 - New renovations - Black Swan, Clock Tower, Masonic building, etc.
- Growing opportunities for people to live downtown and stay downtown (i.e. Stonewall Jackson and the Blackburn Inn)
- Walkable Downtown - park in garage, walk to dinner, shopping, arts, antiques, cultural events
- Our history - preservation and investments in buildings, homes, and tours
- Sense of pride that we have in our appearance - rehabilitation of older buildings on the outside, with goods and services on the inside that are attractive
- Amtrak
- Farmer's Market
- Staunton Creative Community Foundation, which offers assistance with micro-loans, business plans, education, grants, and support/resources
- The "Calm" - the safety, peace, and serenity of the area where people associate with each other and there is wildlife and familiarity
- Quality City services
- Green Hills Industrial Park creates job opportunities (still has some land, though filling up fast)
- Quality of staff/exceptional people
- High quality, pure water and secure supply
- High quality governance with a functional City Council that is working to make things better, including a willingness to do relationship building
- Council works well with the School Board
- Garrett Smith is a "good guy" and has earned respect
 - He has high presence; he listens and takes action on what he hears
 - He is an innovator; he is creative
 - Has made some unexpected moves that are beneficial to the City
 - Failure is not an option
- SDDA offers creative programs and events; has worked hard to promote downtown and to fill storefronts; they "keep our diamond polished"
- Parks are award winning; Montgomery Hall Park is on the national registry - they provide opportunities for celebrations and for families to have recreation opportunities
- Strong sense of volunteerism - this helps to keep taxes low and provides opportunities for City

- Young people
- Promotion of Staunton and its opportunities - Mary Baldwin University, Woodrow Wilson, Downtown (which is like a Hallmark Christmas movie)

Change: (Note: items with an asterisk were comments received from citizens prior to the retreat)

- Though we are welcoming and open, we still have “socio-economic bubbles” - we need to proactively engage people with different views
- There is still a huge part of the community that doesn’t participate in what Staunton offers
 - What do we do to help all participate and enjoy this? There is still a disconnection.
 - This may not be the City’s job, but we have some part in trying to connect the community
 - Even when events are made available (i.e. Pay What You Will), people still don’t come
 - This may always be the case as individuals have different interests
 - We need to offer a variety of events that will connect all of the community (i.e. food trucks, different music venues, etc.)
 - We would like to eliminate “We/They”
 - I’d like to invite/broaden the audience to hear a variety of views
- Have people understand more about the impact of “tone deaf” people
 - This is going to take people sitting down to see the other person
 - Instead of that person being your adversary, gain acceptance
 - Different doesn’t mean bad; see things from others’ perspectives
- Make sure that Council is not becoming complacent
 - Play a more active role; reach out more into the community; more outreach
 - Have different Council Members go to meetings instead of the same one (where appropriate)
 - For some liaison assignments, it is important to have consistency in representation
 - Get more purposeful about every Council Member connecting to all parts of the community
 - Acknowledge that not everyone will come to a Council Meeting; be willing to go out and “walk the neighborhood” and solicit information in other ways
- We should consider feedback from citizens on the vision and priorities and “keep our hands on the pulse of the community”
- Expand future development at Staunton Crossings*
- See results for the level of taxes the community pays (see accomplishments)*
- City Hall needs to be more accessible (staff and Council)*
- Planning Commission needs to remember the neighborhoods (likely street paving issues)*
- Look at corridor overlay ordinances and how they affect businesses*
- Be on the forefront of the Opportunity Funds that are going to come available
 - 2017 Tax Act has created “Opportunity Zones” and we have 2 census tracts so designated
 - January 2019, we need to be ready to “hit the road” with a list of projects that we have identified (a list of projects may already exist)
 - Designate an area that would be good
 - Get out and get the investors lined up
 - There needs to be businesses that are willing to come in
 - Begin to develop the West end with businesses/housing/industry
 - Will have to manage the Downtown relationship so that opportunities are complementary
 - Develop talking points and counter arguments for Opportunity Zone critics
- Be proactive with Economic Development
 - Consider how industrial hemp could be a driver of growth for the West End
 - Provide research to ED Director that shows how industrial hemp may be an industry that will create jobs, attract people to the area, and drive economic development in the West End
- Continue to develop Staunton Crossings, including a campaign regarding how the Crossings and Downtown are complementary experiences
- Create opportunities to keep our young people here

Purple Group

Carolyn Dull, Jim Harrington, Terry Holmes, Steve Rosenberg, Ruth Jones Turner (recorder)

Keep:

- Parks, Mary Baldwin University, Blackfriars Theater, Heifetz
- Historic architecture
- Historic districts
- Aesthetic sensibility that makes all these possible
 - In the junctures that Staunton has faced where we could have chosen one over the other, Staunton has made the right call - Why? - Because the aesthetic sensibility was there.
 - Honoring/valuing the City's old architecture has served us well & we need to continue that
- Entrance corridor overlay (what other cities have done hasn't worked)
- Functional local government and regionalism (a keep and change)
- Engagement in local government; we have good engagement now
- Farmer's Market
- City staff (keep and improve)
- Support continuing education
- Continuing support for teachers; salaries are competitive (and new high school could help)
 - Teachers should be paid like other professionals
 - Help us get better teachers
- Downtown business district; support of small business
- Walkable and bike-able downtown and City (keep and improve)
- Art in the Park, festivals; our support of the festivals/event organizers
- Our location (though something we can't take credit for); we are a place that is blessed by a lot of physical, natural beauty
- Our forefathers and foremothers took seriously the importance of aesthetics in design and architecture
- Infrastructure
- Water resources
- 4 distinct seasons of equal length
- Friendliness of our town; sense of community
- Only part of the City is engaged, but they help others; continue that feeling of community
- Strong non-profit community
- Public transit (keep and improve)
- A strong system of public schools with private schools that all contribute in an important way
- Strong culinary scene
- Music - appreciation for willingness to pay for good food, music, and entertainment
- Strong tourism sector - one reason it is so successful is that when tourists come to Staunton, they go away thinking with pleasure about the interactions they have had here (i.e. meeting nice people, helpfulness, sense of pride in the community, etc.)
- Culture of always being helpful that comes from our rural tradition
- Historic Courthouse; the Courthouse outcome has been more of win than we could imagine
- Open communication and inclusiveness
- Strong state institutions like CCCA, Western State, VSDB, etc.
- Our open green spaces
- Reserve; prudent fiscal policies

Change:

- Challenges ahead (which are likely present in almost every city) - we have 3 or 4 "Stauntons"
 - Those who have more \$ and those that are blue collar
 - Those who showed up at the School Board meeting to talk about the name change was an eye opening experience
 - This is potentially a hazard in our future - a "sleeping giant"

- Old Staunton versus New Staunton (i.e. you have no right to an opinion if you were born here, work at MBU, or if you had a “well-to-do” job in NOVA and moved here with your liberal views)
- These differences are more evident than ever before
- “Old Staunton” feels it is not heard, these individuals feel left out and ignored and that all of these “elite” are taking over
- If a group in your city feels unheard, what is the proper response to them?
- How do we make people feel that they are part of the City? - We are willing to try anything to get them engaged
- Town hall meetings have been neglected; we need to create opportunities for people to talk to city leaders
 - Make it casual, perhaps 2 at a time
 - Appreciate what those that feel unheard do for the community
- Faster internet speed to help businesses
- Bring in smaller start-ups; consider how graduates from JMU and other local colleges could come here and draw them here
- Lower debt; reduce property taxes
- Improve and strengthen relationship with Mary Baldwin University; welcome new students/tours
- When opportunities come up to work together regionally, examine them.
 - MPO is a good example of successful regionalism
 - Look at what is sensible and efficient
 - Could school systems be combined? (Wish we could have combined city and county courts)
- Regional economic development - pattern of developers not taking that last step of setting up shop in the City; we want them to end up in Staunton
 - As an example, if we had a hemp processor willing to come to Staunton that was eligible for GoVA, we’d need another locality to sign on
 - We need revenue sharing
- There are sections of City that don’t have Comcast and need access to high speed internet
- Need more diversity in the makeup of our teachers, firefighters and more women in management positions; look at race and gender in our workforce
- Improve customer service
- Improve water lines
- Be careful of gentrification
- Begin to use solar in City/public buildings; use electric vehicles; solar energy at new high school
- Help residents utilizing septic tanks to connect to public sewer lines; it is costly for residents to hook up to sewer lines. Seek grant funding to help identify the number of homes affected.
- Transportation needs
 - The MPO sought approval for a shuttle service running to Charlottesville and back. Augusta County and Waynesboro didn’t join in this opportunity. It is inexcusable for our 3 localities not to spend \$ to make that route possible.
 - We should try running the shuttle for a year to see how it goes.
 - It is worth discussing again; we may have more need as the population ages
- Improve walkability in the city; add bike routes
- Need white collar jobs
- More retail
- Make it easier for people to improve their homes and not be forced out

STAUNTON CITY COUNCIL VISION REVIEW

Council read the vision aloud and considered minor changes to be made to reflect the Vision assessment and the city's current conditions and opportunities. Changes are reflected below in blue font. The Council requests that these changes be made on the website version of the Vision. Future Vision brochures should be re-issued to reflect the changes made at the retreat, including consistency in the capitalization of the word "city." The Council will need to re-adopt the Vision at a future meeting, perhaps in January 2019.

STAUNTON CITY COUNCIL VISION FOR 2025

STAUNTON CITY COUNCIL VISION FOR 2030

Adopted November 13, 2014, Reviewed November 2, 2018

Staunton is blessed by a palpable sense of creative energy that animates our civic life and enriches our culture. This creative energy is manifested in a vibrant arts scene, a future-oriented business environment, and a governance philosophy that honors the city's rich historical legacy while investing in an exciting future of innovation, growth, and resilience.

A Crossroads

Cradled between the misty Blue Ridge and the endless majesty of the Alleghenies, each morning for three centuries Staunton has greeted the dawn in one of the most beautiful places on earth.

As the Queen City of the Shenandoah Valley, Staunton has served as a crossroads where nature and urban life meet in the minds and hearts of our people, young and old, of different races and many creeds, who draw on the strength of their past to weather the challenges of the present in a quest to seize the opportunities of the future.

At a crossroads of trade and commerce, Staunton has long helped refine the bounty of the land into the wealth that built America. Today, Staunton offers a high quality of life with a high-speed connection to the global information economy that helps our entrepreneurs turn dreams into businesses.

At a crossroads of education and culture, Staunton has long hosted schools, colleges and all manner of institutions of learning and human benefit along with theatres, music festivals and art galleries. Today, Staunton actively supports the continued enrichment of all its citizens.

At a crossroads of America's pioneer past and its globalized future, Staunton remains committed to innovation.

We achieve this by concerted effort on:

Economic Development

Staunton's existing businesses are supported and contribute back to the community. Neighborhoods feature a balance of residences, markets, and other small shops that are walkable, convenient, and have unique character. Our downtown and revitalized entrance corridors are thriving and attractive commercial destinations. Aggressive recruiting, small business development, the use of new technology, and strategic investments assure Staunton a diverse employment base ranging from retail and hospitality to high technology, green technology, crafts industries, and government agencies. Young adults see Staunton as a progressive place to apply their skills, build their careers, and raise their families. Retirees provide the community with valued perspective and energy which include wisdom, life experience, and a desire to give back which contribute to our economic

success. The City's regional approach to tourism and new business recruitment is a model for success, efficiency, and cooperation.

Education

Staunton provides the best education in Virginia and is the leader within our region by recruiting, retaining and supporting the best teachers, providing superb facilities, and working with institutes of higher learning that train and educate our future leaders, workforce, and entrepreneurs. Our institutions afford the opportunity for all citizens to reach their highest potential through education and career training.

Culture

Staunton remains a vibrant, exciting, and welcoming community. Arts, performing arts, music, galleries, and museums are just a few of our attractions. [There are parks and recreational opportunities that cater to every interest for the outdoor enthusiast.](#) Restaurants offer an array of tempting food choices and atmosphere where regular entertainment is on tap. Festivals are held throughout the year that also serve to highlight the many cultural offerings of a diverse population. For the history enthusiast, the city's unique architecture as well as its fabled citizenry provide a rare glimpse into the past. Resources abound whether it's a visit to the Blackfriars Playhouse, Globe Theater ([remove Globe Theater](#)), Woodrow Wilson Presidential Library, Museum of American Frontier Culture, or Mary Baldwin [University](#). Rotating exhibits are held at the R.R. Smith Center for History and Art where local artists are featured and their works are highly collectible. Young international musicians are featured at the Heifetz Institute and the Staunton Music Festival attracts lovers of chamber music.

Inclusiveness

Staunton is proudly diverse and leverages its diversity and inclusivity as a great and sustaining strength. It is the premier place for all kinds of people to live and flourish. No one is left out and everyone has a voice in how the City is run. [We strive continually to improve Staunton's quality of life by involving all citizens.](#)

Resilience

Staunton enjoys an abundance of needed resources, both natural and engineered. Our water supply is pure and plentiful. Our air is clean. Citizens have adopted lifestyles that incorporate sustainability. We have developed independence through green energy creation, resourceful reuse and recycling of wastes, and productive redevelopment of important structures. Both citizens and City staff are educated and prepared for sudden catastrophic events, and Staunton has maintained adequate fund reserves to manage sudden change.

Responsive, Efficient Government

Local government in Staunton is distinguished by a successful partnership among citizens, City Council, and City staff. Stauntonians are invested and engaged in, and contribute to, the civic life of the city. As the birthplace of the Council/Manager form of government, the City continues a long tradition of professional administration, characterized by responsiveness to citizens of the city, prudent fiscal management, and the efficient and effective delivery of core services. The City leads in e-government and other innovation and is often called upon to share its success with other localities in the Commonwealth of Virginia and beyond.

Built Environment

Staunton's comprehensive plan, which includes a variety of ideas and solutions, guides us in our efforts to protect, preserve, and enhance the quality of life for all citizens. Staunton's land use policies encourage neighborhood development and redevelopment, making the city a model of growth balanced with preservation. The city enjoys livable, mixed-use communities and has housing affordable to a full range of households. Good roads for motor vehicles, bicycles, and pedestrians alike, as well as a comprehensive transit system, serve these communities. We benefit from planning that ensures that our public buildings and improvements leave a legacy for future generations, celebrate the dignity of the city, and meet future needs.



STAUNTON CITY COUNCIL 3-YEAR PRIORITIES TO ACCOMPLISH VISION FOR 2025

Identified September 26, 2014, Reviewed/Revised on November 2, 2018

Economic Development	
1	Aggressively recruit and secure favorable development for the Staunton Crossing site to include light manufacturing and/or mixed use (i.e. residential complex, office park, retail, restaurants) with a preference for employers with high-paying jobs <u>Continue, with revision below:</u> With a preference for employers with high-paying jobs, aggressively recruit and secure favorable development for the Staunton Crossing site to include light manufacturing and/or mixed use (i.e. residential complex, office park, retail, restaurants)
2	Prepare the Staunton Crossing site for development and work with developers in a way that secures the best competitive position for the city which may include: • Building the road • Demolishing buildings • Moving the State Police building and tower <u>Continue, with revision below:</u> Prepare the Staunton Crossing site for development and work with developers in a way that secures the best competitive position for the city which may include: • Extending the road • Demolishing buildings • Developing pad-ready sites as appropriate
3	Develop a strategy to support local businesses, including start ups and expansions, through incentives and consulting services to grow and hire more people with good paying jobs <u>Continue, with revision below:</u> Working in partnership with the Staunton Creative Community Fund and Staunton Downtown Development Association, maintain strategies to support local businesses, including start ups and expansions
4	Demonstrate our long term commitment to the corridor overlay plan by: • Enforcing and defending the ordinance as necessary • Bringing additional properties on each route into compliance, noting that the opportunity to model City's commitment only arises as properties improve or turn over • By bringing existing properties into voluntary compliance <u>Eliminate this priority, now addressed under #7</u>
5	Aggressively seek economic development for the city that achieves Council's vision <u>Eliminate this priority, addressed more specifically by other priorities</u>
6	Continue to support tourism activities <u>Continue</u>
7	Review ordinances that are related economic development to ensure that the city is business friendly (Departments of Economic Development, Planning and Inspections, and Engineering)

	<u>Continue, with revision below:</u> Review ordinances that are related economic development to ensure that the city is business friendly and aligned with Council's vision including: • Review of the Zoning Ordinance • Review of the Corridor Overlay Ordinance - Enforcing and defending the ordinance as necessary - Bringing additional properties on each route into compliance, noting that the opportunity to model City's commitment only arises as properties improve or turn over - Bringing existing properties into voluntary compliance
	Build and implement a strategy to attract private and non-profit investment, specifically in Staunton's Opportunity Zones, to include: • Identify properties (land/buildings) available for development • Identify potential projects • Develop a list of potential Opportunity Fund investors • Educate members of the community on the potential of Opportunity Funds <u>This is a new priority</u>

Education	
1	Provide funding to support the School Board's efforts to increase faculty and staff salaries to make the city competitive in the region <u>Continue with revision below:</u> Provide resources to support the School Board's efforts to attract and retain high quality employees
2	Secure funding for Lee High rehab/rebuild <u>Completed</u>
3	Explore/access a program to provide mortgage assistance to teachers, and other public employees <u>Eliminate</u> (Note: City Manager will ensure that the HR Director is aware of federal/state mortgage assistance programs already available to public service employees)

Culture	
1	Investigate ways to support seniors through the installation of exercise equipment in the parks <u>Completed</u>
2	Continue to support festivals with the provision of in-kind services <u>Continue</u>
3	Complete the hiking and biking trails from

	• Gypsy Hill Park to Montgomery Hall Park • City center to the Crossing Property (if possible) <u>Replace this priority with 2 new priorities as listed below:</u> Implement improvements consistent with the adopted Bicycle and Pedestrian Plan as funding becomes available. Review and adopt the Greenways Plan
4	Continue to support the primary efforts of organizations that are enhancing arts and culture in Staunton by providing instrumentalities and tools that local government can bring to bear for success • Globe Theatre project • Performing arts center <u>Continue, with revision below:</u> Continue to support the efforts of organizations that are enhancing arts and culture in Staunton

Inclusiveness	
1	Devise a proactive strategy to achieve more citizen engagement, including holding regular meetings (i.e. town meetings) with the public to include opportunities such as: • Know the heartbeat of our citizens • Share information about specific topics and acquire input • Meet in diverse communities to identify their main needs/devise ways to meet those needs • Begin to openly and honestly discuss our perceived differences, whether racial, religious, or class-based <u>Continue, with revision below:</u> Devise a proactive strategy to achieve more citizen engagement <u>Note:</u> Council determined that more discussion is needed on this priority and that a further revision may be necessary. City staff members are preparing to issue a citizen survey which will provide information about citizen perspectives/needs. Additionally, Council would like to schedule a work session following the citizen survey to further consider citizen engagement.
2	Review and modify as necessary all City policies to ensure that they are aligned to achieve inclusiveness <u>Continue, with revision below:</u> Review and modify as necessary all City policies to ensure that they are aligned to achieve inclusiveness, including attention to the diversity of staff and management and salary equity
3	Develop a strategy to further promote the role of diversity in the history and development of the city so that we enhance civic pride, instill ownership, and create momentum for the vision • Consider using partners to compile the history (i.e. Smith Center) • Communications manager can assist with various strategies <u>Continue, with revision below:</u> Enhance and support efforts to promote the complete and diverse history of the city so that we enhance civic pride, instill ownership among all citizens, and create momentum for the vision

4	Consider how we might honor Dr. Martin Luther King by naming a street after him <u>Completed</u>
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Resilience	
1	Continue to nurture growing local food economy through strategies such as the Farmer's Market, community kitchen, etc. <u>Continue, with revision below:</u> Continue to nurture the growing local food economy through strategies such as the Farmer's Market, community kitchen, food hub, etc.
2	Increase the reserve fund balance to 15% <u>Completed</u>
3	Explore ways in which we can cut the City's dependence on fossil fuels and provide information to Council on cost benefit/resources needed for strategies such as: • Installation of solar panels on a public building (i.e. demonstration of commitment) • Electric cars and natural gas vehicles • Electric vehicle charging stations <u>Continue, with revision below:</u> Explore ways in which we can cut the City's dependence on fossil fuels and provide information to Council on cost benefit/resources needed for strategies such as: • Installation of solar panels on a public building (i.e. demonstration of commitment) • Electric cars and natural gas vehicles, including public transit vehicles • Electric vehicle charging stations
4	Continue Council's effort to prevent hydraulic fracturing in the George Washington National Forest <u>Completed</u>
	Continue Council's engagement efforts to protect our water supply from the potential impact of the Atlantic Coast Pipeline or other threats <u>This is a new priority</u>

Responsive, Efficient Government	
1	Implement interactive on-line opportunities to engage citizens (i.e. 311, Mind Mixer) <u>Continue</u>
2	Move more transactions to the online environment and simplify City processes (i.e. tutorials, building permits, business licenses, bill paying) <u>Continue</u>

3	Engage the communications manager to enhance communication regarding City services and initiatives such as citizen engagement, budget, inclusiveness, etc. <u>Continue</u>
	Develop strategies to enhance Council's awareness of progress and engagement to include: • A strategy to enable Council to review/discuss progress on Council Priorities (i.e. possible mini-retreat) • A strategy for liaisons to report on the work that they are doing with commissions/boards <u>This is a new priority</u>

Built Environment	
1	Study changes to the City's land use policies and ordinances to enable more mixed use development and gradually implement those changes • Encourage developers to build developments that enable more self-sufficiency • Ensure that we do not overly restrict builders so that it is too expensive to build <u>Continue</u>
2	Continue to develop a long term financing strategy to ensure that we can meet major needs for public buildings that are not currently in the CIP <u>Continue</u>
3	Complete and extend the streetscape plan as funds allow <u>Continue</u>
4	Research the expansion/availability of public transit <u>Continue</u>
5	Implement policies that encourage the improvement, development, or replacement of blighted properties <u>Continue, with revision below:</u> Implement policies that encourage the improvement, development, or replacement of blighted properties, with consideration of: • Options that may become available through Opportunity Funds • More robust zoning enforcement • More aggressive schedule of delinquent tax sales
6	Work with Augusta County to ensure adequate court facilities in downtown Staunton and to create a framework for meeting future needs <u>Continue</u>



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Identified September 26, 2014, Reviewed/Revised on November 2, 2018

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6	Continue to support tourism activities <u>Continue</u>
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Culture	
1	Investigate ways to support seniors through the installation of exercise equipment in the parks <u>Completed</u>
2	Continue to support festivals with the provision of in-kind services <u>Continue</u>
3	Complete the hiking and biking trails from • Gypsy Hill Park to Montgomery Hall Park

	• City center to the Crossing Property (if possible) <u>Replace this priority with 2 new priorities as listed below:</u> Implement improvements consistent with the adopted Bicycle and Pedestrian Plan as funding becomes available. Review and adopt the Greenways Plan
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4	Consider how we might honor Dr. Martin Luther King by naming a street after him <u>Completed</u>
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	Continue Council's engagement efforts to protect our water supply from the potential impact of the Atlantic Coast Pipeline or other threats <u>This is a new priority</u>

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3	Engage the communications manager to enhance communication regarding City services and initiatives such as citizen engagement, budget, inclusiveness, etc. <u>Continue</u>
	Develop strategies to enhance Council's awareness of progress and engagement to include: • A strategy to enable Council to review/discuss progress on Council Priorities (possible mini-retreat) • A strategy for liaisons to report on the work that they are doing with commissions/boards <u>This is a new priority</u>

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2	Continue to develop a long term financing strategy to ensure that we can meet major needs for public buildings that are not currently in the CIP <u>Continue</u>
3	Complete and extend the streetscape plan as funds allow <u>Continue</u>
4	Research the expansion/availability of public transit <u>Continue</u>
5	Implement policies that encourage the improvement, development, or replacement of blighted properties <u>Continue, with revision below:</u> Implement policies that encourage the improvement, development, or replacement of blighted properties, with consideration of: • Options that may become available through Opportunity Funds • More robust zoning enforcement • More aggressive schedule of delinquent tax sales
6	Work with Augusta County to ensure adequate court facilities in downtown Staunton and to create a framework for meeting future needs <u>Continue</u>

City Council
WORK SESSION
December 13, 2018
5:45 p.m.

Council Members Present: Mayor Dull, Vice Mayor Kier, Council Members Curren, Harrington, Oakes, and Mead.

Council Members Absent: Council Member Holmes

The Mayor called the meeting to order at 5:45 p.m. and the invocation/moment of silence was given by Ms. Mead.

1. Consideration of Work Session and Regular Meeting Agendas

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

Ms. Mead moved to approve the Work Session agenda and the Regular Meeting agenda as presented.

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Dr. Harrington	aye	Dr. Curren	aye
Ms. Oakes	aye	Mayor Dull	aye
Vice Mayor Kier	aye	Mr. Holmes	aye
Ms. Mead	aye		

2. Discussion of Non-Exclusive Franchise Ordinance to Place Natural Gas Transmission Facilities within the City Public Rights-of Way

Doug Guynn, City Attorney, stated the City has been negotiating with Columbia Gas several years regarding a non-exclusive franchise ordinance on which action was to be taken at tonight's meeting. He noted the franchise is for a potentially 25-year non-exclusive term to provide natural gas service, utilizing streets, alleys and public rights-of-way for the maintenance, distribution and transmission of natural gas within and through the City.

Mr. Guynn stated the legal ad that the City advertised for bids to be received stated that bids must be submitted by December 11, 2018. He noted Columbia Gas did not submit a bid, but had sent an email to the Clerk of Council late on December 12, 2018 after 5:00 p.m. Mr. Guynn stated, since Columbia Gas is the only provider of natural gas, he suggested Council make a motion and defer action until the January 24, 2019 meeting. He stated that the motion would be in three parts and explained each part to Council.

Mayor Dull asked for clarification regarding the public hearing being continued. Mr. Guynn stated his recommendation is that Council adopt a motion that enlarges the time for the receipt of bids, continues the public hearing without opening it, and directs the Clerk of Council to give Columbia Gas and anyone else notice of what action Council took at tonight's meeting. Mr. Guynn stated this would avoid re-advertising, although if necessary, Columbia Gas would be expected to pay

for the advertisement again. He stated the City could honor what was stated as the deadline and Council could defer this tonight and take action at the January 24, 2019 meeting.

Mayor Dull stated that would be agreeable and asked Ms. Mead to read that motion at the Regular meeting.

This will be Item B on the Regular meeting agenda.

3. Discussion of Nine Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia and to Formalize in Law Certain Policy Exemptions from Fees

Mr. Guynn stated the Virginia General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to update aspects of the Staunton City Code. The proposed amendments will affect Titles 3, 5, 6, 13, and 15 of the City Code. He noted at Council's meeting on November 8, 2018, Council was presented with nine ordinances to make such amendments. He stated the proposed ordinances reflect additional editorial changes highlighted in yellow made since the November 8, 2018 meeting and that these very minor changes do not affect the substance of the ordinances.

This will be Item H on the Regular meeting agenda.

4. Discussion of an Ordinance to Amend Provisions of the Staunton City Code to Formalize in Law Certain Policy Exemptions from Fees

Mr. Guynn stated the proposed ordinance would explicitly have the City Code recognize exemptions for the City of Staunton and for the School Board of the City of Staunton from the City's Virginia Stormwater Management Program fees, Virginia Erosion and Sediment Control fees, and performance security bonds. While the City, through the Engineering Division of the Community Development Department, has a policy by practice of not imposing these fees for any projects of the City of Staunton, or the School Board of the City of Staunton, the City Attorney suggests that it promotes transparency to have all of these exemptions clearly stated in the City Code.

This will be Item I on the Regular meeting agenda.

5. Discussion of Four Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia

Mr. Guynn stated the Virginia General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to update aspects of the Staunton City Code.

Mr. Guynn stated at the meeting of the Planning Commission on December 5, 2018, the Commission was presented with four proposed ordinances to make such amendments. The proposed ordinances address changes that would affect Title 17, Subdivisions, and Title 18, Zoning, of the Staunton City Code. The Planning Commission held a public hearing on the four proposed ordinances and recommends approval of the ordinances to amend various provisions of the Staunton City Code to align with the Code of Virginia.

Mr. Guynn stated these four ordinances will be introduced at a public hearing to be held and asked Council to consider taking action at tonight's meeting.

This will be Item J on the Regular meeting agenda.

6. Overview of the Comprehensive Annual Financial Report – FY2018

Cameron McCormick, Interim Director of Finance, stated he was presenting the completed and audited FY2018 Comprehensive Annual Financial Report. He noted there were three documents from Brown Edwards he would be highlighting and one document that would need to be sent to the Auditor of Public Accounts.

Mr. McCormick referred Council to the FY2018 Comprehensive Annual Financial Report. He noted the Independent Auditor's Report stated they believed the financial reports presented are fair in all material respects. He directed Council to the Statement of Activities which is a good overview of what is happening within the City financially. He noted the largest expense is education followed by public safety. Mr. McCormick stated the report regarding the findings of the auditors considered the City to be a low-risk auditee, found no material weaknesses or significant deficiencies, and noted no findings or questioned costs related to either the federal award or the audit for the Commonwealth of Virginia.

Mr. McCormick stated the report regarding Comments on Internal Control and Other Suggestions for Your Consideration noted the City had received no current year comments. He noted the final report received was a letter known as Required Communication with Those Charged with Governance. He stated this explained the auditors found no difficulties performing the audit and found no material adjustments.

Dr. Harrington asked how much time the auditors typically spend reviewing the City's records. Mr. McCormick stated it takes approximately six months to prepare. Dr. Harrington congratulated the Finance Department on receiving a good report.

Mayor Dull asked if it was possible to receive a hard copy of the report. Mr. McCormick stated hard copies should be available by the first of the year.

Mr. McCormick stated Council would need to make a motion during the Regular meeting to accept the audit. He then thanked the Finance Department and Cindy Fitzgerald for their hard work.

This will be Item A on the Regular meeting agenda.

Mayor Dull reversed the order of the final two items on the Work Session agenda, the discussion concerning design guidelines for Staunton's Historic Districts and the closed meeting.

7. Closed Meeting for Discussion or Consideration of Possible Acquisition of Real Property for a Public Purpose

Ms. Mead moved to enter a closed meeting for discussion or consideration of the possible acquisition of real property for public purposes, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy pursuant to Virginia Code § 2.2-3711(A)(3).

The motion was seconded by Dr. Harrington and carried unanimously as follows:

Ms. Oakes	aye	Dr. Curren	aye
Vice Mayor Kier	aye	Mayor Dull	aye
Ms. Mead	aye	Dr. Harrington	aye

Ms. Mead 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 Dr. Harrington and carried unanimously as follows:

Vice Mayor Kier	aye	Mayor Dull	aye
Ms. Mead	aye	Dr. Harrington	aye
Dr. Curren	aye	Ms. Oakes	aye

8. Discussion of a Request by the City of Staunton to Adopt New Design Guidelines for the City's Historic Districts

Rodney Rhodes, Senior Planner, stated for Council's consideration during the Regular meeting will be the adoption of the Historic Districts Design Guidelines. He noted the City, with the help of Historic Staunton Foundation, applied for, and was awarded, a grant from the Virginia Department of Historic Resources last year as part of a cost share survey and planning grant program. That grant was for the creation of commercial guidelines for Staunton's Historic Districts. Architectural and planning firm, Frazier Associates, took the City's existing residential guidelines and merged them with new commercial and sign guidelines to create one new document. The Staunton Historic Preservation Commission has reviewed two drafts of the guidelines, and their suggested changes have been incorporated into the final draft. The final draft has been approved by the Virginia Department of Historic Resources and also by the Historic Preservation Commission.

Bill Frazier, representative of Frazier Associates, gave a PowerPoint presentation to Council providing an overview of the guidelines.

Mayor Dull commented on Mr. Frazier addressing paint colors and how the guidelines only suggest recommended colors.

Ms. Oakes asked Mr. Frazier if a lot of energy is lost through a chimney. Mr. Frazier replied there were ways to prevent air from leaking out.

Mayor Dull and Council members thanked Mr. Frazier for the presentation.

This will be Item G on the Regular meeting agenda.

The work session adjourned at 7:10 p.m.

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Suzanne F. Simmons
Clerk of Council

DRAFT

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, December 13, 2018
7:30 p.m.
Council Chambers

PRESENT: Carolyn W. Dull, Mayor
Ophie A. Kier, Vice Mayor
James L. Harrington
Erik D. Curren
Andrea Oakes
Brenda O. Mead

ABSENT: R. Terry Holmes

ALSO PRESENT: Stephen F. Owen, City Manager
Steven Rosenberg, Deputy City Manager
Douglas L. Guynn, City Attorney
Suzanne F. Simmons, Clerk of Council

Mayor Dull called the meeting to order. The Pledge of Allegiance was recited in unison.

MAYOR'S REPORT

Mayor Dull acknowledged students from Riverheads High School's Government class. She also recognized Boy Scout William Golding who is working on his merit badge for citizenship and communication.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Vice Mayor Kier stated the Nominations Committee had recently met, and he moved to make the following appointments:

Tourism Advisory Board – To appoint Charis Tucker to fill the unexpired term of Rachel Salatin, beginning December 13, 2018 and expiring December 31, 2019, and to appoint Jeff Ramsey to fill the unexpired term of Taylor Chenery, beginning December 13, 2018, and ending December 31, 2019.

Youth Commission – To appoint Susan Mace to a three-year term beginning December 13, 2018, and expiring December 12, 2021.

Blue Ridge Criminal Justice Board - To reappoint Judge Charles Ricketts, Peter Boatner, Steve Rosenberg, Jeffrey Gaines, and Matthew Robertson to another two-year terms each, beginning January 1, 2019, and ending December 31, 2021.

Board of Building Code Appeals – To reappoint Todd Fowler to another five-year term beginning January 1, 2019, and ending December 31, 2024.

Lewis Creek Committee – To reappoint William Crisp to another three-year term beginning January 1, 2019, and ending December 31, 2021.

The motion was seconded by Dr. Curren, and carried as follows:

Mayor Dull	aye	Dr. Harrington	aye
Vice Mayor Kier	aye	Ms. Mead	aye
Ms. Oakes	aye	Dr. Curren	aye

Mayor Dull encouraged citizens to view the City's website for vacancies on Boards and Commissions.

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of October 25, 2018.

The motion was seconded by Dr. Harrington and carried as follows:

Ms. Oakes	aye	Dr. Curren	aye
Ms. Mead	aye	Mayor Dull	aye
Dr. Harrington	aye	Vice Mayor Kier	aye

Ms. Oakes moved to approve the Special Called Meeting minutes of November 1, 2018, and the Special Called Meeting minutes of November 2, 2018.

Dr. Curren noted that he would be abstaining because he was absent for those meetings.

The motion was seconded by Dr. Harrington and carried as follows:

Ms. Mead	aye	Mayor Dull	aye
Dr. Harrington	aye	Vice Mayor Kier	aye
Dr. Curren	abstain	Ms. Oakes	aye

Ms. Oakes moved to approve the work session and regular meeting minutes of November 8, 2018.

The motion was seconded by Dr. Harrington and carried as follows:

Dr. Harrington	aye	Vice Mayor Kier	aye
Dr. Curren	aye	Ms. Oakes	aye
Mayor Dull	aye	Ms. Mead	aye

REGULAR MEETING

A. Presentation of the Comprehensive Annual Financial Report – FY 2018

Megan Argenbright of Brown Edwards & Company, L.L.P., the City's auditor, presented the FY2018 Comprehensive Financial Report (CAFR) and its findings.

Ms. Argenbright stated Cindy Fitzgerald and other Finance Department staff do an amazing job preparing the Comprehensive Annual Financial Report. The CAFR is prepared by the Finance Department and opined by the auditor. She expressed an unmodified opinion on the financial statements for FY2018. An unmodified opinion means that the City's CAFR is materially correct

in accordance with generally accepted accounting principles and may be relied upon by the users of the financial statements.

Mayor Dull recognized and thanked the Finance Department staff who were present at the meeting.

Ms. Oakes moved that City Council accept the Fiscal Year 2018 Comprehensive Annual Financial Report, as presented.

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

Dr. Harrington	aye	Vice Mayor Kier	aye
Dr. Curren	aye	Ms. Oakes	aye
Mayor Dull	aye	Ms. Mead	aye

B. Public Hearing and Consideration of Non-Exclusive Franchise Ordinance to Place Natural Gas Transmission Facilities within the City Public Rights-of-Way

Doug Guynn, City Attorney, stated this item had been intended for Council to consider formalizing a relationship with the company which provides natural gas transmission throughout the City. He noted there is only one company that has done that, Columbia Gas of Virginia, but he thought it was appropriate to try and give more definition in a formal way to that relationship. Mr. Guynn stated by law the City has to invite bids for the right given by the City to allow a company to use its public streets for their facilities.

Mr. Guynn stated procedurally the City is not in a place where that could occur at tonight's meeting, so he recommended that Council defer the matter until January, 2019 consistent with the motion he'd drafted and provided to Mayor Dull.

Ms. Mead moved that in light of the circumstances the time for submission of bids be retroactively enlarged to and including January 21, 2019, 5:00 p.m. local time, and the public hearing be continued to Council's regular session meeting on January 24, 2019, at 7:30 p.m., with the Clerk of Council to post notice of this action by Council and send such notice to Columbia Gas and any other bidder who may contact the City.

The motion was seconded by Dr. Curren and carried as follows:

Vice Mayor Kier	aye	Ms. Mead	aye
Dr. Harrington	aye	Dr. Curren	aye
Ms. Oakes	aye	Mayor Dull	aye

C. Public Hearing and Consideration of a Request by Shenandoah Valley Pike, LLC for a Special Use Permit to Allow Residential Use on the Ground Level at 29 Middlebrook Avenue

Rodney Rhodes, Senior Planner, stated Shenandoah Valley Pike LLC is requesting a Special Use Permit in order to create one dwelling unit on the ground level of the building located at 29 Middlebrook Avenue. The property is zoned B-2, General Business District, which permits living and sleeping quarters on the ground and basement levels only with a Special Use Permit. Mr. Rhodes noted the property is unique in that it has two ground floors. He noted there is a ground

floor along Byers Street, currently occupied by Shenandoah Hops, and also a ground floor along Middlebrook Avenue.

Mr. Rhodes stated the owners were requesting a Special Use Permit in order to construct a one-unit apartment above Shenandoah Hops which would be a second floor on Byers Street, but would be at the ground floor level on Middlebrook Avenue. Mr. Rhodes stated Council had approved earlier in the year an almost identical application for the floor above Byers Street Bistro.

Mr. Rhodes stated because of the uniqueness of the property, staff supports the approval of the Special Use Permit.

Mr. Rhodes stated at its meeting on October 18, 2018, Planning Commission held a public hearing on the matter and on a 5-0 vote, the Commission unanimously recommended approval of the Special Use Permit.

The Public Hearing was opened.

William Frazier, 755 Opie Street, stated he was the owner of the property. He noted the property already contains two apartments with high occupancy, but the current commercial space has not done well; therefore, he is requesting the Special Use Permit.

There being no one else wishing to speak, the Public Hearing was closed.

Dr. Harrington moved that Council approve the Special Use Permit for 29 Middlebrook Avenue, as recommended by the Planning Commission.

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

Mayor Dull	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Ms. Mead	aye
Dr. Harrington	aye	Dr. Curren	aye

D. Public Hearing and Consideration of a Request by Draper Aden Associates on behalf of the School Board of the City of Staunton for a Special Use Permit to Permit Expansion/Renovation of a School at 1301 North Coalter Street

Mr. Rhodes stated Draper Aden Associates, on behalf of the School Board of the City of Staunton, is requesting a Special Use Permit to expand the existing high school located at 1301 North Coalter Street. He noted the current building was constructed in 1967.

Mr. Rhodes stated the property is zoned Low Density Residential, R-1 and R-2. He noted schools are only permitted by Special Use Permit in residential districts thus requiring the public hearing.

Mr. Rhodes stated City Council has reviewed proposals of the renovation and expansion in detail. He noted the Special Use Permit review process looks at how the project will impact the surrounding properties and surrounding uses. Mr. Rhodes stated since the property has been utilized as a public school for over 50 years, the proposed expansion/renovation will not change the access points from the two streets, and there's no significant increase in student capacity, staff

does not feel this will have any significant or negative impacts on surrounding property; therefore, staff supports the approval of the Special Use Permit.

Mr. Rhodes stated the *City of Staunton Comprehensive Plan 2010 – 2030* designates this area as Public/Semi-Public, which would include school uses.

Mr. Rhodes stated at its meeting on October 18, 2018, Planning Commission held a public hearing on the matter. On a 5-0 vote, the Planning Commission unanimously recommended approval of the Special Use Permit.

The Public Hearing was opened.

There being no one wishing to speak, the Public Hearing was closed.

Ms. Oakes moved City Council approve the Special Use Permit for 1301 North Coalter Street, as recommended by the Planning Commission.

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

Dr. Harrington	aye	Dr. Curren	aye
Ms. Oakes	aye	Mayor Dull	aye
Ms. Mead	aye	Vice Mayor Kier	aye

E. Public Hearing and Consideration of a Request by Edward J. and Elaine D. Taetzsch for a Special Use Permit to Allow Living Quarters on the Ground Level at 409 North Augusta Street

Mr. Rhodes stated Edward J. and Elaine D. Taetzsch, owners of 409 North Augusta Street, are requesting a Special Use Permit in order to create one dwelling unit on the ground level of the building located at 409 North Augusta Street. He noted the property is located in the Stuart Addition Historic District of the City, across the street from Dupont Community Credit Union, and is zoned B-2, General Business District. The B-2 District permits living and sleeping quarters on the ground and basement levels of buildings only with a Special Use Permit. The structure was built in 1803, and appears to have been constructed as a single-family dwelling.

Mr. Rhodes stated all of the adjoining properties are zoned B-2, General Business District. The adjacent uses include Dupont Community Credit Union to the west, a single-family dwelling to the east, and apartments to the north and south. The use as a two-family dwelling would require two off-street parking spaces. The property includes a driveway which is sufficient to meet this requirement.

Mr. Rhodes stated staff recommended approval of the Special Use Permit with the condition that the use of the property shall be limited to single-family dwelling or two-family dwelling. He noted this was added as a proposed condition because of off-street parking. Mr. Rhodes stated the property has adequate off-street parking for two units only.

Mr. Rhodes stated the Planning Commission held a public hearing on December 5, 2018. On a 4-0 vote, the Commission unanimously recommended approval of the Special Use Permit with the

condition that the use of the property shall be limited to single-family dwelling or two-family dwelling as proposed by staff.

The Public Hearing was opened.

Elaine Taetzsch, owner of the property, stated they operated their business there for many years, but the property is better suited for a single-family dwelling.

There being no one else wishing to speak, the Public Hearing was closed.

Ms. Mead moved that Council approve the Special Use Permit for 409 North Augusta Street, as recommended by the Planning Commission.

The motion was seconded by Dr. Curren and carried as follows:

Ms. Oakes	aye	Mayor Dull	aye
Ms. Mead	aye	Vice Mayor Kier	aye
Dr. Curren	aye	Dr. Harrington	aye

F. Public Hearing and Consideration of a Request by GAE, LLC to Amend the City of Staunton, Virginia, Comprehensive Plan 2010-2030, Recommended Land Use Map, by Changing the Recommended Land Use Designation for 806 Hunter Avenue, Parcel #100767, from Medium Density Planned Residential to Recreation/Conservation/Open Space

Steve Rosenberg, Deputy City Manager, stated this matter concerns a 36-acre property near the intersection of Statler Boulevard and Richmond Avenue. He reminded Council that the City had been working with the limited liability company for several months to negotiate the terms of a conservation easement that would protect the property from further development. Mr. Rosenberg stated in order to facilitate the transaction it would be necessary that an amendment to the *Comprehensive Plan 2010 – 2030* be approved to change the designation on the Recommended Land Use Map, to the Open Space designation.

Mr. Rosenberg stated from the applicant's perspective, it's their preference that that change in the map designation not occur until the City is ready to present the conservation easement to City Council for approval. He stated this should happen within the first few months of the new year. Mr. Rosenberg stated what is being presented in the agenda briefing is a proposed motion which provides for that deferral, not to a specific date or a specific meeting, but by tying it together with the conservation easement and whatever date that it's brought to City Council.

Ms. Mead moved that Council's public hearing and consideration of the proposed amendment to the City's Comprehensive Plan be deferred to the date on which the proposed conservation easement is scheduled for consideration by Council, with such further notice as is required to fulfill requirements of state law.

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

Ms. Mead	aye	Vice Mayor Kier	aye
Dr. Curren	aye	Dr. Harrington	aye

293 Mayor Dull aye Ms. Oakes aye

294

295 **G. Public Hearing and Consideration of a Request by the City of Staunton to Adopt**
296 **New Design Guidelines for the City's Historic Districts**
297

298

298 Mr. Rhodes stated in 2017, the City, with the help of Historic Staunton Foundation, applied for,
299 and was awarded, a grant from the Virginia Department of Historic Resources for the creation of
300 commercial guidelines for Staunton's Historic Districts. He noted since 1996, the City has had
301 only residential guidelines for the historic districts.
302

303

303 Mr. Rhodes stated architectural and planning firm, Frazier Associates, took the City's existing
304 residential guidelines and merged them with new commercial and sign guidelines to create one
305 new document. Mr. Rhodes referred Council to the presentation by Mr. Frazier during the Work
306 Session.
307

308

308 Mr. Rhodes stated the Staunton Historic Preservation Commission has reviewed two drafts of the
309 guidelines, and their suggested changes have been incorporated into the final draft. He noted the
310 final draft has been approved by the Virginia Department of Historic Resources as well as the
311 Historic Preservation Commission. Mr. Rhodes stated the document is now being presented to
312 City Council for this approval.
313

314

314 Mr. Rhodes stated two public information sessions had been held before the Historic Preservation
315 Commission, and no one spoke in opposition. He noted the Staunton Downtown Development
316 Association was helpful in notifying business owners.
317

318

318 Mr. Rhodes stated the Planning Commission conducted a public hearing on December 5, 2018,
319 regarding the guidelines. He noted a lot of praise has been received, and the guidelines will be
320 very beneficial to staff and the Historic Preservation Commission, as well as property and business
321 owners. Mr. Rhodes stated on a 4-0 vote, the Commission unanimously recommended approval
322 of the new guidelines.
323

324

324 Ms. Mead stated there was nothing more important to the City than the guidelines by helping to
325 maintain the integrity of the City's history and architecture. She stated Mr. Frazier had noted that
326 in the past year Staunton has been noted in national publications approximately 40 times for the
327 nature and beauty of the City's architecture and the preservation work which has been done. She
328 thanked Mr. Frazier for the work that his firm has performed and was very supportive of what
329 Council was there to approve at tonight's meeting.
330

331

331 Mayor Dull stated the guidelines have shaped the downtown area, but so had the Queen City
332 Mischief and Magic festival.
333

334

334 The Public Hearing was opened.
335

336

336 Frank Strassler, 16 N. Washington Street, Executive Director of Historic Staunton Foundation,
337 thanked members of City Council, Planning Commission, staff and especially Frazier Associates.
338 He noted the donation of their time, talent and years of expertise in creating a phenomenal
339 document that would be a fantastic tool for property owners in the City's five historic districts. He
340 noted he was already using the guidelines and had helped several property owners.
341

Mr. Rhodes stated once the guidelines are adopted, staff is planning on notifying every property owner within the five historic districts of the new guidelines and to provide an on-line link to view them.

There being no one else wishing to speak, the Public Hearing was closed.

Dr. Curren moved that Council approve the *City of Staunton, Virginia Historic District Design Guidelines* as recommended by the Planning Commission and the Historic Preservation Commission.

Mayor Dull felt Frazier Associates were probably the most well known and the most expert in the state as well as the country. She noted Council appreciated their work and how the City's tourism revenue increased due to receiving national recognition.

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

Dr. Curren	aye	Dr. Harrington	aye
Mayor Dull	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Ms. Mead	aye

H. Consideration of Nine Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia and to Formalize in Law Certain Policy Exemptions from Fees

Doug Guynn, City Attorney, stated this item and the next two items fall into the category of ordinances that are simply intended to align the City Code wording and provisions with changes which have occurred in the Code of Virginia over the past several years.

Mr. Guynn stated this particular item included nine ordinances which Council considered at its November 8, 2018 meeting where it was introduced and a public hearing was held. He noted his recommendation was that Council adopt all nine ordinances.

Ms. Mead moved that Council adopt ordinances identified as Roman numerals I through IX, to include the additional editorial changes as highlighted since Council's November 8 meeting, to amend various provisions of the Staunton City Code to align with changes to the Code of Virginia and to formalize in law certain policy exemptions from fees.

The motion was seconded by Dr. Harrington and carried as follows:

Mayor Dull	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Ms. Mead	aye
Dr. Harrington	aye	Dr. Curren	aye

Ordinance No. 2018 - 15

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 3.10.015 PERSONAL PROPERTY TAX RELIEF, CHAPTER 3.10
TAXATION GENERALLY, OF TITLE 3, REVENUE AND FINANCE, OF THE
STAUNTON CITY CODE**

**TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted certain changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to personal property tax relief to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Section 58.1-3524 of the Code of Virginia, and Staunton City Charter Section 11, Third, the City Council has the authority to amend Section 3.10.015 of the City Code;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to personal property tax relief, consistent with the changes enacted to Section 58.1-3524 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 3.10.015, Personal Property Tax Relief, Chapter 3.10 Taxation Generally, of Title 3, Revenue and Finance, of the Staunton City Code be and hereby is amended as follows:

3.10.015 Personal property tax relief.

...

(3) Allocation of Relief Among Taxpayers

...

(d) Beginning with tax year 2016 any relief refunds provided to the City by the Commonwealth of Virginia will be applied to ensure that all of the tax attributable to the first \$20,000 of value on each qualifying vehicle leased by an active duty member of the United States military, his spouse, or both, pursuant to a contract requiring him, his spouse, or both to pay the tangible personal property tax on such vehicle. This applies only to a vehicle that would not be taxed in Virginia if the vehicle were owned by such military member, his spouse, or both.

In all other respects, the provisions of Section 3.10.015, Personal Property Tax Relief, Chapter 3.10 Taxation Generally, of Title 3, Revenue and Finance, of the Staunton City Code, remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons

Clerk of Council

Ordinance No. 2018 - 16

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTIONS 3.15.010, DEFINITIONS, AND 3.15.030, GENERAL ELIGIBILITY
REQUIREMENTS, OF CHAPTER 3.15, REAL ESTATE TAX EXEMPTION FOR
ELDERLY AND DISABLED PERSONS, OF TITLE 3, REVENUE AND FINANCE, OF
THE STAUNTON CITY CODE TO ALIGN WITH CHANGES TO THE CODE OF
VIRGINIA AS ENACTED BY THE GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to real estate tax exemptions for elderly and disabled persons to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Sections 58.1-3210 and 58.1-3212 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority to enact and change provisions of the Staunton City Code regarding real estate tax exemptions for elderly and disabled persons;

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

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Sections 3.15.010, Definitions, and Section 3.15.030, General Eligibility Requirements, of the Staunton City Code be and hereby are amended as follows:

3.15.010 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them by this section, unless another meaning shall clearly appear from the context:

“Affidavit” shall mean the real estate tax exemption affidavit provided for in this chapter.

“Dwelling” shall mean the sole residence of the person or persons claiming exemption under this chapter, and shall include any dwelling: held by an eligible person in conjunction with one or more other people as tenant or tenants for life or joint lives; held in a revocable inter vivos trust over which an eligible person with one or more other people hold the power of revocation; or held in an irrevocable trust under which an eligible person in conjunction with one or more other people possesses a life estate or an estate for joint lives or enjoys a continuing right of use or support.

490
491 ...
492
493 **3.15.030 General eligibility requirements.**
494
495 ...
496

497 (4) The total combined income received from all sources during the preceding calendar year by (a)
498 owners of the dwelling who use it as their principal residence, (b) owners' relatives who live in
499 the dwelling, except for those relatives living in the dwelling and providing bona fide caregiving
500 services to the owner whether such relatives are compensated or not, and (c) nonrelatives of the
501 owner who live in the dwelling except for bona fide tenants or bona fide ~~paid~~-caregivers of the
502 owner, whether compensated or not, does not exceed the sum of \$30,000; provided, however, that
503 the first \$2,500 of income of each relative, other than the spouse of the owner, who is living in
504 such dwelling shall not be included in such total.
505

506 (5) The net combined financial worth, including equitable interests, as of December 31st of the
507 immediately preceding calendar year, of the owner and of the spouse of the owner, excluding the
508 value of the dwelling and the land, not exceeding one acre, upon which it is situated, does not
509 exceed \$62,500.
510

511 In all other respects, the provisions of Chapter 3.15, Real Estate Tax Exemption for Elderly
512 and Disabled Persons, of Title 3, Revenue and Finance, of the Staunton City Code remain the same
513 and are hereby restated, confirmed and reordained.
514

515 Introduced: November 8, 2018

516 Adopted: December 13, 2018

517 Effective Date: December 13, 2018
518

519 /s/ Carolyn W. Dull

520 Carolyn W. Dull, Mayor
521
522

523 ATTEST: /s/ Suzanne F. Simmons

524 Suzanne F. Simmons, Clerk of Council
525

526 **Ordinance No. 2018 - 17**
527

528 **AN ORDINANCE AMENDING, RESTATING, AND REORDAINING**
529 **SECTIONS 3.30.020, ELECTRIC UTILITY CONSUMER TAX EXEMPTIONS, AND**
530 **3.30.030, LOCAL NATURAL GAS UTILITY CONSUMER EXEMPTIONS;**
531 **REPEALING SECTIONS 3.30.050, CONSUMER USE TAX UPON TELEPHONE**
532 **SERVICE AND 3.30.060, COLLECTION OF TAX;**
533 **AND ADDING SECTION 3.30.111, EXEMPTIONS, CHAPTER 3.30, TAX ON**
534 **PURCHASERS OF UTILITY SERVICE, OF TITLE 3, REVENUE AND FINANCE, OF**
535 **THE STAUNTON CITY CODE**
536 **TO ALIGN WITH VARIOUS CHANGES TO THE CODE OF VIRGINIA AS ENACTED**
537 **BY THE GENERAL ASSEMBLY**
538

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to consumer taxes to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Section 58.1-3814 of the Code of Virginia, the City has the authority and has continued to impose various taxes on purchases of utility-related services;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend Sections 3.30.020 and 3.30.030; repeal Sections 3.30.050 and 3.30.060; and to add a new section, 3.30.111, Exemptions, to reflect changes to the Code of Virginia regarding exemptions from taxes on purchases of utility services and the repeal of the consumer use tax upon telecommunications services;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Sections 3.30.020 and 3.30.030 be and hereby are amended and restated; Sections 3.30.050 and 3.30.060 are repealed; and Section 3.30.111 is added, to Chapter 3.30, Tax on Purchasers of Utility Service, of the Staunton City Code, as follows:

3.30.020 Electric utility consumer tax.

...

~~(2) Exemptions. The following consumers of electricity are exempt from the tax imposed by this section:~~

~~(a) The United States of America, the commonwealth and the political subdivisions thereof, including this jurisdiction.~~

...

3.30.030 Local natural gas utility consumer tax.

...

~~(2) Exemptions. The following consumers of natural gas shall be exempt from the tax imposed by this section:~~

~~(a) The United States of America, the commonwealth and the political subdivisions thereof, including this jurisdiction.~~

...

3.30.050 Consumer use tax upon telephone service. Repealed.

~~(1) There is hereby imposed and levied by the city a tax on all taxable purchases by a consumer of local telecommunications service, if the consumer's service address is located within the city in the amount of 20 percent of the monthly gross charge, exclusive of any federal tax thereon, made by the seller or service provider with respect to such purchase; provided, however, that such tax shall not exceed \$2.00 per month for residential users, or \$20.00 per month for commercial or industrial users.~~

~~(2) There is hereby imposed and levied a tax on all taxable purchases by a consumer of local mobile telecommunications service at a rate equal to 10 percent of the monthly gross charge, exclusive of~~

any federal tax thereon, to a consumer of local mobile telecommunications service and shall not be applicable to any amount so charged in excess of \$30.00 per month for each mobile telecommunications service number billed to a mobile service consumer, but in no case more than \$3.00 per month.

(3) Terms used in this section and the succeeding SCC 3.30.060 through and including SCC 3.30.090 shall have the meanings ascribed to them by Section 58.1-3812 of the Code of Virginia, 1950, as amended. Said definitions shall be applicable unless the context of this chapter clearly indicates to the contrary.

(4) Exemptions. The United States of America, the state and the political subdivisions, boards, commissions and authorities thereof are hereby exempted from the payment of the tax imposed and levied by this chapter with respect to the purchase of utility services used by such governmental agencies.

3.30.060 Collection of tax. Repealed.

(1) A service provider of local telecommunication services shall collect the tax from the consumer by adding the tax to the monthly gross charge for such services. The tax shall, when collected, be stated as a distinct item separate and apart from the monthly gross charge. Until the consumer pays the tax to the service provider, the tax shall constitute a debt of the consumer to the city of Staunton. If any consumer refuses to pay the tax, the service provider shall notify the commissioner of the revenue. After the consumer pays the tax to the service provider, the taxes collected shall be deemed to be held in trust by the service provider until remitted to the commissioner of the revenue.

(2) The commissioner of the revenue shall be responsible for collecting the tax imposed in SCC 3.30.050. The commissioner shall have the authority to adopt appropriate regulations and procedures to facilitate and expedite the collection of said taxes. All such regulations and procedures shall be consistent with state law and other provisions of this code.

3.30.111 Exemptions.

The taxes authorized by this chapter shall not apply to:

(1) The United States of America, the Commonwealth and the political subdivisions, boards, commissions and authorities thereof are hereby exempted from the payment of the tax imposed and levied by this chapter with respect to the purchase of utility services used by such governmental agencies;

(2) Utility sales of products used as motor vehicle fuels; and

(3) Natural gas used to generate electricity by a public utility as defined in Section 56-265.1 of the Code of Virginia, or an electric cooperative as defined in Section 56-231.15 of the Code of Virginia.

In all other respects, the provisions of Chapter 3.30, Tax on Purchasers of Utility Service, of Title 3, Revenue and Finance, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull
Carolyn W, Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons
Clerk of Council

Ordinance No. 2018 - 18

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 3.75.090, DISPLAY OF STAMPS - SEIZURE, CHAPTER 3.75 CIGARETTE
TAX, OF TITLE 3, REVENUE AND FINANCE, OF THE STAUNTON CITY CODE TO
ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to the seizure of property to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Section 19.2-386.2 of the Code of Virginia, Staunton and City Charter Section 11, Third, the City Council has the authority to amend Section 3.75.090 of the City Code;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to the seizure of property, consistent with the changes enacted to Section 19.2-386.2 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 3.75.090, Display of Stamps - Seizure, of Chapter 3.75, Cigarette Tax, Title 3, Revenue and Finance, of the Staunton City Code be and hereby is amended as follows:

3.75.090 Display of stamps – Seizure.

...

(9) An inventory of the property seized pursuant to a violation of this section shall be prepared and a copy shall be provided to the owner of the seized property as soon as practicable.

(10) When any property is seized for the purposes of forfeiture and an information naming that property has not been filed, neither the agency seizing the property nor any other law-enforcement agency may request, require, or in any manner induce any person who asserts ownership, lawful possession, or any lawful right to the property to waive his interest in or rights to the property until an information has been filed.

In all other respects, the provisions of Section 3.75.090, Display of Stamps - Seizure, of Chapter 3.75, Cigarette Tax, Title 3, Revenue and Finance, of the Staunton City Code, remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons

Clerk of Council

Ordinance No. 2018 - 19

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 5.05.180, ALCOHOLIC BEVERAGES, CHAPTER 5.05 BUSINESS,
PROFESSIONAL, OCCUPATION AND OTHER LICENSE TAXES, ARTICLE III,
OTHER LICENSES AND TAXES, OF TITLE 5, BUSINESS LICENSES AND
REGULATIONS, OF THE STAUNTON CITY CODE
TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to the annual license tax for the manufacturing, bottling, or selling of alcohol to align the Staunton City Code with the Code of Virginia;

WHEREAS, pursuant to Section 4.1-233 of the Code of Virginia, Staunton and City Charter Section 11, Third, the City Council has the authority to amend Section 5.05.180 of the City Code;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to the annual license tax for the manufacturing, bottling, or selling of alcohol, pursuant to the changes enacted to Section 4.1-233 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 5.05.180, Alcoholic Beverages, Chapter 5.05 Business, Professional, Occupation and Other License Taxes, Article III, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations, of the Staunton City Code be and hereby is amended as follows:

5.05.180 Alcoholic beverages.

1) Every person engaged in the manufacture, bottling, or selling of alcoholic beverages within the city shall pay for the privilege an annual license tax as follows:

(a) Alcoholic Beverages. For each:

(i) Distiller's license: if more than 5,000 gallons but not more than 36,000 gallons manufactured during such year, \$750; if more than 36,000 gallons manufactured during such year, \$1,000; and no local license shall be required for any person who manufactures not more than 5,000 gallons of alcohol or spirits, or both, during such license year;

(b) Beer. For each:

(i) Brewery license: ~~\$250.00~~; if not more than 500 barrels of beer manufactured during the year in which the license is granted, \$250, and if more than 500 barrels of beer manufactured during the year in which the license is granted, \$1,000;

(iv) Retail on-premises beer license for a hotel, restaurant, ~~or club~~ or other person and for each retail off-premises beer license: \$100.00; and

(d) Wine and Beer. For each:

(vii) Historic cinema house license, \$20;

(e) Mixed Beverages. For each:

(iii) Mixed beverage caterer's license: ~~\$100.00~~ \$500.00;

(f) Annual mixed beverage performing arts facility license, \$300.

In all other respects, the provisions of Section 5.05.180, Alcoholic Beverages, of Chapter 5.05, Business, Professional, Occupation and Other License Taxes, Article 111, Other Licenses and Taxes, of Title 5, Business Licenses and Regulations, of the Staunton City Code, remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons

Clerk of Council

Ordinance No. 2018 - 20

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 6.05.010, DEFINITIONS, OF CHAPTER 6.05, IN GENERAL, OF TITLE 6,
ANIMALS AND FOWL, OF THE STAUNTON CITY CODE TO ALIGN WITH
CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE GENERAL
ASSEMBLY**

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to the definition of “boarding establishment,” to align the Staunton City Code with the Code of Virginia related to companion animals;

WHEREAS, pursuant to Staunton City Charter Section 11, Third, and Section 3.2-6543 of the Code of Virginia, the City Council has the authority to amend provisions of Title 6, Animals and Fowl, of the City Code;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the Staunton City Code provisions relating to the definitions of “boarding establishment” consistent with the changes enacted to Section 3.2-6500 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 6.05.010, Definitions, of the Staunton City Code be and hereby is amended as follows:

6.05.010 Definitions.

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

...

“Boarding establishment” means a place or establishment other than a ~~pound or~~ public or private animal shelter where companion animals not owned by the proprietor are sheltered, fed, and watered in exchange for a fee. “Boarding establishment” shall not include any private residential dwelling that shelters, feeds, and waters fewer than five companion animals not owned by the proprietor.

...
In all other respects, the provisions of Chapter 6.05, In General, of Title 6, Animals and Fowl, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons, Clerk of Council

Ordinance No. 2018 - 21

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTIONS 6.25.010, DEFINITIONS, OF CHAPTER 6.25, HYBRID CANINES, OF
TITLE 6, ANIMALS AND FOWL, OF THE STAUNTON CITY CODE
TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly of Virginia has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to hybrid canines to align the City Code with the Code of Virginia;

WHEREAS, pursuant to Section 3.2-6582 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority to enact provisions and changes to the Staunton City Code regarding animal control in this regard;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the City Code provisions relating to hybrid canines consistent with the changes enacted to Section 3.2-6581 of the Code of Virginia regarding definitions applicable to hybrid canines and their confinement and responsible ownership;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 6.25.010, Definitions, of the Staunton City Code be and hereby is amended as follows:

6.25.010 Definitions.

As used in this chapter:

(1) "Adequate confinement" means that, while on the property of its owner and not under the direct supervision and control of the owner or custodian, a hybrid canine shall be confined in a humane manner in a securely enclosed and locked structure of sufficient height and design to (a) prevent the animal's escape; or if the hybrid canine is determined to be a dangerous dog pursuant to ~~SCC6.10.26~~ Section 3.2-6540 of the Code of Virginia, the structure shall prevent direct contact with any person or animal not authorized by the owner to be in direct contact with the hybrid canine; and (b) provide a minimum of 100 square feet of floor space for each adult animal. Tethering of a hybrid canine not under the direct supervision and control of the owner or custodian shall not be considered adequate confinement.

(2) "Hybrid canine" means any animal ~~which that is or can be demonstrated to be a hybrid of the domestic dog and any other species of the Canidae family; that at any time has been permitted, registered, licensed, or advertised as such; or that~~ at any time has been ~~or is permitted, registered, licensed, advertised or otherwise~~ described, represented, or ~~represented as a hybrid canine, wolf or coyote reported as such~~ by its owner to a licensed veterinarian, law-enforcement officer, animal control officer, humane investigator, official of the Department of Health, or ~~compliance officer who is under the direction of the~~ State Veterinarian's representative.

...

In all other respects, the provisions of Chapter 6.25, Hybrid Canines, of Title 6, Animals and Fowl, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

Ordinance No. 2018 - 22

**AN ORDINANCE AMENDING, RESTATING, AND REORDAINING
SECTION 13.15.060, CONNECTION CHARGES – CONNECTION FEES, OF
CHAPTER 13.15, IN GENERAL, OF DIVISION II. WATER SUPPLY; AND SECTION**

918 **13.40.030, CONNECTION AND FACILITY FEES, OF CHAPTER 13.40,**
919 **CONNECTIONS TO CITY SEWER SYSTEMS, OF DIVISION III. SEWERS AND**
920 **SEWAGE DISPOSAL, OF TITLE 13, ENVIRONMENT, OF THE STAUNTON CITY**
921 **CODE**
922 **TO EXEMPT PROJECTS OF THE CITY OF STAUNTON, VIRGINIA AND THE**
923 **SCHOOL BOARD OF THE CITY OF STAUNTON, VIRGINIA; AND CERTAIN**
924 **501(C)(3) ORGANIZATIONS FROM WATER FACILITY AND CONNECTION FEES,**
925 **AND SEWER FACILITY AND CONNECTION FEES**
926

927 **WHEREAS**, it has been ascertained that Sections 13.15.060 and 13.40.030 of the Staunton
928 City Code merit updating to reflect explicitly an exemption from water facility and connection
929 fees, and sewer facility and connection fees imposed by the City of Staunton, respectively, for
930 building and construction projects of the City of Staunton, Virginia, the School Board of the City
931 of Staunton, Virginia, and certain 501(c)(3) organizations;
932

933 **WHEREAS**, pursuant to Section 15.2-2119 of the Code of Virginia, and Staunton City
934 Charter, Section 11, Third, City Council has the authority to enact and change provisions of the
935 Staunton City Code regarding water and sewer facility and connection fees;
936

937 **WHEREAS**, the Public Works Department of the City generally has a policy by practice
938 of not imposing building utility connection and facility fees for any projects of the City of
939 Staunton, Virginia, or of the School Board of the City of Staunton, and City Council has a policy,
940 adopted August 12, 1992 but never codified, to exempt or waive building related permit fees and
941 utility connection and facility fees for property being developed by Habitat for Humanity;
942

943 **WHEREAS**, it would serve the best interest of the City and its citizens to recognize
944 explicitly the utility fee exemptions;
945

946 **WHEREAS**, this matter has been properly advertised, heard and considered; and
947

948 **WHEREAS**, these recitals are deemed an integral part of this ordinance.
949

950 **NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Staunton,
951 Virginia, that Sections 13.15.060 and 13.40.030 of Title 13, Environment, be and are hereby
952 amended as follows:
953

954 **13.15.060 Water Connection charges – Connection fees.**
955

956 ...

957
958 (1) Connection Fees
959

960 ...

961
962 (c) Projects on property owned and operated by the City of Staunton, Virginia or the
963 School Board of the City of Staunton, Virginia shall be exempt from water connection fees.
964

965 (d) Single-family residential projects in the City of Staunton that meet all of the following
966 criteria may also be considered for exemption from water connection fees; however, organizations

967 must submit a request for exemption from water connection fees which will then be considered by
968 Staunton City Council on a case-by-case basis using these criteria:

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

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

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

977
978 ...

979
980 (2) Water Off-Site Facilities Fee.

981
982 ...

983
984 (g) Projects on property owned and operated by the City of Staunton, Virginia or the School
985 Board of the City of Staunton, Virginia shall be exempt from water facility fees.

986
987 (h) Single-family residential projects which meet all of the following criteria may also be
988 considered for exemption from water facility fees; however, organizations must submit a request
989 for exemption from water facility fees which will then be considered by Staunton City Council on
990 a case-by-case basis using these criteria:

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

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

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

999
1000
1001 (g) Schedule of Water Facilities Fees.

1002 ...

1003
1004 (h) Total Connection and Facilities Fee.

1005 (i) The total fee due by the owner to the city shall be the appropriate facilities fee
1006 based on meter size and the connection fee. A connection fee shall be due for new
1007 connections only. Facilities fees shall be due for both new structures and additions to
1008 existing structures which add one-half equivalent dwelling units (EDU) or more to an
1009 existing structure.

1010
1011 The EDU, as set forth herein, shall be considered the same as the equivalent dwelling
1012 connection (EDC) as defined and derived in the latest Virginia Health Department
1013 Waterworks Regulations.
1014

The facilities fee due shall be determined, first, by establishing the EDU demand on the system, and second, by the meter size set forth in subsection (2)(~~hi~~) of this section, which will accommodate such demand. Such fee is due regardless of need for change to an existing water meter.

...

13.40.030 Sewer Connection and facilities fees.

(1) Connection Fees.

...

(c) Projects on property owned and operated by the City of Staunton, Virginia or of the School Board of the City of Staunton, Virginia shall be exempt from sewer connection fees.

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

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

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

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

...

...

(2) Sewer Off-Site Facilities Fee.

...

(g) Projects on property owned and operated by the City of Staunton, Virginia or of the School Board of the City of Staunton, Virginia shall be exempt from sewer facility fees.

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

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

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

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

...

(~~g~~i) Schedule of Sewer Facilities Fees.

...

(i) The total fee due by the owner to the city shall be the appropriate facilities fee and the connection fee. A connection fee shall be due for new connections only. Facilities fees shall be due for both new structures and additions to existing structures which add one-half equivalent dwelling units (EDU) or more to an existing structure. The EDU, as set forth herein, shall be considered the same as the equivalent dwelling connection (EDC) as defined and derived in the latest Virginia Health Department Waterworks Regulations. The facilities fee due shall be determined, first, by establishing the EDU demand on the system, and second, by the meter size set forth in subsection (g) of this section, which will accommodate such demand. Such fee is due regardless of need for change to an existing water meter.

... In all other respects, the provisions of 13.15.060 and 13.40.030 of Title 13, Environment, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons

Clerk of Council

Ordinance No. 2018 - 23

**AN ORDINANCE AMENDING, RESTATING, AND REORDAINING
SECTION 15.10.120, PERMIT FEES,
OF CHAPTER 15.10, BUILDING CODE,
OF TITLE 15, BUILDINGS AND BUILDING REGULATIONS,
OF THE STAUNTON CITY CODE
TO EXEMPT PROJECTS OF THE CITY OF STAUNTON, VIRGINIA AND THE
SCHOOL BOARD OF THE CITY OF STAUNTON, VIRGINIA; AND CERTAIN
501(C)(3) ORGANIZATIONS FROM BUILDING PERMIT FEES**

WHEREAS, it has been ascertained that Section 15.10.120 of the Staunton City Code merits updating to reflect explicitly an exemption from permit fees imposed by the City of Staunton for building and construction projects of the City of Staunton, Virginia and the School Board of the City of Staunton, Virginia, and certain 501(c)(3) organizations;

WHEREAS, pursuant to Virginia Code Section 36-105, local building departments are responsible for the enforcement of the provisions of the Virginia Uniform Statewide Building Code and the issuance of permits;

WHEREAS, the Building Services Division of the Community Development Department of the City generally has a policy by practice of not imposing building permit fees for any projects of the City of Staunton, Virginia, or of the School Board of the City of Staunton, and City Council has a policy, adopted August 12, 1992 but never codified, to exempt or waive building related permit fees and utility connection and facility fees for property being developed by Habitat for Humanity;

WHEREAS, it would serve the best interest of the City and its citizens to recognize explicitly the building fee exemptions;

WHEREAS, this matter has been properly advertised, heard and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 15.10.120 be and is hereby amended as follows:

15.10.120 Permit fees.

...

(2) Projects on property owned and operated by the City of Staunton, Virginia or the School Board of the City of Staunton, Virginia shall be exempt from such building permit fees.

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

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

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

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

...

In all other respects, the provisions of Section 15.10.120, Permit fees, of Chapter 15.10, Building Code, of Title 15, Buildings and Building Regulations, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: November 8, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons
Clerk of Council

I. Introduction, Public Hearing, and Consideration of an Ordinance to Amend Provisions of the Staunton City Code to Formalize in Law Certain Policy Exemptions from Fees

Mr. Guynn stated the proposed ordinance was for introduction, a public hearing, and consideration. He noted the ordinance would exempt the City of Staunton itself and the School Board of the City of Staunton from the City's Virginia Stormwater Management Program fees, Virginia Erosion and Sediment Control Program fees, and performance security bonds. Mr. Guynn stated he was recommending that Council introduce the ordinance, conduct a public hearing, and then consider adopting the ordinance as presented tonight.

The Public Hearing was opened.

There being no one wishing to speak, the Public Hearing was closed.

Dr. Harrington moved that Council adopt the proposed ordinance identified as Roman numeral X to amend various provisions of the Staunton City Code to formalize in law certain policy exemptions from fees.

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

Dr. Curren	aye	Dr. Harrington	aye
Mayor Dull	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Ms. Mead	aye

Ordinance No. 2018 - 24

**AN ORDINANCE AMENDING, RESTATING, AND REORDAINING
SECTION 13.05.050, PERMIT APPLICATION PROCEDURES, REVIEW
PROCEDURES, AND REVIEW FEES, OF CHAPTER 13.05, IN GENERAL, AND
SECTION 13.05.060, PERFORMANCE BONDS,
OF TITLE 13, ENVIRONMENT,
OF THE STAUNTON CITY CODE
TO EXEMPT PROJECTS OF THE CITY OF STAUNTON, VIRGINIA, AND THE
SCHOOL BOARD OF THE CITY OF STAUNTON, VIRGINIA, FROM VIRGINIA
EROSION AND SEDIMENT CONTROL PROGRAM FEES, STORMWATER
MANAGEMENT PROGRAM FEES, AND PERFORMANCE SECURITY BONDS**

WHEREAS, it has been ascertained that Sections 13.05.050 and 13.05.060 of the Staunton City Code merit updating to reflect explicitly an exemption from Virginia Stormwater Management Program fees, Virginia Erosion and Sediment Control Program fees, and

performance security bonds for projects of the City of Staunton or of the School Board of the City of Staunton;

WHEREAS, pursuant to Staunton City Charter Section 11, Third, the City Council has the authority to amend Sections 13.05.050 and 13.05.060 of the Staunton City Code;

WHEREAS, the City, through the Engineering Division of the Community Development Department, generally has a policy by practice of not imposing Virginia Stormwater Management Program fees, Virginia Erosion and Sediment Control Program fees, or performance security bonds for any projects of the City of Staunton, Virginia, or of the School Board of the City of Staunton;

WHEREAS, it would serve the best interest of the City and its citizens to recognize explicitly the fee exemptions;

WHEREAS, this matter has been properly advertised, heard and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Sections 13.05.050 and 13.05.060 be and are hereby amended as follows:

13.05.050 Permit application procedures, review procedures and review fees.

...

(2) Permit Fees.

...

(i) Projects on property owned and operated by the City of Staunton, Virginia or the School Board of the City of Staunton, Virginia shall be exempt from such City of Staunton Virginia Stormwater Management Program fees and Virginia Erosion and Sediment Control Program fees.

...

13.05.060 Performance bonds.

...

(8) Projects on property owned and operated by the City of Staunton, Virginia or the School Board of the City of Staunton, Virginia shall be exempt from such performance bond requirements.

In all other respects, the provisions of Sections 13.05.050 and 13.05.060, of Chapter 13.05, In General, of Title 13, Environment, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: December 13, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

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/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons
Clerk of Council

J. Introduction, Public Hearing and Consideration of Four Ordinances to Amend Various Provisions of the Staunton City Code to Align with Changes to the Code of Virginia

Mr. Guynn stated the four proposed ordinances related to subdivisions and zoning to align the City Code language with changes that had been made by the General Assembly over several years in the Code of Virginia.

Mr. Guynn stated the ordinance designated at Roman numeral XI provides for mandatory submission of preliminary subdivision plats for tentative approval and also speaks to other aspects of approval of plats. The ordinance designated as Roman numeral XII protects certain activities of agricultural operations from local regulation. The ordinance designated as Roman numeral XIII requires the City as the Code of Virginia requires to give consideration to the need for reasonable modification in accordance to what is known as the ADA or the Americans With Disabilities Act when it comes to preparing a zoning ordinance. The ordinance designated as Roman numeral XIV amends recodified statutory references to the Code of Virginia.

Mr. Guynn stated these ordinances are in effect housekeeping ordinances, and he recommended that Council let them to be introduced, a public hearing to be held, and that Council consider taking action tonight to adopt them.

The Public Hearing was opened.

There being no one wishing to speak, the Public Hearing was closed.

Dr. Harrington moved that Council adopt ordinances identified as Roman numerals XI through XIV to amend various provisions of the Staunton City Code to align with changes to the Code of Virginia.

The motion was seconded by Dr. Curren and carried as follows:

Mayor Dull	aye	Ms. Oakes	aye
Vice Mayor Kier	aye	Ms. Mead	aye
Dr. Harrington	aye	Dr. Curren	aye

Ordinance No. 2018 - 25

AN ORDINANCE AMENDING, RESTATING AND REORDAINING

**SECTION 17.10.020, PRELIMINARY LAYOUT – REQUIRED – SCALE – CONTENTS,
OF CHAPTER 17.10, PLATS, OF TITLE 17, SUBDIVISIONS OF THE STAUNTON
CITY CODE TO ALIGN WITH CHANGES
TO THE CODE OF VIRGINIA AS ENACTED BY THE GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to the submission of preliminary subdivision plats;

WHEREAS, pursuant Section 15.2-2240 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority enact and change provisions of the Staunton City Code regarding the subdivision of land and its development;

WHEREAS, the Planning Commission recommends this proposed ordinance to City Council, pursuant to the requirements of Section 15.2-2285(B) of the Code of Virginia;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the Staunton City Code provisions relating to the submission of preliminary subdivision plats consistent with the changes enacted to Section 15.2-2260 of the Code of Virginia by the General Assembly;

WHEREAS, this matter has been properly advertised, heard and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 17.10.020, Preliminary Layout – Required – Scale – Contents, of the Staunton City Code be and hereby is amended as follows:

17.10.020 Preliminary layout – Required – Scale – Contents.

Whenever any subdivision of land is proposed involving more than 50 lots, and before any permit for the erection of a structure shall be granted, the subdivider or agent shall apply in writing to the planning commission for approval of the subdivision plat and submit the required number of paper copies and a digital copy of the preliminary subdivision plat lot, street and utilities layout. For any subdivision of land involving 50 or fewer lots, a preliminary subdivision plat conforming to the requirements of this section may be submitted for tentative approval at the option of the landowner. The preliminary plat layout shall be at a scale of not more than 100 feet to the inch and shall show the following:

...

In all other respects, the provisions of Chapter 17.10, Plats, of Title 17, Subdivisions, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: December 13, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

Ordinance No. 2018 - 26

**AN ORDINANCE AMENDING, RESTATING AND REORDAINING
SECTION 18.95.030, REQUIRED AND PERMITTED USES, OF CHAPTER 18.95, A-1
AGRICULTURAL-FORESTAL DISTRICT, OF TITLE 18, ZONING,
OF THE STAUNTON CITY CODE
TO ALIGN WITH CHANGES TO THE CODE OF VIRGINIA AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly has enacted certain changes to the Code of Virginia which merit amendments to the Staunton City Code relating to the permitted activities of agricultural operations;

WHEREAS, pursuant Sections 15.2-2280 and 15.2-4303 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority to enact and change provisions of the Staunton City Code;

WHEREAS, the Planning Commission recommends this proposed ordinance to City Council pursuant to the requirements of Section 15.2-2285(B) of the Code of Virginia;

WHEREAS, the City Council finds that it is in the interest of the City and its citizens to amend the Staunton City Code provisions relating to the permitted activities of agricultural operations pursuant to the changes enacted to Section 15.2-2288.6 of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 18.95.030, Required and Permitted Uses, of the Staunton City Code be and hereby amended as follows:

18.95.030 Required and permitted uses.

(1) Required Uses. Land included within the districts under this chapter shall be used solely for agricultural products, agricultural productions, forestal products, and forestal production, except as otherwise specifically limited or permitted, and shall continuously be so used to manifest active, bona fide agricultural and forestal production of a significant nature and degree. By July 1st of each year, each owner of land in a district shall file with the assessor for the city of Staunton an affidavit, in a form specified by the assessor, that verifies the use of the land within the district satisfies these conditions. Absent timely filing of a properly completed affidavit, land included in a district shall be regarded as suspended from inclusion in the district for the following calendar year for purposes of qualification for an agricultural or forestal use-value assessment pursuant to Article 4 (Section 58.1-3229 et seq.) of Chapter 32 of Title 58.1 of the Virginia Code.

(2) Other Permitted Uses. Construction and placement of dwellings for persons who earn a substantial part of their livelihood from farm or forestry operations on the same property, or for members of the immediate family of the owner, and divisions of parcels for dwellings of such immediate family members shall be permitted subject to the following limitations and regulations:

(a) Any new dwelling permitted hereunder must be located on a platted lot approved in accordance with the provisions of SCC 17.10.070, Minor subdivision plats.

(b) Minimum lot area: one acre.

(c) Maximum lot coverage: 10 percent.

(d) Lots must abut at least 30 feet on a public or private street.

(e) All buildings on a lot must be set back at least 100 feet from the front lot line, 50 feet from the rear lot line, and 50 feet from the side lot lines.

(f) Dwellings shall not exceed 35 feet or two and one-half stories, whichever is greater. All other buildings or structures, unless exempted by Chapter 18.115 SCC, shall not exceed one story or 15 feet, whichever is greater.

(3) Nothing herein shall prohibit the carrying out of agritourism activities, as defined in Section 3.2-6400 of the Code of Virginia, or other activities in accordance with Section 15.2-2288.6 of the Code of Virginia, on the land within these districts, except to the extent such activities substantially impact the health, safety, or general welfare of the public as further identified by the City Council in this code, or constitute a nuisance as defined in this code or in § 15.2-900 of the Code of Virginia.

In all other respects, the provisions of Chapter 18.95, A-1 Agricultural-Forestal District, of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: December 13, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

Ordinance No. 2018 - 27

AN ORDINANCE

AMENDING, RESTATING AND REORDAINING SECTION 18.200.010 OF CHAPTER 18.200, BOARD OF ZONING APPEALS OF TITLE 18, ZONING, OF THE STAUNTON CITY CODE

**TO ALIGN WITH CHANGES TO THE VIRGINIA CODE AS ENACTED BY THE
GENERAL ASSEMBLY**

WHEREAS, the General Assembly of Virginia has enacted changes at various times to the Code of Virginia which merit amendments to the Staunton City Code relating to variances;

WHEREAS, pursuant Section 15.2-2280 of the Code of Virginia and Staunton City Charter Section 11, Third, the City Council has the authority to enact and change provisions of the Staunton City Code regarding zoning;

WHEREAS, the Planning Commission recommends this proposed ordinance to City Council, pursuant to the requirements of Section 15.2-2285(B) of the Code of Virginia;

WHEREAS, this matter has been properly advertised, heard and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 18.200.010 of Title 18, Zoning, be and hereby is amended as follows:

18.200.010 Variances.

(1) A variance from the Staunton City Code may be granted to allow, in accordance with the Code of Virginia, certain reasonable deviations from those provisions of the ordinance regulating the shape or area of a lot or parcel of land or the size, height, area, bulk, or location of a building or restrict the utilization of the property, and such need for a variance would not be shared generally by other properties, and provided such variance is not contrary to the purpose of the ordinance.

(2) Standards for Variances. The applicant for a variance has the burden of proof to prove by a preponderance of the evidence that the application meets the standards for a variance set forth in the Code of Virginia, and a variance permit shall be granted if the evidence shows that all of the following criteria are met:

(a) The strict application of the terms of the zoning code would unreasonably restrict the utilization of the property or the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the zoning code; and or alleviate a hardship by granting a reasonable modification to a property or improvements thereon requested by, or on behalf of, a person with a disability; and

...

(k) Any variance granted to provide a reasonable modification to a property or improvements thereon requested by, or on behalf of, a person with a disability may expire when the person benefited by it is no longer in need of the modification to such property or improvements provided by the variance, subject to the provisions of state and federal fair housing laws, or the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), as applicable. If a request for a reasonable modification is made and is appropriate under the provisions of state and federal fair housing laws, or the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131 et seq.), as applicable, such request shall be granted unless a variance from the board of zoning appeals under this section is required in order for such request to be granted.

...
In all other respects, the provisions of Chapter 18.200, Board of Zoning Appeals, of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: December 13, 2018
Adopted: December 13, 2018
Effective Date: December 13, 2018

/s/ Carolyn W. Dull
Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons
Suzanne F. Simmons, Clerk of Council

Ordinance No. 2018 - 28

**AN ORDINANCE TO AMEND
SECTION 18.215.070, CONDITIONAL ZONING,
OF CHAPTER 18.215, AMENDMENTS, OF TITLE 18, ZONING,
OF THE STAUNTON CITY CODE
TO SUBSTITUTE "15.2-2286 THROUGH 15.2-2311"
FOR "15.1-491 THROUGH 15.1-496.1"
TO UPDATE RECODIFIED REFERENCES TO THE CODE OF VIRGINIA**

WHEREAS, it has been ascertained that Section 18.215.070 of the Staunton City Code refers to Sections "15.1-491 through 15.1-496.1" of the Code of Virginia that have since been recodified to Sections "15.2-296 through 15.2-2303.4";

WHEREAS, editorial correction is merited to avoid misunderstanding or misapprehension, correcting the Virginia Code statutory references;

WHEREAS, the Planning Commission of the City of Staunton, Virginia recommends this proposed ordinance to the Council of the City of Staunton;

WHEREAS, this matter has been properly advertised, heard, and considered; and

WHEREAS, these recitals are deemed an integral part of this ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton, Virginia, that Section 18.215.070 of Title 18, Zoning, of the Staunton City Code be and is hereby amended as follows:

18.215.070 Conditional zoning.

An application for conditional zoning shall be considered and administered in accordance with ~~Sections 15.1-491 through 15.1-496.1~~ Sections 15.2-2296 through 15.2-2303.4 of the Code

of Virginia, 1950, as amended, and said sections are incorporated herein as a part hereof to the same extent and purpose as though such sections were herein set out in full. The administrator is hereby vested with all necessary authority to administer and enforce such conditions and restrictions.

In all other respects, the provisions of Section 18.215.070, Conditional Zoning, of Chapter 18.215, Amendments, of Title 18, Zoning, of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced: December 13, 2018

Adopted: December 13, 2018

Effective Date: December 13, 2018

/s/ Carolyn W. Dull

Carolyn W. Dull, Mayor

ATTEST: /s/ Suzanne F. Simmons

Suzanne F. Simmons, Clerk of Council

Matters from the City Manager

Mr. Owen stated he felt compelled to offer encouragement to the Boy Scout in attendance. He noted approximately 50 years ago he was working on the only merit badge he received.

He then wished everyone a Merry Christmas and a Happy New Year.

Matters from the Public

Baldwin Jennings, 332 Sharon Lane, stated the City did a good job cleaning up after the recent ice storm, but there was still a lot of debris left. He asked what the timeline was for the City to finish cleaning it up. Mr. Owen stated with the snow that occurred after the ice storm, there would be a delay of a couple of weeks to finish the cleanup.

Lance Barton, 79 Woodlee Road, Executive Director of Habitat for Humanity, stated he wanted to update Council on their work in the city. He noted they had finished rehabilitation on a 120-year old building at 110 Stafford Street and then presented a photo book to Council. Mr. Barton also stated working with the inmates at Middle River Regional Jail had changed the soul of their organization, and he expressed appreciation for the recommendation from Mr. Owen.

There was no one else wishing to speak.

Adjournment

Mayor Dull wished everyone a Merry Christmas and Happy Holidays.

There being no further business to come before Council, the meeting adjourned at 8:20 p.m.

1604
1605

Suzanne F. Simmons
Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	January 10, 2019	Staff Members: Rodney Rhodes Linda Nesselrodt Historic Staunton Foundation Representative: Frank Strassler
Item #	A	
Ordinance #		
Department:	Community Development—Planning and Zoning	
Council Vision:	Built Environment	
Subject:	Appeal of Historic Preservation Commission Denial of a Certificate of Appropriateness for 325 Institute Street (Newtown Historic District)—Replacement of Windows	

Introduction: This item is an appeal from a decision of the Staunton Historic Preservation Commission (Commission) to deny an after-the-fact Certificate of Appropriateness for replacement windows. Under Section 18.85.050(7)(m) of the City Code, an appeal may be taken to City Council to challenge a decision of the Commission. City Council may, in conformity with the provisions of Chapter 18.85, reverse or affirm the Commission's decision in whole or in part, essentially having all the same powers of the Commission. In this instance, Ron Rammelkamp appeals to City Council the Commission's November 27, 2018 action to refuse to grant an after-the-fact Certificate of Appropriateness for vinyl replacement windows. (Exhibit A, Appeal Letter of Ron Rammelkamp dated November 30, 2018.) Attached to this briefing are exhibits that constitute the administrative record of proceedings before the Commission.

Background: Mr. Rammelkamp owns a single-family structure, located at 325 Institute Street, in the Newtown Historic District and built in the 1920s. Upon receiving a complaint, staff noted that among other violations, all of the historic wood windows had been removed and replaced with vinyl replacement windows without first obtaining a Certificate of Appropriateness. Upon receiving a notice of violation (Exhibit B, Notice of Violation dated June 1, 2018), Mr. Rammelkamp applied for a Certificate of Appropriateness for multiple items, including the replacement windows. On June 26, 2018, the Commission issued a Certificate of

Appropriateness for certain items, excluding, among other items, the windows. Mr. Rammelkamp has applied for multiple amendments with new proposals to address the issue with the windows. (Exhibit C, Timeline of Actions.) Most recently, at the Commission's meeting on November 27, 2018, Mr. Rammelkamp requested to replace only one of the front windows with an approved historic-style wood window and to install landscaping to screen the sides of the house. (Exhibit D, Application for Amendment to the Certificate of Appropriateness dated October 29, 2018.) This proposed amendment is the subject of this appeal. Mr. Rammelkamp stated at the meeting that he replaced the windows to make the dwelling energy efficient in a cost-effective manner. He noted that he wasn't aware of the implications of having a house in a historic district and that it would be an economic hardship to replace the vinyl windows with custom wood windows. Mr. Frank Strassler, an expert in historic preservation with the Historic Staunton Foundation (HSF), (Exhibit E, Resume of Frank P. Strassler), who as part of the established process analyzes and submits a written briefing and recommendation to the Commission, recommended to the Commission that it deny the Certificate of Appropriateness, stating that "all windows viewable from the street must be restored to the historic appearance utilizing materials and finish compatible with the historic house." (Exhibit F, Staunton Historic Preservation Commission HSF Recommendation dated November 19, 2018.) Upon consideration of the information presented, including HSF's recommendation, the Commission acted to deny the requested after-the-fact Certificate of Appropriateness for the replacement of the windows. It was noted by the Commission that windows are a key feature in historic buildings, and the City's standards and guidelines recommend retaining original windows if possible. (Exhibit G, Minutes of November 27, 2018 meeting of the Commission.)

Exhibit H is HSF's brief concerning the appeal of the Commission's denial, which contains a recommendation to Council:

HSF recommends denial of the Appeal of the decision reached by the Historic Preservation Commission. The Commission reviewed the existing conditions, then followed and stated the adopted guidelines in reaching their decision.

Removal of historic materials, especially windows, permanently changes the character and authenticity of the building. Altering openings to fit stock modern window frames and sash destroys the intended relationship of size and proportion of the window and window openings to the house. Historic materials were permanently removed and destroyed. The new materials and workmanship does not reflect the historic character and craftsmanship resulting in diminished appearance.

The work carried out without a COA is not in keeping with the adopted City of Staunton Historic Preservation Ordinance, the Staunton Residential Historic District Guidelines or the Secretary of Interior Standards for Rehabilitation.

The historic wood sash windows should have been repaired and reinstalled in order to comply with the City of Staunton Zoning and Historic Preservation Ordinance.

The historic windows are now missing. The remedy is now to follow the guidelines for replacement of missing features. In order to restore the historic appearance, replacement

windows must be properly created. The window openings, sills, and trim may need to be reconstructed to the historic size and proportions.

Mr. Rammelkamp referenced other properties in the City in his appeal letter that appear to have replacement vinyl windows. During the Commission's meeting he also questioned how some of these properties were able to have non-historic windows. The Commission and staff noted that the non-historic windows could have been installed prior to the adoption of the historic districts and regulations. It was also noted that staff investigates these matters on a complaint basis.

Administrative Record Exhibits:

- A. Letter dated November 30, 2018, from Mr. Ron Rammelkamp, Requesting Appeal**
- B. Notice of Violation dated June 1, 2018**
- C. 325 Institute Street Timeline of Actions**
- D. Application for Amendment of the Certificate of Appropriateness dated October 29, 2018**
- E. Resume of Frank P. Strassler**
- F. Recommendation of Historic Staunton Foundation dated November 19, 2018 (Amended Review), for the Staunton Historic Preservation Commission**
- G. Minutes of the November 27, 2018 Meeting of the Staunton Historic Preservation Commission**
- H. Recommendation of Historic Staunton Foundation dated December 18, 2018**

Issue: Whether to reverse or affirm in whole or in part the decision of the Staunton Historic Preservation Commission, denying an after-the-fact Certificate of Appropriateness to authorize the replacement of the windows at 325 Institute Street.

After conducting the appeal, City Council may:

- 1. reverse the decision of the Commission and approve the Certificate of Appropriateness as requested by the applicant, permitting the replacement windows and including landscaping;
- 2. affirm the decision of the Commission, denying the Certificate of Appropriateness;
- 3. modify, in part, the decision of the Commission; or
- 4. remand the matter back to the Commission to consider any new information presented at the City Council meeting.

Suggested Motion: I move that Council wholly affirm the decision of the Staunton Historic Preservation Commission denying the requested after-the-fact Certificate of Appropriateness concerning the installation of vinyl replacement windows at 325 Institute Street, for the reasons on which the Commission based its decision.

City Manager: Stephen F. Owen

COVER SHEET

Date: November 30th, 2018

From:

Ron Rammelkamp
325 Institute Street
Staunton, VA 24401
ronrfoto@gmail.com
434-466-3004

To:

Mayor Carolyn Dull
The Greater City Council
The Historic Preservation Commission
Rodney S. Rhodes
Senior Planner/Zoning Administrator
Division of Planning & Zoning

Regarding:

An official appeal above the Historical Preservation Commission's rejection of my Certificate of Appropriateness application on Tuesday, November 27th, 2018, regarding replacement windows at 325 Institute Street. This inappropriate home improvement took place last week in May 2018, with a follow up letter from Linda Nesselrodt approximately one month later. Since then, three COA's proposals/ideas were suggested and rejected. The proposal listed herein is the best I can offer without losing or selling the house.

11/30/18

To: Mayor Carolyn Dull
The Greater City Council
The Historic Preservation Commission
Rodney S. Rhodes
Senior Planner/Zoning Administrator
Division of Planning & Zoning

Dear Mayor Dull, the greater City Council of Staunton and the Historic Preservation Commission,

Please let this letter serve as an official appeal above the Historical Preservation Commission's rejection of my Certificate of Appropriateness application on Tuesday, November 27th, 2018, regarding my replacement windows. As I've said before, despite the obstacles in front of me, Staunton looks the way it does in no small part to the due diligence of the Historic Preservation Commission and they should be commended for a job well done.

Having said that, I will have to plead my case based on several factors such as grief, poor guidance, mental depression, alcoholism and embarrassingly enough - ignorance. My move to Staunton was based primarily on economics, the fact being that real estate is relatively inexpensive here. This decision came after my wife was in the hospital for 90 days after succumbing to a rare blood disorder which finally took her life. Knowing she was likely to die, I opted to stay in the hospital for the entire time as I didn't want to miss a single day with her. This decision essentially resulted in the loss of my clients, business, and eventually our home. Despite having some form of medical insurance coverage, the 15 - 20% uncovered was (and still is) huge and has nearly bankrupted me. Sadly, I will be paying off UVA Hospital for years to come. After moving to Staunton (with retirement funds) I was able to sell my home in Crozet. I moved in with a terrible depression over my head having just lost my wife of 29 years, having little money, no business and \$550. a month UVA Hospital monthly payment. While the word "historical" was mentioned, I was in a widower's fog and no idea what it meant, if anything. My plan was to fix this home up and downshift into semi retirement. When the house in Crozet sold, I put aside \$15-\$20k for improvements. I mentioned vinyl replacement windows to my realtor...she offered no guidance, or even the mention of an Historical Preservation Commission, or that guidelines existed. In fact, I think she said something like, "Well, you have vinyl siding already!" In addition, Window World in Waynesboro was happy to take my check without an "historical commission/guidelines" mention. Finally, I would point out, that if the commission sent out letters to new home owners in the historic districts like they did in years past, all of this would have been avoided. I admit the burden is on me, but I would like to emphasize that there was no outside professional guidance during my unfortunate condition when these decisions were being made.

Since Moving to 325 Institute, I have brought a solid \$15K value to my home and to this block of Institute Street. As of now, there are *only* 3 semi-dilapidated houses as well as 2 empty houses on this block. I made mistakes jumping in without doing my homework, but please take the above mentioned factors into consideration. Aside from the improvements I have made to the actual dwelling, I had three trees cut down on my property that were hanging dangerously low over the roof tops of two neighbors homes. Several neighbors felt so strongly about the benefit (of me being here) to the whole neighborhood that they went out of their way to knock on my door to thank me for moving in! In years past, there was prostitution and drug trafficking at the end of this block, but now it is transitioning into a charming place to live.

ECONOMIC HARDSHIP - POVERTY

At this point, the current corrections of replacing 8 windows (at approximately \$850 a window) for me to be compliant with Historic Staunton fall into the category of economic hardship. I'm willing to make some corrections and work with the Commission to keep "as like" standards and aesthetics, but \$2000. is about all I can manage with years and years of UVA Hospital bills (\$550 a month) to pay looming before me. I've cooperated thus far on other mistakes and I'd like to fix this particular correction with what I can afford. I will tell you, this situation is effecting my health as I've lost a considerable amount of sleep worrying about it and my doctor is now suggesting I go back on to anti depressants. Friends and neighbors are suggesting I sell, or even litigate. I don't want to do any of that and I'm trying to my best to offer solutions for a financially viable approved plan that is managable without me losing the house due to insuficient funds.

THE EXCEPTIONS

There are exceptions. While not the same circumstances and such, they exist. I could find many homes in Historic Districts with vinyl replacement windows, perhaps the majority are illegal and inappropriate? I don't want to turn anyone in, really I don't. However, how can the prominent and attractive T.J. Collins house at 404 Locust (corner of Institute) have vinyl replacement windows? They are visible on two sides and even the front two windows above the front door are vinyl. I have it from a reliable source that the previous owners put them in 10-11 years ago and that Frank Strassler has been in this house and aware of these windows. Can someone please explain this particular home to me? Is it an approved exception from the Historical Zoning Commision? If not, and I am now indirectly turning them in, For my safety, I respectfully request to remain annonomous.

A NEW PROPOSSAL

Based on my unfortunate story and available funds, I would like to make this proposal. Replace the big front window with a milled wooden window. I'll work with any company the Historical Zoning Preservation Commission or Frank Strassler suggests. Then with the remaing 'same size' windows on the sides of the house, I will install custom wood molding (mullions) grids to put in that matches the same look and feel of the front window. I have already cut and built one of these grids and it really looks the part...**just like the previously approved rubber roof does on 306 Madison, which is supposed to be slate, not rubber.** In addition, I will plant mature trees to obscure and shield the North and South sides of the house with attractive landscaping.

Approximately \$2000. with an additional loss of a \$375 by essentially discarding the previously installed window.

The comments from the committe have been very much about what is visible from the road. That is why I will I would go with a professional recommendation from Jason LaRose of Queen City Silviculture. Jason is the most knowledgeable in town, and I feel his expertise for screening the sides of my house is the best course of action to rectify this situation with a 'somewhat' affordable price. If the house was ornate in some way, didn't have aluminum siding, wasn't across the street from a 70's box building apartment complex, closer to Beverly, regularly pointed out on a walking tour, **or even over 100K in value**, perhaps I'd have other suggestions. Let's not forget the division and getrification issues this *appears* to produce. Poor people simply can't afford to fix up their homes to the satifaction of the Historic Guidlines due to to higher 'Historical Standards' costs. Are we saying we only want rich people living in the historic districts?

Queen City Silviculture LLC

540-448-0307

danielle@queencitysilviculture.com

www.queencitysilviculture.com



TREE CARE ESTIMATE

ADDRESS

Ron Rammelkamp
325 Institute Street
Staunton, VA 24401

TREE CARE 1194

ESTIMATE #

DATE 10/26/2018

EXPIRATION DATE 01/31/2019

WORK LOCATION

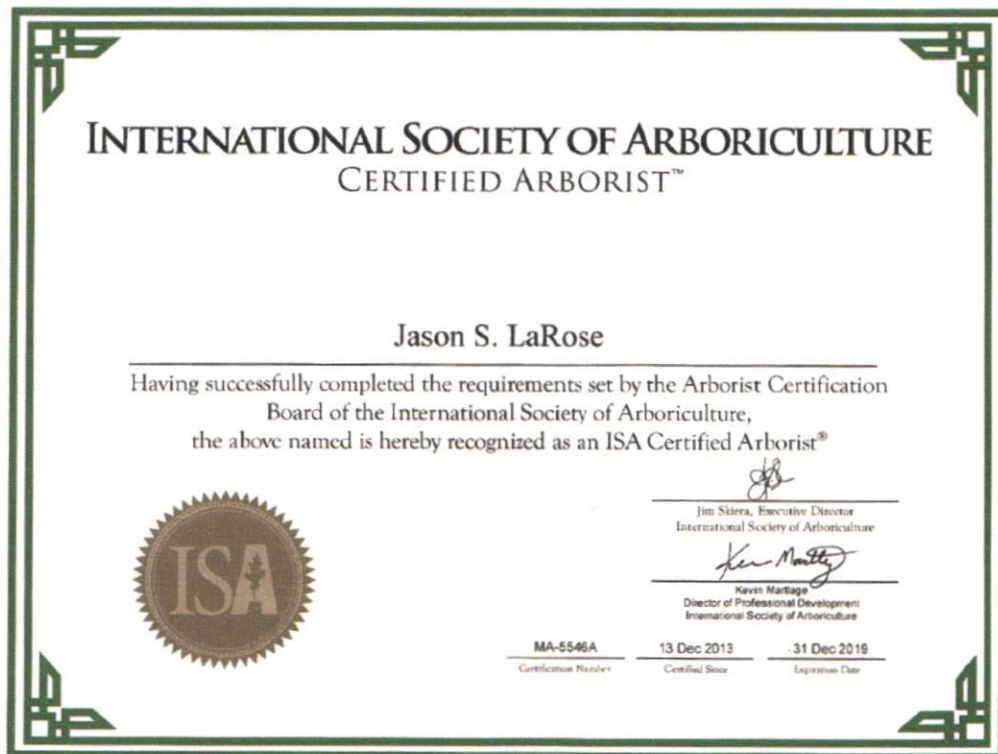
325 Institute Street

ACTIVITY	AMOUNT
Install Installation of evergreen hedge at north and south side of house to create visual barrier: -QCS will provide a variety of native a naturalized species for this application. -Native species are much more resistant to pest and fungal disorders than hybridized species i.e. Leyland Cypress -Plant selection will include but may not be limited to: Eastern Hemlock, Red Cedar, Virginia Pine, Shortleaf Pine, Bald Cypress, Magnolia, Red Spruce, Douglas fir, White Pine. -QCS will install these specimens and apply hardwood mulch.	800.00
TOTAL	\$800.00

Accepted By

Accepted Date

QCS adheres to ANSI Z133 guidelines governing best practices in arboriculture.





Botanical Name	Taxodium distichum
Foliage	Green
Mature Height	50 – 65 feet
Mature Spread	20 – 30 feet
Soil Type	Sandy, Clay, Loam
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Fast
Fall Color	Orange

Bald Cypress



Botanical Name	Pseudotsuga menziesii
Foliage	Blue Green
Mature Height	50 – 60 feet
Mature Spread	20 – 30 feet
Soil Type	Sandy, Clay, Loam
Sun Exposure	Full Sun

Douglas Fir



Botanical Name	Magnolia stellata 'Royal Star'
Foliage	Green
Mature Height	10 – 20 feet
Mature Spread	8 – 15 feet
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Medium
Flower Color	White

Magnolia - Perhaps my first choice for the South Side.



Mature Height:	35-45 ft.
Mature Width:	20-25 ft.
<u>Sunlight:</u>	Full to Partial Sun
Spacing:	25 ft.

Eastern Hemlock - Perhaps my first choice for the North Side - page 5



Botanical Name	Juniperus virginiana
Foliage	Green
Mature Height	40 – 60 feet
Mature Spread	10 – 20 feet
Soil Type	Widely Adaptable
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Fast
Fall Color	Evergreen

Red Cedar



Red Spruce
(Picea rubens)

The Red Spruce tree can reach heights of 60 to 70 feet and up to 150 feet in the wild. This is a beautiful tree found in the Great Smoky Mountains National Park. Found from Nova Scotia to the high peaks of North Carolina.

Soil Type: Does best in well-drained, sandy soils. Prefers acidic soils, cool climates and full sun.

Zones: 3 to 5

Germination Range: 60-80%

Red Spruce



Short Leaf Pine

Habit: Tree
Leaf Complexity: Simple
Leaf Shape: Linear
Leaf: Green
Flower:
Fruit: Reddish brown
Size Class: 72-100 ft.



Virginia Pine

Mature Height	20-40 ft.
Mature Width	20-35 ft.
Sunlight	Full sun
Soil Conditions	Poor to normal
Drought Tolerance	High
Botanical Name	<i>Pinus virginiana</i>



White Pine

Botanical Name	<i>Pinus strobus</i>
Foliage	Green
Mature Height	60 – 75 feet
Mature Spread	20 – 40 feet
Soil Type	Sandy, Loam
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Medium
Fall Color	Evergreen

This is a wood grid I made out of molding. It is currently in place on the front window to look the part like the rubber roof does on Madison Street.



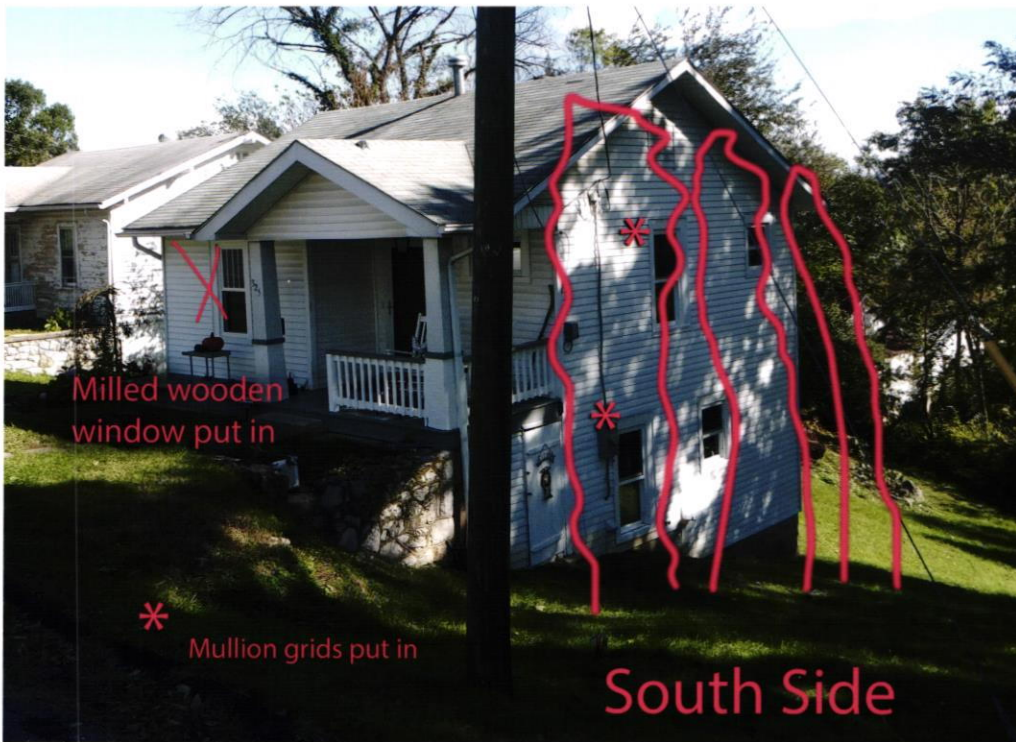
Notice the building accross the street has vinyl windows



These photos (above/on this page) represent the molding I measured, cut, built, painted and put in the front window for an "as like" solution. I propose we put this 'mullion grid' in one window on the side of the house then add additional mullions to the other same size windows, plus landscaping. The front will get a new milled window per Frank Strassler's input and recommendations, or a perfectly rebuilt/refurbished older window.



North Side of the House next to 335 Institute Street



South side of the house next to my open lot#5

To be clear on the new proposal:

- 1 new professionally milled wooden window (or a repaired and refurbished older window)
installed in the big front window of the house all per Frank Strassler's guidance and input.
- 3 mullion grids put in the three big (same size as the front) windows on the North side of the house.
- 1-2 tree/s planted on the North side of the house.
- 2 mullion grids put in two big (same size as the front) windows on the South side of the house.
- 2-3 trees planted on the South side of the house.

This is the very best solution I can offer, otherwise I will have to go with a complete 100% economic hardship plea and simply do nothing. Believe it or not, I would actually prefer to do this over nothing at all. Why? I'm a Staunton citizen now and I want to cooperate to the best of my ability. Down the road I want to paint the exterior and put up a nice fence for my dog and would prefer an easy COA for once, lol! I may even try to revamp and open up my business here in Staunton and I see a much better future with a compromise proposal rather than nothing at all.

Thank you for your time and consideration.

Sincerely,



Ron Rammelkamp

325 Institute Street
Staunton, VA 24401
ronrfoto@gmail.com
434-466-3004

page 10

10 page document hand delivered on

11/30/18 RR.
Received: 11/30/18 JPR





June 1, 2018

Ronald Rammelkamp
325 Institute Street
Staunton, VA 24401

NOTICE OF VIOLATION

RE: 325 Institute Street
Certificate of Appropriateness (COA)

Dear Mr. Rammelkamp:

This letter is official notification that you are in violation of Title 18.85 of the Zoning Code of Staunton. Title 18.85 establishes the regulations for all of the historic districts within the City. Title 18.85.050 (1) requires that any material change in appearance to the exterior of any property must first be approved by the Historic Preservation Commission. This approval is given through the issuance of a Certificate of Appropriateness (COA).

There have been numerous items changed or added at the referenced property that is visible from a public street including: all historic windows have been removed and replaced with vinyl replacement windows, metal porch railing was removed and replaced with wood railing, the tongue and groove porch floor has been removed and replaced with standard wood decking boards, a new parking area has been added, a new prefab accessory building has been placed on the lot, and exterior mechanical equipment has been added. All of these items are a change in appearance and will need to be reviewed by the Historic Preservation Commission. You will need to make an application to this office **within seven (7) days** after receiving this notice.

In addition to obtaining approval from the Historic Preservation Commission, there may be building and mechanical permits required for some of the work that was completed. Furthermore, the accessory building should be located at least five (5) feet from the rear yard property lines. I have included a diagram for your reference.

You have the right to appeal this decision to the Board of Zoning Appeals. If you choose to do so, an appeal must be filed in writing, **within 30 days of receipt of this notice**. Failure to file an appeal within the timeframe referenced above will result in this decision becoming non appealable. A written appeal constitutes an appeal application form as well as the \$200.00 appeal fee.

Sincerely,

A handwritten signature in cursive script that reads "Linda M. Nesselrodt".

Linda M. Nesselrodt
Zoning Technician

325 Institute Street Timeline of Actions

Date	Item
June 1, 2018	Notice of Violation
June 4, 2018	Mr. Rammelkamp applied for an after the fact Certificate of Appropriateness (COA) for: • Replacement of windows, to approve the windows as installed • Screening for the installation of outdoor mechanical equipment • Accessory building in the rear yard • Parking area • New floor and railing on the front porch
June 26, 2018	Historic Preservation Commission issued a COA for the following: • Screening for the outdoor mechanical equipment • New floor and railing on the front porch The following was denied: • Replacement windows • Accessory building in the rear yard • Parking area
July 3, 2018	Mr. Rammelkamp requested an amendment to his COA for: • Accessory building in rear yard to be relocated behind the house • Replacement windows, to replace two front windows with historic wood windows and add trees for screening on the sides of the residence. • Parking area to add a stone face or parge coat to existing railroad tie construction.
July 24, 2018	Historic Preservation Commission approved the amendment for the accessory building in the rear yard. The Commission denied the request for the parking area as submitted requesting additional information and denied the proposal for windows.
August 8, 2018	Mr. Rammelkamp requested an amendment to his COA for: • Replacement windows, to include installing wood mullion inserts in all the windows to resemble the previous historic wood windows and add landscaping on the sides of the residence. • It was noted that the parking area is put on hold to determine if it is located in the City right of way.
August 28, 2018	Historic Preservation Commission denied the request for the window proposal as submitted.
September 28, 2018	City received Mr. Rammelkamp's request of an appeal of the August 28, 2018 denial.
October 2, 2018	Mr. Rammelkamp was notified, via email, by the Zoning Administrator, that the filing of the appeal request was not completed in a timely manner in accordance with the City Code, therefore, would not be placed on City Council's agenda.

325 Institute Street Timeline of Actions

October 29, 2018	Mr. Rammelkamp requested an amendment to his COA for: Replacement windows, to replace one window on the front with a historic style wood window and add landscaping on the sides of the residence to screen the other windows
November 27, 2018	Historic Preservation Commission denied the request for the window proposal as submitted.
November 30, 2018	City received Mr. Rammelkamp's request of an appeal of the November 27, 2018 denial.

10/29/18

Ron Rammelkamp
325 Institute Street
Staunton, VA 24401
ronrfoto@gmail.com
434-466-3004

To: The Historical Preservation Commission,

You all may remember, I moved in under a serious depression after my wife died. Despite the word "historical" being mentioned, I had no idea what it meant and under the fog of grief, it simply did not register. No plaque/seal was on the door, and my aluminum siding certainly did not look historic, nor does the 1970 apartment complex across the street. When my other house sold, I replaced the windows at 325 Institute with a style conducive to the siding and with the highest energy values I could find. I am currently semi retired with 3 UVA Hospital payments totaling \$550 a month.

Having been made aware of the inappropriate home improvements, I am doing my best to cooperate. I've painted my steps & railing, hid my heat pump with (donated) boxwoods and my shed is about to be moved; no later than 2018. \$1200 to move the shed and \$70 for deck paint and brushes.

My new proposal is this; **replace the big front window with a milled wooden window.** I'll go with any craftsman the Historical Zoning Preservation Commission, or Frank Strassler suggests. I've been getting costs around \$850. and with the current window essentially discarded, it's an additional loss of \$375. In addition, I will landscape with a professional recommendation from Jason LaRose of Queen City Silviculture. Jason is the most knowledgeable in town, and I feel his expertise for screening the sides of my house is the best course of action to rectify this situation. If the house was ornate in some way, didn't have aluminum siding, wasn't across the street from a 70's box building apartment complex, closer to Beverly, or regularly pointed out on a walking tour, or even over 100K in value, I'd have other suggestions. As it is, I expect the trees and plantings to come in at \$800. This is all I can afford, otherwise I have to plead economic hardship.

My request can join these already existing exceptions:

- 1) 311 North Coalter across from MBU has vinyl replacement windows on the sides.
- 2) 200 Washington Street carriage house has a brand new house built next to it on Federal, it has vinyl windows.
- 3) 125 Fayette. It was on the Staunton Christmas tour that has been pointed out at a brown bag walking tour by Frank Strassler. One old window in front, but the two in front above the door are visibly vinyl, as well as **clearly visible vinyl replacement windows on the sides**
- 4) 404 Locust/corner of Institute (a T.J. Collins House) that has vinyl replacement windows visible on the sides, even the front two windows above the front door are vinyl, just like 125 Fayette.



IMPORTANT NOTE: The complete application must be filed with the City of Staunton's Office of Planning & Inspections no later than the first Tuesday of the month to be heard at that month's Historic Preservation Commission Meeting. Applications received after the first Tuesday of the month will be heard at the next month's meeting.

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
City of Staunton, Virginia

Historic Preservation Commission
 116 W. Beverley Street
 Staunton, VA 24401
 Phone: (540) 332-3862 Fax: (540) 332-3807

Location of property	325 Institute St	Historic District	NEWTOWN
Business Name		Tax Map No:	
Application Fee \$50 Paid	☒ YES ☐ NO	Previously paid	

Applicant/Property/ Owner Name (PRINT) RONALD RAMMELKAMP	Representative Agent(s) Name
Signature <i>Ronald Rammelkamp</i>	Firm
Mailing Address 325 Institute Street	Mailing address
City/State/Zip Staunton, VA 24401	City/State/Zip
Phone/Fax Number: 434-466-3004	Phone/Fax Number:
Email: ronrfoto@gmail.com	Email:

(Check the appropriate boxes—CHECK ALL THAT APPLY)

☐ Exterior Change	☐ Addition	☐ Relocation
☐ Wall/Fence	☐ Deck/Porch	☐ Demolition
☐ Driveway/Parking Area	☐ New Structure/Building	☐ Grounds/Landscaping
☐ Signage	☐ Dumpster Screen	☐ Other _____
☐ Other <u>Windows</u>	☐ Other _____	☐ Other _____

The above named person(s)/firm has permission to represent me regarding this request for architectural review. I understand that I or my representative agent(s) must be present at the Historic Preservation Commission Meeting on the date listed above to present my proposal and that failure to attend may result in the denial of my proposal by the Commission due to insufficient information. No material change in the appearance of my property, that is viewable from any public street, shall be performed before receiving a Certificate of Appropriateness. I further understand that approval by the Historic Preservation Commission for any modifications to homes, buildings, landscaping, or grounds including fences, driveways, and parking areas shall expire 12 months from the date of approval.

Ronald Rammelkamp

SIGNATURE

10/29/18

DATE

PLEASE READ: Applicants are encouraged to submit complete applications with sufficient information to enable a clear understanding of the proposal by the Historic Preservation Commission members and staff. Incomplete applications that do not clearly communicate the proposed improvements or changes will be denied.

FULL DESCRIPTION OF PROPOSAL:

REPLACE MY BIG WINDOW in front with a milled wooden window any craftsman frank strasser or the historical zoning commission suggests. One of the following of about 5 trees of eastern hemlock, RED CEDAR, VA PINE, SHOTLEAF PINE, BALD CYPRESS ETC
WILL BE PLANTED TO HIDE THE SIDE WINDOWS

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project)

_____ Sketch, drawing and/or elevations showing the proposed changes or improvements

_____ Site plan or plat of property

✓ _____ Photographs showing property, work in question, and the area of the proposed project
JASON LAROSE OF QUEEN CITY SILVER CULTURE WILL PICK 5 TREES (MAYBE MORE) TO HIDE THE NORTH AND SOUTH OF MY HOUSE MAKING THE REPLACEMENT WINDOWS, NOT VISIBLE

_____ Other (please list)

_____ A list of materials that identifies the type and quality of materials to be used in the Proposed project

_____ Twelve sets of all information and materials for use by the Historic Preservation Commission members and staff in the review of this request (REQUIRED)
*****COA for signs only requires two sets of information.*****

(Applicants may refer to typical submissions kept at the Planning and Inspections Department of the City of Staunton on the third floor of City Hall located at 116 W. Beverley Street for illustrations of how to present the required information)

Queen City Silviculture LLC

540-448-0307

danielle@queencitysilviculture.com

www.queencitysilviculture.com



TREE CARE ESTIMATE

ADDRESS

Ron Rammelkamp
325 Institute Street
Staunton, VA 24401

TREE CARE 1194

ESTIMATE #

DATE 10/26/2018

EXPIRATION DATE 01/31/2019

WORK LOCATION

325 Institute Street

ACTIVITY

AMOUNT

Install

800.00

Installation of evergreen hedge at north and south side of house to create visual barrier:

-QCS will provide a variety of native and naturalized species for this application.

-Native species are much more resistant to pest and fungal disorders than hybridized species

I.e. Leyland Cypress

-Plant selection will include but may not be limited to: Eastern Hemlock, Red Cedar, Virginia

Pine, Shortleaf Pine, Bald Cypress, Magnolia, Red Spruce, Douglas fir, White Pine.

-QCS will install these specimens and apply hardwood mulch.

TOTAL

\$800.00

Accepted By

Accepted Date

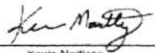
INTERNATIONAL SOCIETY OF ARBORICULTURE
CERTIFIED ARBORIST™

Jason S. LaRose

Having successfully completed the requirements set by the Arborist Certification
Board of the International Society of Arboriculture,
the above named is hereby recognized as an ISA Certified Arborist®




Jim Scora, Executive Director
International Society of Arboriculture


Kevin Martign
Director of Professional Development
International Society of Arboriculture

MA-5546A

Certification Number

13 Dec 2013

Certification Date

31 Dec 2016

Expiration Date



Certified Treecare
Safety Professional

This certifies that

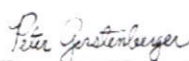
Jason LaRose, CTSP

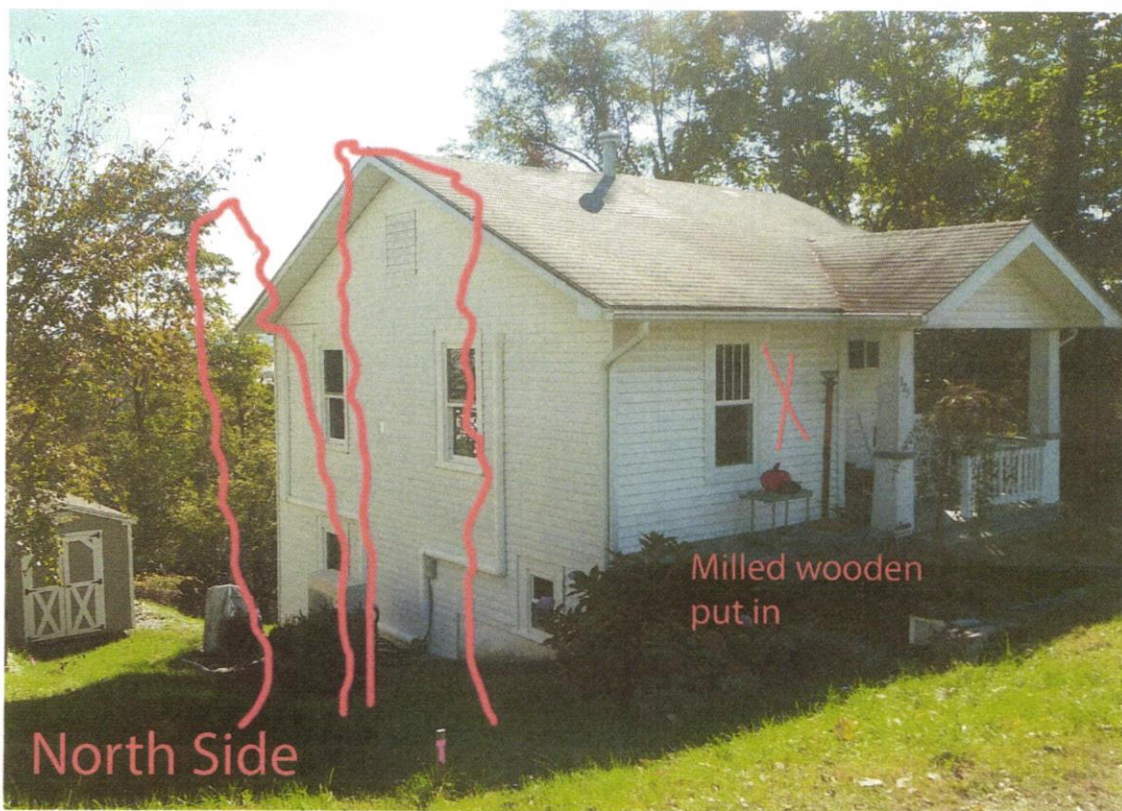
*has attained the status of
Certified Tree Care Safety Professional
from the Tree Care Industry Association*

Certification Number: 2271

Renewal Date: 11/27/2019




Peter Gerstenberger
Senior Advisor for Safety, Compliance & Standards





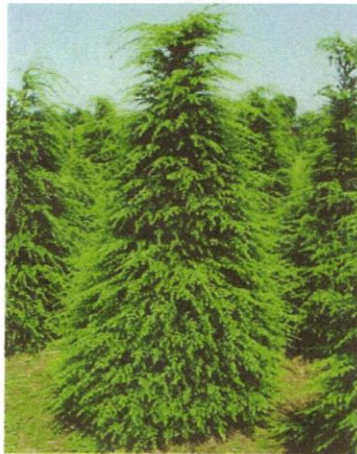
Bald Cypress

Botanical Name	Taxodium distichum
Foliage	Green
Mature Height	50 - 65 feet
Mature Spread	20 - 30 feet
Soil Type	Sandy, Clay, Loam
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Fast
Fall Color	Orange



Douglas Fir

Botanical Name	Pseudotsuga menziesii
Foliage	Blue Green
Mature Height	50 - 60 feet
Mature Spread	20 - 30 feet
Soil Type	Sandy, Clay, Loam
Sun Exposure	Full Sun



Eastern Hemlock

Mature Height:	35-45 ft.
Mature Width:	20-25 ft.
<u>Sunlight:</u>	Full to Partial Sun
Spacing:	25 ft.



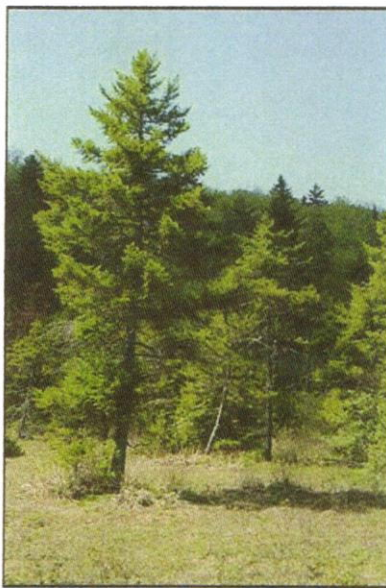
Magnolia

Botanical Name	Magnolia stellata 'Royal Star'
Foliage	Green
Mature Height	10 - 20 feet
Mature Spread	8 - 15 feet
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Medium
Flower Color	White



Botanical Name	Juniperus virginiana
Foliage	Green
Mature Height	40 – 60 feet
Mature Spread	10 – 20 feet
Soil Type	Widely Adaptable
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Fast
Fall Color	Evergreen

Red Cedar



Red Spruce
(Picea rubens)

The **Red Spruce** tree can reach heights of 60 to 70 feet and up to 150 feet in the wild. This is a beautiful tree found in the Great Smoky Mountains National Park. Found from Nova Scotia to the high peaks of North Carolina.

Soil Type: Does best in well-drained, sandy soils. Prefers acidic soils, cool climates and full sun.

Zones: 3 to 5

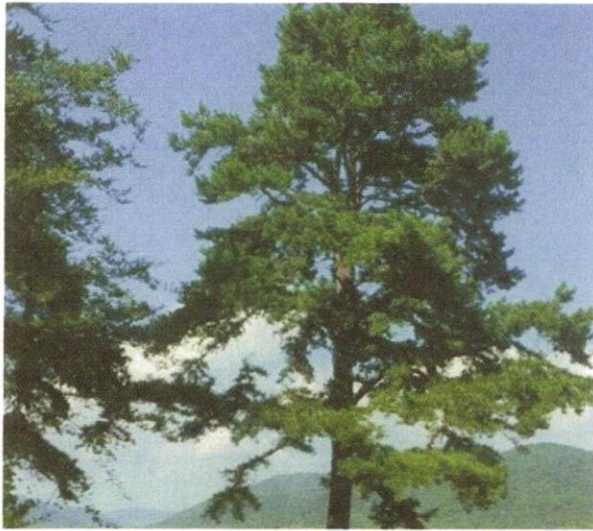
Germination Range: 60-80%

Red Spruce



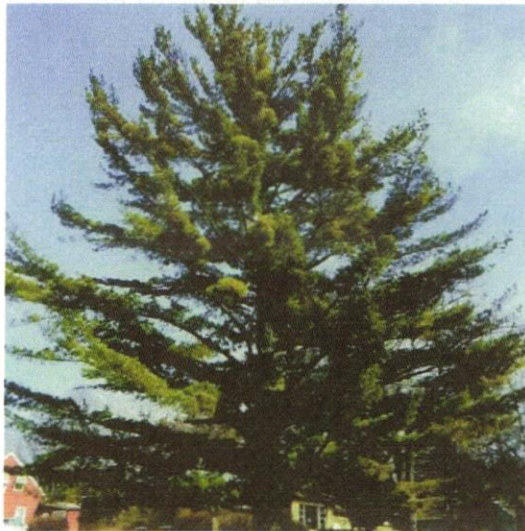
Habit: Tree
Leaf Complexity: Simple
Leaf Shape: Linear
Leaf: Green
Flower:
Fruit: Reddish brown
Size Class: 72-100 ft.

Short Leaf Pine



Virginia Pine

Mature Height	20-40 ft.
Mature Width	20-35 ft.
Sunlight	Full sun
Soil Conditions	Poor to normal
Drought Tolerance	High
Botanical Name	<i>Pinus virginiana</i>



Botanical Name	<i>Pinus strobus</i>
Foliage	Green
Mature Height	60 - 75 feet
Mature Spread	20 - 40 feet
Soil Type	Sandy, Loam
Sun Exposure	Full Sun, Partial Sun
Growth Rate	Medium
Fall Color	Evergreen

FRANK P. STRASSLER

16 North Washington Staunton, Virginia 24401
 (540) 294-3760 • fstrassler@gmail.com

Career Related Experience

Jan. 1999 – Present

40+hours per week

Executive Director

Historic Staunton Foundation

- Provide technical preservation assistance for community, provide historic tax credit program guidance and project advice, guide property improvement design, engage in preservation advocacy, develop and conduct education programs, public speaking engagements, conduct historical research
- Advisor to property owners of five National Register Historic Districts and other historic properties in Staunton, Virginia and surrounding geographic area
- Administration of HSF office, property management, staff, policies, develop and oversee budget, membership, and fund raising
- Presentation and scheduling of education programs with topics including identifying historic architecture, neighborhood revitalization, sustainability and energy efficiency, and low income housing utilizing historic homes
- Member of ongoing partnership management team for the R.R. Smith Center for History and Art, project guidance for rehabilitation 1890's hotel creating the Center for History and Art, liaison with city, state, and federal officials for managing TEA-21 grant, liaison with historic tax credit attorney for syndication of credits, worked directly with architects, professional project manager, and contractors
- Oversee maintenance and repair for buildings and systems for two historic properties, HVAC monitoring, diagnosis and problem solving for gallery and archival facilities
- Advisor to City of Staunton Historic Preservation Commission, monthly application review and guidance for all certificate of appropriateness applicants, application of the Secretary of Interior Standards and Guidelines for Rehabilitation, staff contact for Certified Local Government Program, work directly with City staff, commissions, and council on community preservation planning issues
- Liaison with Staunton Downtown Development Association, a Virginia Main Street organization

2008 Virginia Preservation Conference

Recurring Issues for Homeowners When Working with Local Architectural Review Boards

Team presentation with Camille Bowman, VADHR and Eric Nelson, Planner City of Fredericksburg, VA

2008 Assisted Rob Nieweg, Director of the National Trust for Historic Preservation's Southern Field Office, with presentations addressing architectural review, design guidelines, and property maintenance for the City of Martinsville, VA

2007 Virginia Preservation Conference

Moderator of education session addressing economics and gentrification issues associated with historic preservation. Team presentation including Mary Joy Scala, Preservation and Design Planner, City of Charlottesville, VA and Donovan Rypkema, PlaceEconomics

July 2006 NAPC National Commission Forum Baltimore, Maryland
 Completed CAMP training for Preservation Commissions

Frank P. Strassler

1988-May 1995

40+hours per week

Historic Farmsite Supervisor

Museum of American Frontier Culture, Commonwealth of Virginia

- Managed and developed historical programming for a 19th century Valley of Virginia farm complex as well as a 17th and 18th century German Rhineland farm complex
- Developed and guided interpretive team to present historic information and period demonstrations for the public
- Supervised up to eight employees including assignments for daily activities, short and long term projects, and training in specific skills
- Evaluated and rated job performance of employees according to the standards of the Commonwealth of Virginia
- Developed special event programming and workshops
- Recommended and managed basic site budget

1991-1995

Coordination and hands on involvement in dismantling transporting and reconstructing 17th and 19th century buildings

- Planned and implemented budgets, work schedules, and project completion schedules
- Developed vendor supply sources for specialized restoration materials
- Presented project history and progress to board members, fund raising committees, media, and general public
- Supervised and performed reconstruction of clay tile roofing, woodwork, and masonry for timber frame reconstruction
- Coordinated and supervised the dismantling of an 18th century log house for shipment to Northern Ireland

1992

Traveled to Germany, France, and Switzerland

- Worked with restoration architect to develop research contacts for MAFC
- Organized shipping of historic buildings and collection artifacts
- Documented architectural elements for reconstruction projects

Education

1995-1998

*Graduate Work toward M.S. Architecture, Preservation and Rehabilitation Technology
Thesis work "Woodlands Farm, Northampton County, Virginia: A Historic Structure
Report Case Study of a Restoration in Progress"
Virginia Polytechnic Institute & State University, Blacksburg, Virginia*

- Course Work: Architectural History, Research and Recording Historic Buildings, Computation and Representation, Wood Performance in Construction, Project Management, Design Issues - Historic Preservation Lecture Series, Principles and Practices of Restoration and Renovation, Urban Studies - Neighborhood Revitalization

Summer 1996 *Jefferson's Poplar Forest Restoration Field School, Forest, Virginia*

- Two week intensive study of architectural investigation and restoration philosophy
- Completed an additional two week internship working with restoration carpentry crew

1984-1986

*B.S. in Historic Preservation, specialization in historic site administration
and museum studies, minor in art*

Southeast Missouri State University, Cape Girardeau, Missouri

1981-1983

Nebraska Wesleyan University, Lincoln, Nebraska



Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

New Application – November 19, 2018

Continuation – August 20, 2018

Continuation - July 18, 2018

Original review - June 20, 2018

Certificate of Appropriateness

325 Institute Street

Work Previously Completed and Installed – Replacement Windows

Newtown Historic District

Existing Condition: Built between 1921 and 1929 this is a 1 story, 2 bay frame house with a side gable and gable over entry roof. The roof is covered with asphalt shingles. The house appears to be sheathed in replacement siding. The front porch includes tapered columns resting on stucco bases and pressure treated railing. Site features include rubble stone retaining walls.

The house is wrapped in synthetic siding including soffit and trim wrap. Historic architectural details including wood moldings, siding and trim are obscured.

An off street parking area has been installed with gravel surface, and railroad tie support walls.

A pre-fabricated storage shed with gable roof has been added to the site.

Mini-split HVAC unit with vinyl compression line covers is located on the North side of the house.

Vinyl double hung windows with single lights have been installed. The architectural inventory sheet and Google Earth images indicate the house had four over one, divided light double hung sash.

Architectural inventory photo and notes also indicate the house had a metal standing seam roof, a central masonry brick chimney, included another column base on the porch, and had clapboard siding with associated trim. The porch gable was decorated with vertical, round end detailing and included brackets under the eaves.

Work Previously Completed and Installed:

Historic Windows removed - Replacement Windows installed

Parking – railroad tie retaining structure filled with gravel.

Resolved from previous meetings:

Storage Shed – set on site

Mini-split HVAC – installed – boxwood screening proposed

Proposed Work:

November 2018: Owner proposes to install a single wood window on the front façade and then to retain the rest of the installed replacement windows. The application details installation of landscape planting to block the view of the house.

Discussion:

The Secretary of the Interior's Standards for Rehabilitation:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in a such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

https://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab_approach.htm

Choosing Rehabilitation as a Treatment

In Rehabilitation, historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation; however, an assumption is made prior to work that existing historic fabric has become damaged or deteriorated over time and, as a result, more repair and replacement will be required. Thus, latitude is given in the Standards for Rehabilitation and Guidelines for Rehabilitation to replace extensively deteriorated, damaged, or missing features using either traditional or substitute materials. Of the four treatments, only Rehabilitation includes an opportunity to make possible an efficient contemporary use through alterations and additions.

Identify, Retain, and Preserve Historic Materials and Features

Like Preservation, guidance for the treatment Rehabilitation begins with recommendations to identify the form and detailing of those architectural materials and features that are important in defining the building's historic character and which must be retained in order to preserve that character. Therefore, guidance on *identifying, retaining, and preserving* character-defining features is always given first. The character of a historic building may be defined by the form and detailing of exterior materials, such as masonry, wood, and metal; exterior features, such as roofs, porches, and windows; interior materials, such as plaster and paint; and interior features, such as moldings and stairways, room configuration and spatial relationships, as well as structural and mechanical systems.

Protect and Maintain Historic Materials and Features

After identifying those materials and features that are important and must be retained in the process of Rehabilitation work, then *protecting and maintaining* them are addressed. Protection generally involves the least degree of intervention and is preparatory to other work. For example, protection includes the maintenance of historic material through treatments such as rust removal, caulking, limited paint removal, and re-application of protective coatings; the cyclical cleaning of roof gutter systems; or installation of fencing, alarm systems and other temporary protective measures. Although a historic building will usually require more extensive work, an overall evaluation of its physical condition should always begin at this level.

Repair Historic Materials and Features

Next, when the physical condition of character-defining materials and features warrants additional work *repairing* is recommended. Rehabilitation guidance for the repair of historic materials such as masonry, wood, and architectural metals again begins with the least degree of intervention possible such as patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading them according to recognized preservation methods. Repairing also includes the limited replacement in kind--or with compatible substitute material--of extensively deteriorated or missing parts of features when there are surviving prototypes (for example, brackets, dentils, steps, plaster, or portions of slate or tile roofing). Although using the same kind of material is always the preferred option, substitute material is acceptable if the form and design as well as the substitute material itself convey the visual appearance of the remaining parts of the feature and finish.

Windows

City of Staunton Residential Historic District Guidelines State:

<http://www.staunton.va.us/directory/departments-h-z/planning-inspections/images%20and%20files/1996-residential-historic-district-design-guidelines>

Windows:

Windows add light to the interior of a building, provide ventilation, and allow a visual link to the outside. They also play a major part in defining a building's particular style. Because of the wide variety of architectural styles and periods of construction within the districts, there is a corresponding variation of styles, types, and sizes of windows.

Windows are one of the major character-defining features on residential buildings and can be varied by different designs of sill, panes, sashes, lintels, decorative caps, and shutters. They may be placed at regular intervals or in asymmetrical patterns. Their size may highlight various bay divisions in the building. All of the windows may be the same in one house or there may be a variety of types which give emphasis to certain parts of the building.

See Staunton Residential Historic District Design Guidelines

1. Retain original windows if possible. Insure that all hardware is in good operating condition, that caulk and glazing putty are intact, and that water drains off the sills.
2. Repair original windows by patching, splicing, consolidating, or otherwise reinforcing the material. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired.
3. Uncover and repair covered-up windows where they have been blocked in. If the window is no longer needed, the glass should be retained and the back side frosted, screened, or shuttered so that it appears from the outside to be in use.
4. **Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.**
5. Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, **or installing replacement sashes that do not fit the window openings.**
6. Improve thermal efficiency with weather stripping, storm windows, caulking, interior shades, and if appropriate, blinds and awnings.
 - A. Install interior storm sashes with airtight gaskets, ventilating holes, and removable clips to allow proper maintenance and to avoid condensation.
 - B. Install exterior storm windows that do not damage or obscure the windows. Storm window divisions should match those of the original window. Aluminum storm sash should be painted or have a baked-on finish. Avoid replacing multi-paned sash with new thermal sash using false muntins.
7. Use shutters only on windows that show evidence of their use in the past. They should be wood (rather than metal or vinyl) and should be mounted on hinges. Shutters should be sized to cover the window opening when closed. Avoid shutters on composite or bay windows

The Secretary of the Interior's Guidelines for Rehabilitation:

<https://www.nps.gov/tps/standards/rehabilitation/rehab/windows01.htm>

<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

Windows

Identify, Retain and Preserve

RECOMMENDED

Identifying, retaining, and preserving windows--and their functional and decorative features--that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, paneled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an in-depth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

NOT RECOMMENDED

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and **installing replacement sash that do not fit the historic window opening.**

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Repair

RECOMMENDED

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. **Such repair may also include replacement in kind--or with compatible substitute material--of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.**

NOT RECOMMENDED

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Replace

RECOMMENDED

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

HSF Recommendation for November 2018:

Windows: Proposal is to install a single wood window on the front façade and to retain the remainder of the installed replacement windows.

The application details installation of landscape plantings to block the view of the house. The Commission does not review installation of plantings as noted in the Ordinary Maintenance section of the Zoning Ordinance.

No photos, drawings, or specifications for a chosen window were provided to the Commission. The application is requesting approval based upon the Commission's recommendations and specifications. Attached is a guide provided by HSF with multiple options outlining how the applicant might proceed to restore/reconstruct appropriate windows to the openings. The options follow the Staunton Residential Historic District Guidelines and record of this specific property. Note that at COA provides 12 months to complete the specified work with a onetime option to renew the COA.

HSF continues its consistent recommendations for denial of the project due to the locally adopted and clearly stated Staunton Residential Historic District Guidelines and Secretary of Interior Guidelines:

It has been established in previous reviews by the Commission that the historic windows were removed and cannot be recovered:

Based upon the local guidelines and zoning code the window openings viewable from the street should receive restoration window sash that meet the following guidelines:

4. Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.

While restoration of the façade window is an appropriate measure, the remainder of window openings viewable from the street are not being restored.

The Commission may want to review the Zoning language. Below are selected sections to help guide this project.
<https://www.codepublishing.com/VA/Staunton/#!/Staunton18/Staunton1885.html#18.85>

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

- (a) Reconstruction or alteration of the size, shape, or facade of an historic building, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements.
- (b) Demolition or relocation of an historic structure.
- (c) Commencement of excavation for construction purposes.
- (d) Change in the location of advertising visible from the public right-of-way.
- (e) The erection, alteration, restoration or removal of any building or other structure within an historic property or district, including walls, fences, steps, and pavements, or other appurtenant features.
- (f) New construction within an historic district.

8.85.050 Application to commission for certificate of appropriateness.

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

(j) Certificate of Appropriateness Time Constraints.

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

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

18.85.060 Maintenance and zoning code provisions.

(1) Ordinary Maintenance or Repair. **Ordinary maintenance or repair** of any exterior architectural or environmental feature in or on an historic property or a building, structure, site or object within an historic district **to correct deterioration, decay or damage, or to sustain the existing form, and that does not involve a material change in design, material or outer appearance** thereof, does not require a certificate of appropriateness.

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

(a) Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)

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

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

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

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

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

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

Sample Motion:

- I move the Certificate of Appropriateness be denied for replacement of the historic windows as proposed. All windows viewable from the street must be restored to the historic appearance utilizing materials and finish compatible with the historic house.

It is established that the historic windows are no longer available for rehabilitation and re-installation.

Any replacement of missing windows viewable from the street need to meet the following adopted guidelines,

4. Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.

Replacement Window product options to replicate lost historic windows

Description of how to proceed with the project of making new wood windows for the historic house:

Specifications:

New windows will be made of wood with a painted wood exterior (no aluminum or vinyl wrap/cladding)

- Windows will be custom made to fit the openings of the historic windows.
- The window opening will not be framed in or increased in size to fit a stock/off the shelf sized window.
- The historic window opening, including the jamb, header, and sill must remain and be used as the base measurement of the opening.
- It is not known if the window casings were removed from the jamb when the vinyl replacements were installed. If the historic casings are in place, the casing will be uncovered and the new sash will be made to fit the historic casings.
- Parting stops will be reinstalled with weatherstrips applied to casing or sash to stop air flow.
- Another option is to install a modern jamb liner with balance to operate the sash. The liner should fit between the sash stops of the casing and not be highly visible.
- Further energy efficiency can be attained by installing storm windows made to fit the casing. Storm windows do not require a Certificate of Appropriateness from the City of Staunton.

To order and/or make the new window sash and other parts to fit the historic openings:

Careful measurements must be taken according to the window manufacturers or custom builders instructions.

Each window opening must have any additions such as vinyl wrap or jamb liner removed to arrive at the correct dimensions of the historic opening.

Window appearance from the exterior:

After reviewing photos of the house, it appears the windows were 4 over 1 light sash. This means that the top sash will include 4 vertical glass panes and the bottom sash will have 1 glass pane glazed into wood muntins.

The new window sash will replicate the historic sash. The photograph indicates the bottom sash of the window was open at the time the photo was taken.



Companies that use your measurements to make a custom windows:

Valley Building Supply – Harrisonburg

Chris Dawson

210 Stone Spring Road

Harrisonburg, VA 22801

540-434-6725

Custom-made mahogany sash = about **\$250 per individual sash = \$500 per window**

The price comes down with more windows ordered at a time due to machine setup and cutting/shaping order of parts.

Vintage building & vintage workshop

Restoration, Renovation, and Period Additions

600 N. Loudoun St.

Winchester, VA 22601

Tel: 540.545.8880

Email: david@vintagebuilding.com

6 Lite Window Sash-With Glass = \$370.00

<https://www.workshop.vintagebuilding.com/product/6-lite-window-sash/>

Period window sashes for your new or historic home.

In our workshop, we build window sashes that match your home's original style. We build our sashes with our antique single end tenoning machine, to produce quality and traditional through-tenon and pinned joints.

This item is for a 6 lite upper or lower sash with glass, priming and glazing. (Pictured) With 8" x 10" glass, the upper sash is 29" wide x 24" tall. The lower sash is 29" wide x 25 1/2" tall. Both upper and lower sash are 1 3/8" thick. Choose your options, and we will make you traditional sashes from exterior rot resistant wood.

Hoffmeyer custom mill using period machinery located in Canada: *"Hoffmeyer's Mill was established in 1906 by Henry Hoffmeyer. It was previously a wooden well-pump factory. The original mainline-shaft dates back to the 1870's. Additional equipment has been added over the years to manufacture wooden sash/storm windows along with retail lumber and building materials." "Skeptics have long since silenced, for now we are in our 44th year and have entered the 21st century... still working on 19th century technology! We now help support 7 local families with the employment of our staff."*

<http://www.hoffmeyersmill.on.ca/web/hoffmeyers.htm>

- *If I am American, why buy from Canada?*

With today's global economy, doing business back and forth just makes sense. Canada does more trade with the U.S.A than any other country. We are good neighbors and do billions of dollars in trade each day.

- *How does Hoffmeyer's get me my product?*

Doors for example (and other smaller items) are shipped to your door via UPS orders shipped to the United States. If you are from overseas, we will look into shipping possibilities for you. Larger orders ie: house lots of trim or large quantities of windows and doors would be shipped reasonably priced by local common carrier LTL or any other arrangement that we can work out.

Buying Guides for Specialty Building Components: <https://www.traditionalbuilding.com/buying-guides/doors-windows-shutters/windows-sash-wood>

Such as: <https://adamsarch.com/custom-wood-windows/double-or-single-hung/>

Staunton Makerspace is a resource that may make the project much more affordable. This will require dedicated time, patience, and participation to learn craft.

Staunton Makerspace located on Jefferson Street offers a good, safe wood shop with assistance from skilled woodworkers.

A monthly membership costs \$50.

<http://www.stauntonmakerspace.com/>

Parts to make window sash and casing:

<http://www.siewers.com/sash-parts/>

Address: 1901 Ellen Road, Richmond, VA 23230

Hours: Monday–Friday 7:30 am–4:30 pm

Phone: (804) 358-2103

Fax: (804) 359-6986

Attached are guides describing how to make wood window sash.

Local Carpenters recommended by Members of Historic Staunton Foundation:

O'Byrne Contracting Inc
Historic Window Specialists
2311 Lee Hwy,
Lexington, VA 24450,
<http://ocivirginia.com/>

Shell, Sam
122 North Jefferson
Monterey VA
Bus: (540) 468-3174
E-mail: samshell@ntelos.net

Hansen, Eric
506 West Beverley Street
Staunton, VA 24401
Bus: (540) 290-4119
E-mail: hansonconstruct@gmail.com

Borzelleca, Paul
19 Fayette Street
Staunton, Virginia 24401
E-mail: paulmodernboy@gmail.com
Bus: (540) 487-8367

Knapp, Jeramie and Mike
318 Campbell Street
Staunton, Virginia, VA 24401

Kuntz, Jonathan
352 Summerdean Rd.
Middlebrook, VA 24459
Bus: (917) 903-4975
E-mail: jonathankntz@yahoo.com

LOCATION/OWNERSHIP

Name of Structure _____

Street Address 325 Institute Street

Present Owner(s) _____

Mailing Address SamePresent Use Residence**LEGAL DESCRIPTION**Account No. 46647Assessor's Map No. 342Block & Lot Lakeview 15/2Present Zoning R-4Accessible to Public No

Additional Surveys _____

Original Use ResidenceDate of Construction 1921-1929Source of Date Sanborn maps

Date of Major Known Remodeling _____

Source of Date _____

Architect or Builder Unknown**PHYSICAL DESCRIPTION**No. of Bays 2 No. of Stories 1 & basementRoof Type Gable w/gable over entryPorch Type 1-story entranceBuilding Materials: Clapboards ☒ Brick ☐ Stone ☐Stucco ☐ Shingles ☐ Board & Batten ☐

Other: _____

Notable Architectural Features: 4 vertical/1 lightsDate 9/81 Surveyed By EABPhotograph Roll No. 4490 Neg. No. 7

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

NoneArchitectural Style ☐ orCharacteristics ☒ :Greek Revival ☐Gothic Revival ☐Stick Style ☐Italianate ☐Queen Anne ☐Chateausque ☐Romanesque Revival ☐Shingle Style ☐Colonial Revival ☐Beaux Arts ☐Vernacular ☒

Other _____

**HISTORIC
STAUNTON
FOUNDATION**

BOX 2534 STAUNTON VIRGINIA 24401

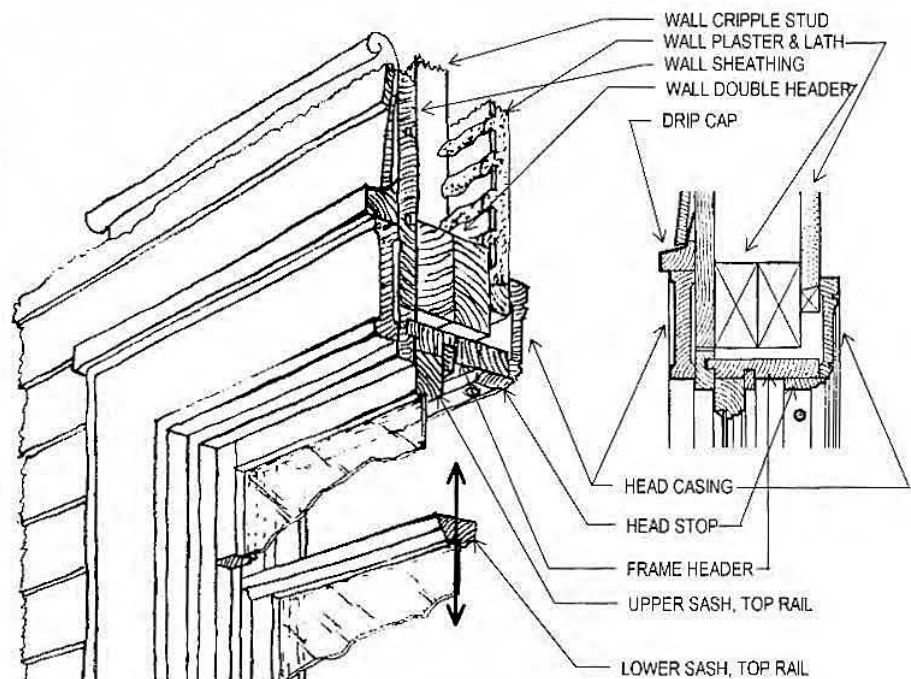
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Incidence in Area: Rare ☐ (2) Frequent ☒ (1)	Architectural Value: Outstanding ☐ (6) Notable ☐ (4) Worthy of Mention ☒ (2)	Associative Value: National ☐ (3) Regional ☐ (2) Local ☐ (1) Unknown ☒ (0)																																													
TOTAL PRESERVATION VALUE: 9 Category: A ☐ (15-20) B ☐ (11-14) C ☒ (6-10) D ☐ (0-5)																																															
OLD MAP REFERENCES: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 20%;">YEAR</th> <th style="text-align: left; width: 20%;">PAGE</th> <th style="text-align: left; width: 60%;">USE</th> </tr> </thead> <tbody> <tr><td>1857</td><td></td><td></td></tr> <tr><td>1870</td><td></td><td></td></tr> <tr><td>1877</td><td></td><td></td></tr> <tr><td>1884</td><td></td><td></td></tr> <tr><td>1886</td><td></td><td></td></tr> <tr><td>1891</td><td></td><td></td></tr> <tr><td>1894</td><td></td><td></td></tr> <tr><td>1899</td><td></td><td></td></tr> <tr><td>1904</td><td></td><td></td></tr> <tr><td>1909</td><td></td><td></td></tr> <tr><td>1914</td><td></td><td></td></tr> <tr><td>1921</td><td></td><td></td></tr> <tr> <td>1929</td> <td>13</td> <td>dwelling (#325)</td> </tr> <tr> <td colspan="3">Other: Lot is vacant on 1921 map.</td> </tr> </tbody> </table>	YEAR	PAGE	USE	1857			1870			1877			1884			1886			1891			1894			1899			1904			1909			1914			1921			1929	13	dwelling (#325)	Other: Lot is vacant on 1921 map.			OLD PHOTO REFERENCES:	BIBLIOGRAPHIC REFERENCES:
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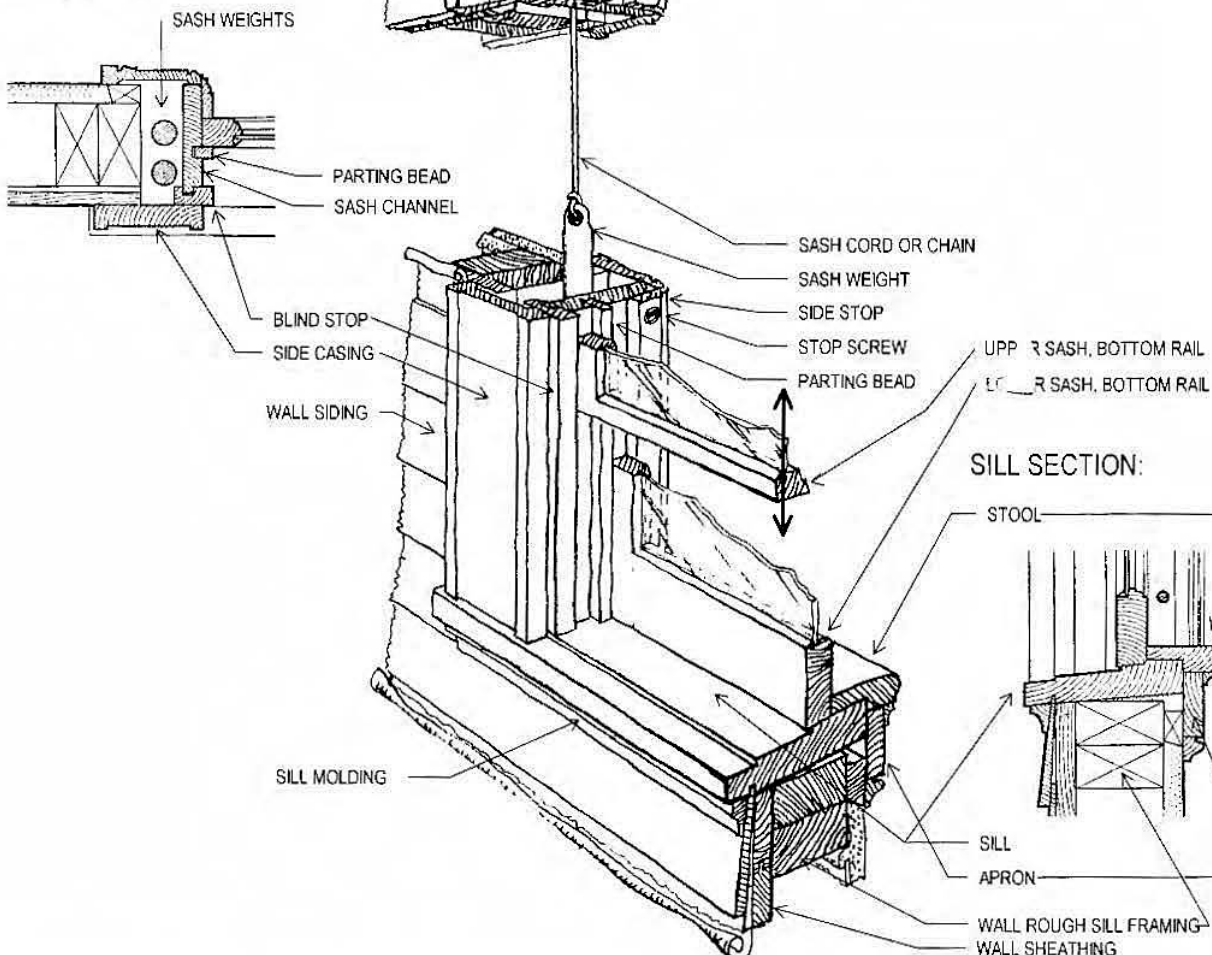
The sash are held in the frame by the stops and parting beads which form a channel in which the sash slide up and down. The window frame is held in the wall by the interior and exterior casings which are nailed to the frame along their inner edges and to the wall along their outer edges.

As I survey and assess the conditions of windows I sketch sections of the jamb, header and sill with measurements and notes on materials. These sketches are important planning tools -- as important as the pry bars and scrapers used later on. They help me understand how the window is constructed and how it should operate.

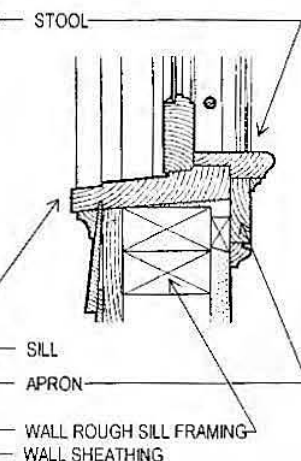
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JAMB SECTION:



SILL SECTION:



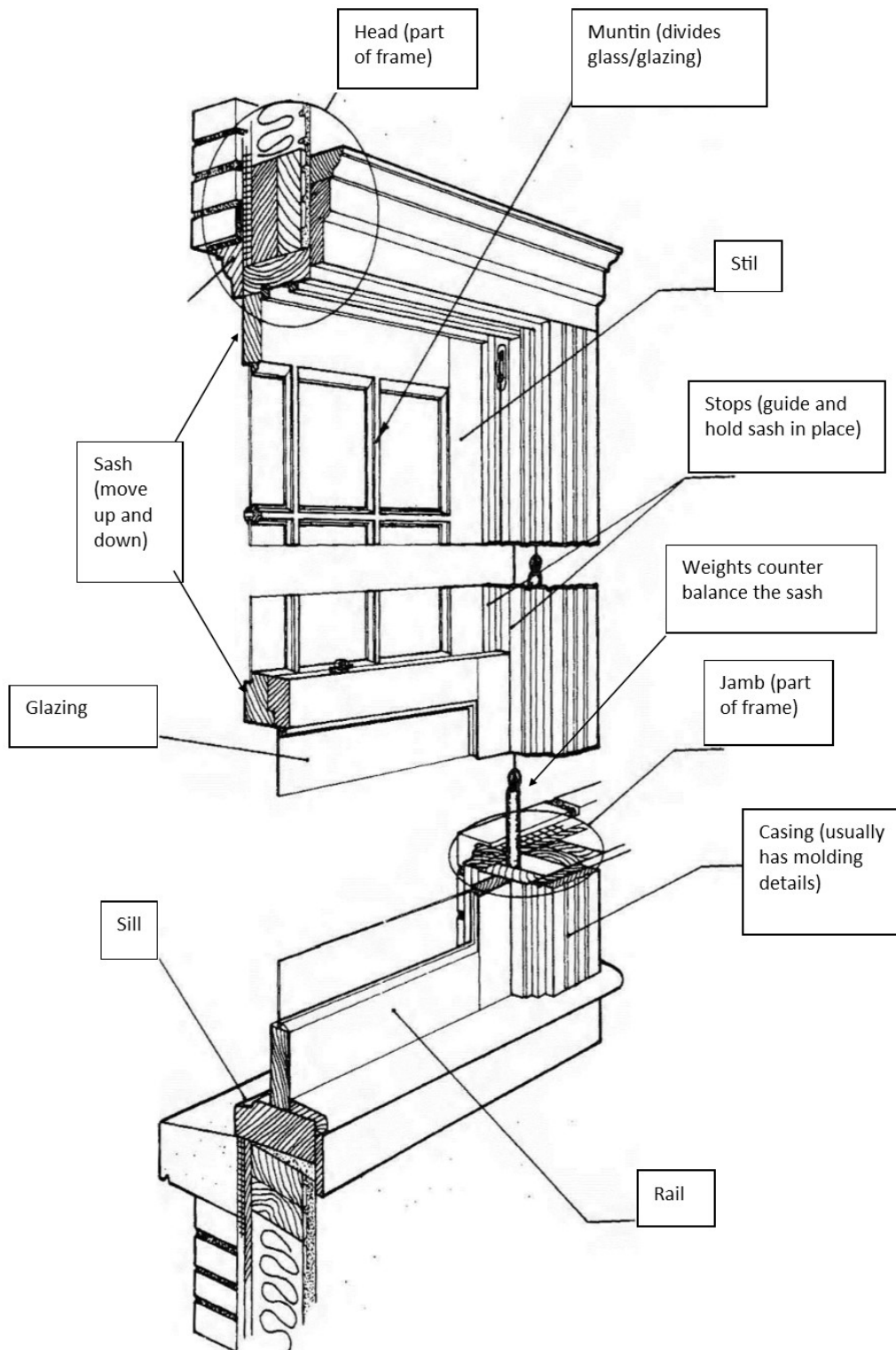
Parts of a Window

Windows are machines made up of many stationary and moving parts. In almost all cases a window unit contains glazed sash that moves by sliding or swinging within a fixed frame or casing. The window unit is placed in a building wall at the window opening. The names and arrangement of wood frame parts differ somewhat in wood and masonry window openings. A window unit has **three basic parts: the frame, sash, and hardware.**

The frame is the part of the window attached to the building and does not move. The top horizontal section is called the head, or head jamb, and the lower horizontal section is the sill. The part of the frame located on the sides is called the jamb. The jamb includes the small projections called stops that guide the sliding parts and seat, or stop, the swinging parts. The casing is the part of the frame that covers the joints on the interior and exterior where the jamb meets the wall. In old windows the casing is often ornamented with molded millwork. When windows are arranged in groups, the vertical jamb and casing assembly separating them is called a mullion. In masonry buildings the exterior casing of a wood window includes a part called the brick mold where it meets the wall.

The sash is the part that actually carries the glass and moves within the frame. The horizontal parts of a sash are called rails, and the vertical parts are called stiles. The glass in sash is called glazing. Many early sash were glazed with several small panes of glass. Large single panes were generally unavailable before the Civil War, and even when these were available smaller panes were used in many buildings for architectural effect. A sash glazed with more than one pane of glass is called divided-light sash. The small panes are carried and divided within the sash assembly by muntins.

All windows require additional hardware to attach, counterbalance, lock, or otherwise control the movement of the sash. The type of hardware varies depending on how the sash operates. Hardware used in old windows includes hinges, weights and pulleys, latches, handles, weatherstrips, cranks, and extension arms or stay bars.



Sash and frame components of a typical double-hung, six-over-one wood window. (Neal A. Vogel, adapted from a drawing by Jonathan Poore)

Making Window Sash

How to do a custom job with ordinary shop tools and a router

by John Leeke

On a historic-restoration project I worked on not long ago, the house's window sash were in poor shape. The original plan for the sash was to repair the worst of them and then replace them all sometime in the future. But before the window work started, the owner decided to have new sash right off. I didn't have enough time to place an order with a custom millworks; so I decided to make the sash in my own small shop, even though it lacks specialized sashmaking machinery. This meant I'd have to match the joinery and molding profile of the originals, and I'd have to work quickly enough to make money on the job without overcharging my customer.

The old sash were hand-made over 150 years ago. One had been without paint for many years, so its joints came apart easily. All I had to do was see how it was made, and reproduce each part. The challenge was to keep track of all those parts, and to make the joints fit properly so the sash would get as much rigidity from its mechanical integrity as from the glue in the joints.

It takes me about 5¼ hours for all the set-ups needed during a run of sash. The production time for the kind of sash described here on a short run of three or four double units is almost six hours per unit. Considering my time and the cost of materials, the final price was about 20% higher than ordering custom-made sash from the local lumberyard. Not too bad for short-order work that met my specific requirements exactly.

Of course, I could lower these time figures by keeping specialized machinery set up for sash work. If I did, my shop rates would be higher. I'd rather keep my capital expenses low and have more hourly income.

I use white pine for all my sash because it strikes a good balance between machinability and durability. Straight-grain, knot-free wood is essential because the thin, narrow muntins need to be as strong and stable as possible. Also, the outer frame can twist if it's made from wood with unruly grain. I try to use all heartwood, which is stronger and more rot resistant. It's best to cut all the rails and stiles from parts of the board that have vertical grain. These quartersawn lengths of wood are less liable to warp and twist.

John Leeke is an architectural woodworker in Sanford, Maine. Photos by the author, except where noted.



To replace old frames, first remove the exterior casing, as shown above, then remove the interior casing. This exposes the casing nails that hold the jambs to the rough framing. These can either be pulled or cut with a hacksaw blade.

Two kinds of sash—Here I'll describe how I made double-hung sash for jambs that don't have parting strips. So the sash shown in the photos don't have weather stops. (*Parting strips, weather stops* and other sash terms are explained on the facing page.) However, many older sash are made for jambs that have parting strips, and so require meeting rails with weather stops, as shown in the drawing. Meeting rails with weather stops are thicker in section and narrower in elevation than ordinary rails, and are mortised to receive tenons on the stiles, rather than the other way around. If you have to make meeting rails like this, the joinery is the same, except that the stiles are tenoned and the rail is sized to overlap (with

bevel or rabbet) the other rail. You can avoid this trouble altogether, if you wish, by applying the weather stops (with brads and waterproof glue) after the sash are assembled. The instructions that follow are for simple sash.

Sequence of operations—I did all the work on this job with ordinary shop equipment—a table saw, a drill press and a router, which I mounted on the underside of my saw's extension wing. The techniques described in this article can be adapted to produce sash in new construction, casement windows and fixed-glass windows.

I begin by disassembling one of the old sash to determine how it went together, and to get familiar with its decorative and structural details. Then I measure the inner dimensions of the old jamb, and make a drawing of the sash that shows the important features. From the drawing I compile a list that itemizes the parts and tells the dimensions of all the separate pieces.

The sequence of operations in the shop goes as follows: I thickness-plane all the stock (this can be done on the table saw since all the members are fairly narrow), and then cut the tenons and copes on all of the rails and horizontal muntins. Next, I cut the mortises in the stiles and vertical muntins. After this I set up to mold the inner edges of all the frame members on their inside faces, and then I rabbet the same pieces on their outside faces (for glazing). At this point I usually frank the tenons on the rails. Finally, I assemble the sash.

Measurements, drawings, cutting lists—After I take out the old sash, I clean off paint buildup and dirt. If the stiles of the frame are not parallel, I size the sash to the widest measurement and allow a little more time for trimming during installation. If the overall dimensions from sash to sash vary less than ¼ in., I make all the new sash to the largest size and then trim down those that need it after assembly. If the variation is more than ¼ in., I plan to make more than one size of sash. Too much trimming can weaken the frame members.

You can usually make a good guess about the joinery of the original, but if you're doing a precise reconstruction you have to take one of the sash frames apart so you can measure the dimensions of its tenons and mortises.

On my first sash projects I made complete drawings to keep the various parts and joints

Sash anatomy

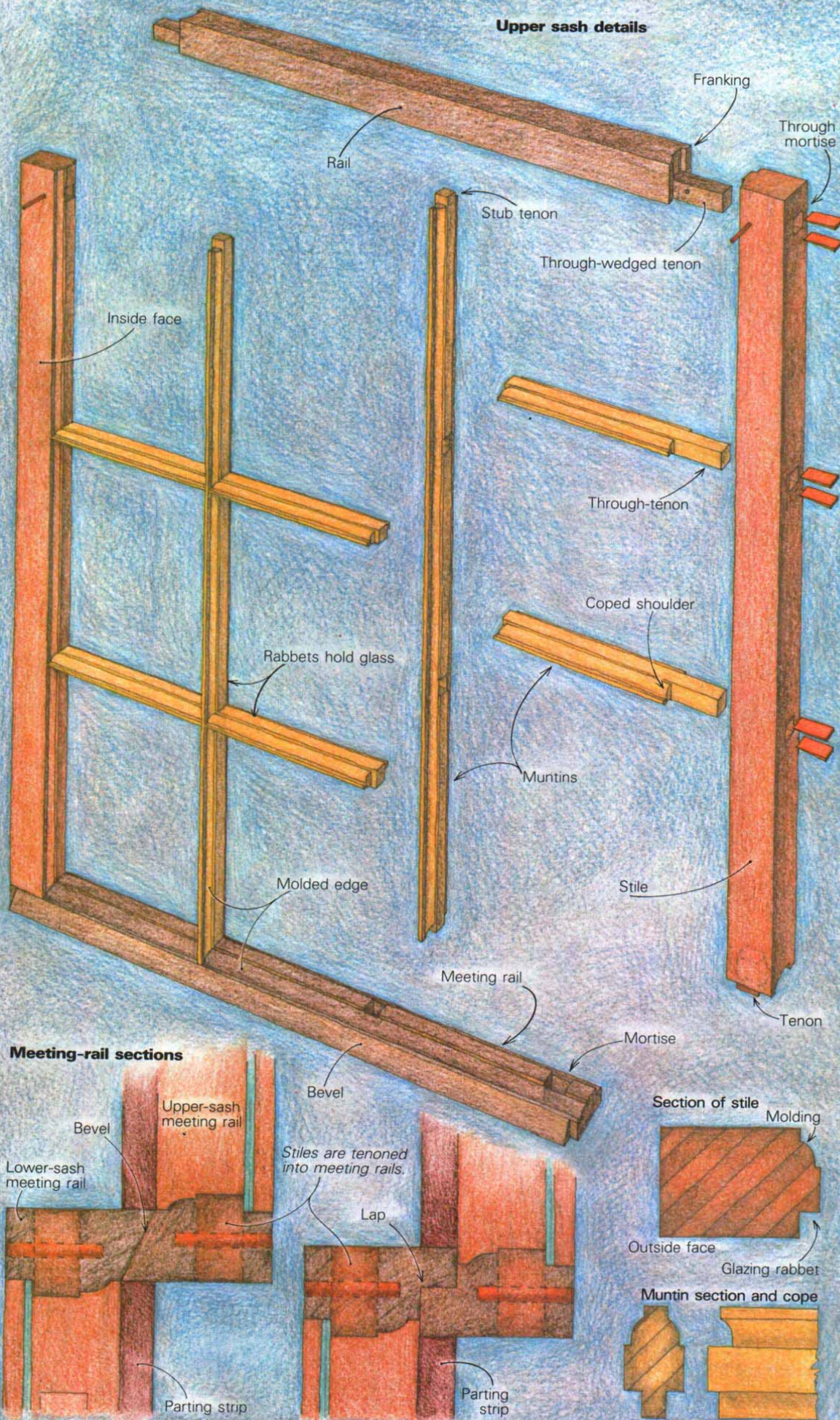
A basic sash for a double-hung window consists of an outer frame and an inner framework of smaller members that hold the separate panes of glass. The outer frame is made of vertical members called *stiles* and horizontal members called *rails*. The bottom rail on the upper sash and the top rail on the lower sash are called *meeting rails*, and these are often made to interlock when the windows are closed. This interlock can be a mating pair of bevels or an overlap (see section drawings below), and it helps keep out cold drafts. *Plain-rail sashes* have meeting rails that lack the interlock feature; their meeting rails simply abut one another. The lower rail of the bottom sash has to be beveled to fit flush against the sill, which should slope toward the outside to shed water.

In the best construction, frame members are held together by wedged through mortise-and-tenon joints; as a general rule rails get tenoned, stiles get mortised. In some traditional sash, though, the meeting rails are rather narrow and so are mortised to house tenons cut onto the stiles. You can use slip joints, but these lose much of their strength if the glue in them fails, whereas wedged through tenons hold firmly even without glue.

The members of the inner framework or grid that holds the glazing are called by several names. I call them *muntins*, though they're variously known as *mullions*, *sticks*, *sticking*, *glazing bars* or just *bars*. Like the outer-frame pieces, the muntins should be tenoned into the rails and stiles, and into one another.

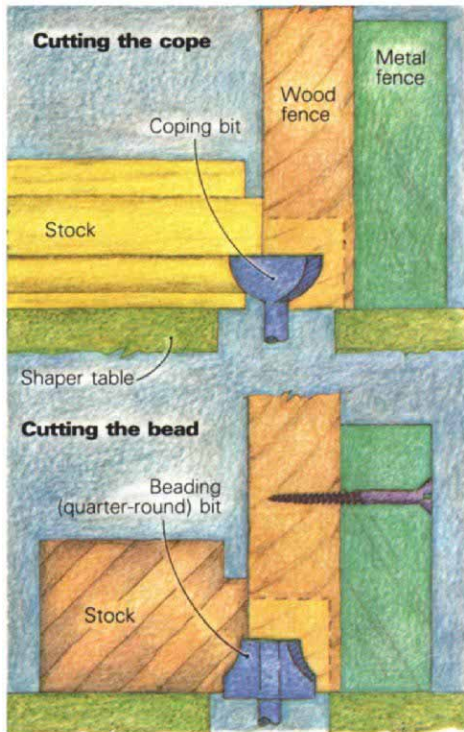
All the frame members—rails, stiles and muntins—are molded on their inner faces and rabbeted to hold glazing on their outer faces. This arrangement requires that tenon shoulders be made to conform to the molded edge of the mortised member.

In traditional sashmaking, there are two ways to shape the tenon shoulder. The first method involves cutting away the molded wood and shaving the shoulder on the mortised piece flat to receive the flat shoulder of the tenon. This means the beads are mitered on both members. The second, and easier, way is to cope the tenon shoulder. Simply stated, a cope is a negative shape cut to conform precisely to the positive shape that it fits up against. —J. L.



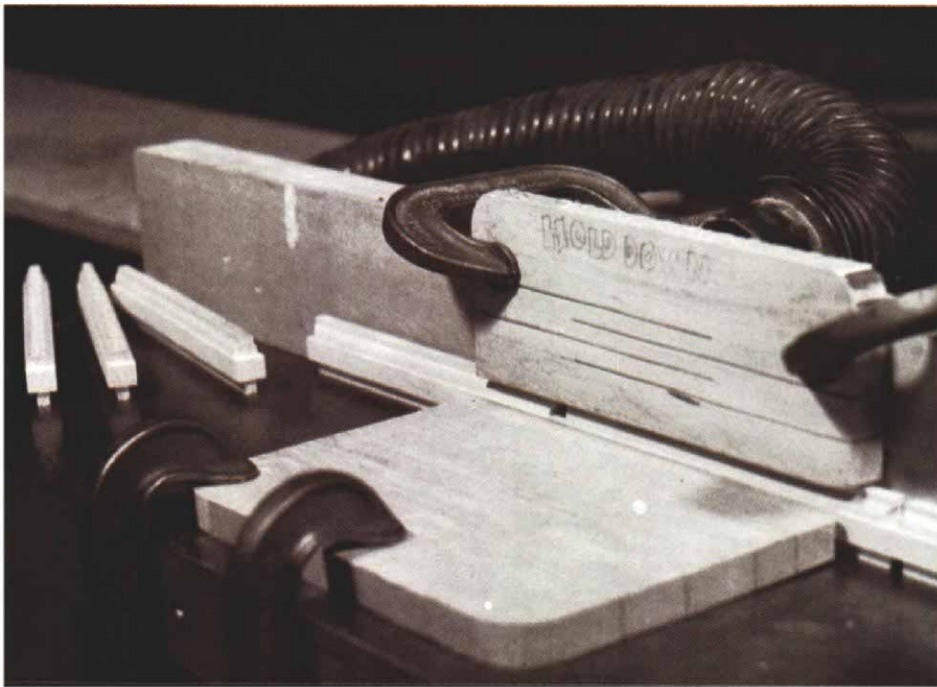


Tenoning with a router. With the router mounted on the underside of his saw's extension wing, Leeke removes the correct amount of wood to produce the cheek of a tenon. The stock is fed into the bit with a push gauge; it squares the workpiece to the cutter and keeps the wood from splintering out on the back side of the cut. A shop-vacuum hose pulls chips through a hole in the fence.



Ripping muntins to width from stock that has already been tenoned and coped saves time and minimizes splintering and tearout from cross-grain cutting. Because the horizontal muntins are thin and short, a pair of push sticks has to be used.

Rabbeting and molding muntin edges requires the use of two hold-downs. The one attached to the fence holds the stock against the table, and the one clamped to the table holds the work against the fence. Kerfs in the hold-down blocks allow the wood to spring and flex against the stock.



straight in my mind. From these drawings, I made a list of all the pieces I'd need. Each part has its own line, and each line is keyed with a letter to the corresponding part on the drawing. Also on the line is the size, the quantity needed, the name of the part, and its location in the sash.

Router-table joinery—In millwork shops and sash-and-door plants, tenons are cut by single-end or double-end tenoning machines, which cope the shoulder of the joint at the same time they cut the tenon. In smaller custom shops, spindle shapers do the same job. But these are expensive machines, and they take up a lot of space, which I don't have much of. And I was in a hurry. So on this job I improvised a router setup to cut the tenons and copes.

Instead of building an extra table in my already crowded shop, I mounted a router under one of my table-saw extension wings. This arrangement lets me use the saw's rip fence and miter gauge as working parts of the router setup. To keep from drilling needless holes in your saw table, be careful when you lay out and bore the hole in the cast iron for the arbor and cutter and the tapped holes that will let you attach the router base to the underside of the wing with machine screws.

I made a wooden auxiliary fence 2 in. thick and 5 in. high to attach to my saw's metal fence. To suck up chips and dust from around the cut, I bored a hole through the fence and carved a socket to accept the end of my shop vacuum hose (photo top left). This keeps the chips from clogging in the bit during cutting and from building up against the fence.

To guide the workpiece, I use a rectangular push gauge made from a block of pine. By holding the edge of the block against the fence, I stabilize the stock, and square it to the line of cut. Also I notch each corner of the push gauge to each size tenon and to the copes. This way the block backs up the workpiece and keeps the cutter from tearing and splintering the wood as it leaves the cut.

Cutting tenons on rails and muntins—For plain-rail sash there are two tenon lengths—the long through-tenons on the rails and on the stile ends of the horizontal muntins, and the short tenons on the vertical muntins and on horizontal muntins where they are joined to the vertical muntins. It could be that your sash will have a third tenon length for vertical muntins that are joined into the rails, and a fourth tenon length if your stiles are to be tenoned into meeting rails with weather stops. Before setting up to cut tenons, the stock for the rails, stiles and muntins must be surfaced to final thickness and crosscut to finished length. But the stock for the rails and muntins should not at this point be ripped to final width, especially the muntin stock. It's easier and safer to cut the tenons and do the coping on wide boards; it saves time and avoids tearout as well. Remember to mill up some spare pieces for trial fitting, and to be substituted if you ruin good ones. And it's a good idea at

this point to set up the hollow-chisel mortiser in your drill press because you'll need to cut some mortises in scrap to test-fit the tenons.

Most tenons are slightly offset from the center of the stock, but because all the framing members are the same thickness, you can set the router bit to cut the tenon cheek on the inside faces of all the pieces, then reset the bit to cut the cheeks on the outside faces. Mark out the dimensions of the two lengths of tenons on a pair of test pieces, and set the bit at the precise height for cutting the face side. This requires careful measuring, for which I use a vernier height gauge.

Calculating tenon length is complicated by the need to cope the tenon shoulder, which in effect lengthens the tenon. This added length equals the depth of the molding profile, and has to be deducted from the length of the tenon. Say your stile width is $1\frac{3}{4}$ in. and your molding-profile depth is $\frac{3}{16}$ in.; your through-tenon length before coping will be $1\frac{1}{16}$ in., so you'll set the fence $1\frac{1}{16}$ in. from the farthest point of the bit's cutting arc.

Once the bit is set at the proper height to cut the cheek on the inside-face side of the pieces and the fence is set to cut the longer tenons, you can begin cutting. It's best to make each cut in several passes, even if you're using a large ($\frac{1}{2}$ -in. or $\frac{5}{8}$ -in.) carbide-tipped straight bit. You'll get better results without putting an unreasonable demand on the router's motor. Make certain when you make the final pass that the end of the stock is pressed firmly against the fence and at the same time held snugly against your push gauge. Holding the stock this way ensures that the tenon will be the correct length and that the shoulder will be perfectly square.

After the first series of cuts on the rails and on the stile ends of the muntins, you need to set up to make the first cuts on the muntins for the short tenons. To keep from moving the fence and having to set it up again when you cut the cheeks on the outside face of the rails, you can thickness a scrap piece and clamp it to the fence to shim it out from the bit's cutting arc to make a tenon of the correct length.

Once you've made the cuts on the inside face of the muntin stock, you're ready to complete the tenoning by cutting the wood away on the outside face. Leave the shim clamped in place, and reset the router bit to the proper height above the table to make the next cuts. Careful measuring here is critical because your tenons won't fit if the bit is set at the wrong height. So make a cut on one of your spare pieces and trial-fit it in the test mortise. Once you get the bit set correctly, run all your muntin stock through. Then unclamp the spacer from the fence and make the cuts on the outside face of your rail stock and the muntin stock that gets long tenons.

Coping the shoulders—Coping with a router means you have to pattern-grind a matched pair of bits—a concave bit to cut the molding on the inside edges of sash members, and a convex bit to cut the cope on the tenon shoulders (photo above right). The positive and

negative shapes of the pair must be perfectly complementary or your joint won't close properly, and will have gaps. The sidebar at right explains how to grind stock high-speed steel bits to get a matched set.

Now you're in a dilemma because you need a molded, rabbeted and mortised stile to test-fit the pieces you've tenoned and are getting ready to cope. The best choice here is to rip a stile to finished width, set up the router to mold the inner edges and rabbet the outer ones according to a full-size drawing of the stile in section. But you're having to perform an operation out of its logical sequence, and that can seem a waste of time. You'll also need a couple of muntin pieces; so rip a couple to width and mold and rabbet them at the same time you do the same to the stile. Whatever you do, don't throw your sample pieces away once you've gone to the trouble to make them. If you ever need them again, you'll save several tedious hours of trial-and-error setup if you have these samples to refer to.

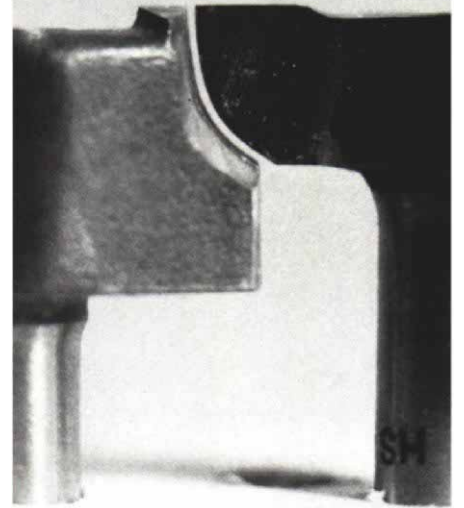
Now that you've got a stile prototype and a couple of muntin samples, chuck the coping bit in the router and set the height so that the top of the cutter just lightly touches the bottom edge of the tenon (stock held inside face down on the table), as shown in the upper drawing on the facing page. Next set the fence to cope the shoulders of the muntins with short tenons. Be conservative when you set up. Make a pass into the cutter, and trial-fit the piece. If the fit is bad, adjust the fence cautiously and try again. Keep making minute adjustments until you get it right. You'll get some tearout on the exit side of the cut because the edge has been molded, but this won't matter for the test piece. Now cope all the shoulders for the short tenons of the muntin stock. Next reset the fence to cope the shoulders of the long tenons.

At this point you should rip the muntins to width (middle photo, facing page). To keep from having to clean up the sawn surface with a plane, I use a sharp planer blade in my bench saw. Because the muntins are thin, I use a pair of push sticks to feed the stock into the blade. Also at this time you should rip the rails and stiles to final width.

Mortising stiles and muntins—I use a $\frac{1}{2}$ -in. hollow-chisel mortiser that I keep sharp for this job. You can buy one of these attachments for your drill press at most woodworking-machinery dealers. Be sure to buy a little conical grinding stone that keeps the chisel sharp. A dull chisel will tear the wood on the walls of the mortise and cause nasty splitting out on the back side of the stock. Even a sharp chisel will do some tearing out if you don't back up the cut with a maple block. I use an aluminum plate that's cut out to the precise $\frac{1}{2}$ -in. square dimensions of my hollow chisel. The edges of the square hole give positive support to the wood as the chisel exits, and prevent splintering altogether.

To get precise results, each mortise should be laid out with care. It's best if you use a mortising gauge and striking knife, but a sharp

Pattern-grinding router bits



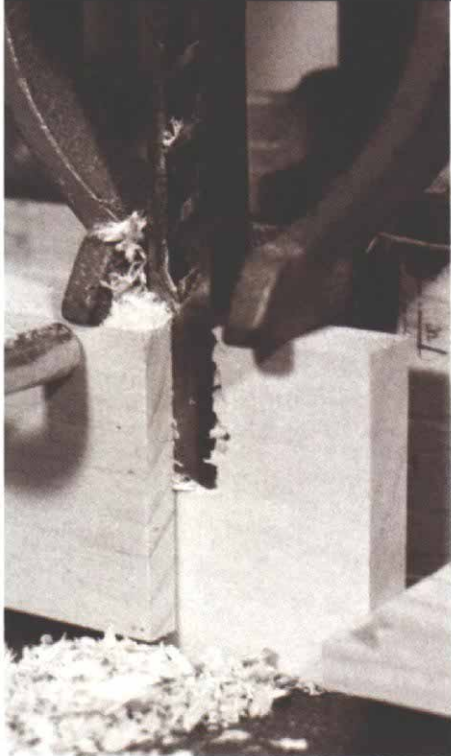
You have to be able to grind your own router-bit profiles if you want to reproduce moldings or make new ones of your own design. For one set of window sash that I was making, I needed a matched pair—a quarter-round bead and a cope. To make such a pair, I begin by buying "blanks"—common high-speed steel bits, large enough to yield the finished shape I need. For these sash I used a rabbeting bit for the molding cutter and a rounding-over bit for the coping cutter.

To lay out the shape for the cutting edge, I first coat the back face (opposite the beveled face) of each bit with machinist's blue marking dye, and then scratch the profile that I want on the surface. Dye makes the pattern easy to see when grinding. If I am reproducing a molding, I lay a thin cross-sectional piece of the molding on the back face of the bit and scratch around it.

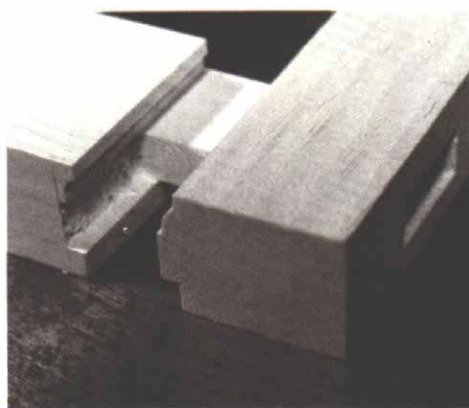
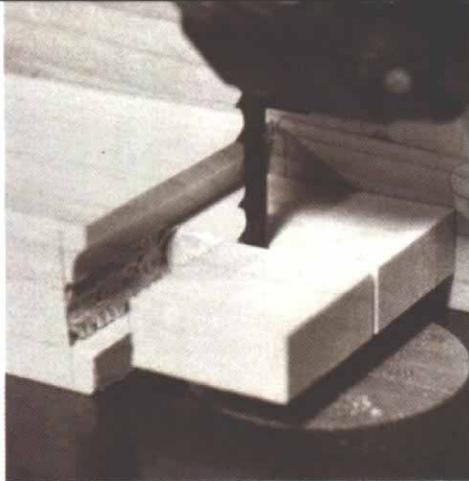
Holding the bit in a hand vise, I grind away the unwanted steel on my bench grinder. As I near the mark I make certain to match or slightly undercut the original bevel. All of this grinding is freehand, steadied a bit by using the grinder's tool rest. For tight inside curves, I use a small, thin grindstone mounted on the work arbor of my lathe. I am careful to remove the same amount of steel from both flutes so the balance of the cutter is maintained.

After I've ground right up to the mark, I refine the shape by hand with medium and fine India slipstones, sharpening the edge in the process. Then I touch up the edge with hard Arkansas slipstones. Finally I mount the cutter in the router to test the shape it will make on a scrap of wood. If the resulting shape is not correct, I grind a little more, resharpen and test again.

To make a coping cutter match another bit, I use the bit itself as a pattern for the layout. When the grinding on the coping cutter is approaching the final shape, I slip both cutters into a simple jig that holds the shanks parallel. The jig is just two $\frac{1}{4}$ -in. holes drilled in a block of hardwood with a drill press. I turn the bits so their cutting edges are next to each other. Holding the assembly up to the light, I can easily see where more steel must be removed to make the edges coincide. —J.L.



Franking is an operation that removes stock above the tenon to let the shoulder of the rail conform to the profile of the stile. This is easily done with a hollow-chisel mortiser (above). After franking, the waste portion of the tenon is sawn off on the bandsaw (above right). Then the joint can be assembled (right).



Assembly is straightforward. Daub the mortise walls with glue, and tap the frame members together. Then drive in the wedges for the through tenons, and snug up the frame with two bar clamps. The frame shown here is slip-joined because it will be a fixed upper unit and not subjected to the stresses that sliding sash are.



#4 pencil and a try square will do. I clamp an end stop to the drill-press table to ensure that mortises at tops and bottoms of stiles are all the same distance from the ends of the stock.

Molding and rabbeting—The next machining processes mold the inner edges of the frame members on their inside face and rabbet the inner edges on the outside face. First I install the molding bit in the router, adjust its height and set the fence. Having done this already on the test pieces, I use one of them to help with the setup. Then I mold the stiles and rails, after which I clamp hold-downs on the fence and the saw table (bottom photo, p. 74), to run the thin, narrow muntins. Molding done, I cut the rabbets, using the same straight bit that cut the tenons. Again, I clamp hold-downs to the fence and table.

Franking—When you lay out the through mortise-and-tenon joints for the rails and stiles, you'll need to leave at least an inch or more of wood between the end of the mortise and the ends of the stile, or the wood can split out. Therefore, the tenon needs to be an inch or so narrower than the rail is wide. When you cut the tenons with the router, you get a tenon the full width of the rail, so you must cut part of it away to get a tenon the right width and to get the newly exposed shoulder to fit the sectional profile of the stile. Molding and rabbeting the stile produces a proud land (flat ridge) that runs the length of the member, and the new tenon shoulder has to be relieved to accommodate this long, flat ridge.

Relieving the upper shoulder of the tenon in this way is called franking, which I do with the hollow-chisel mortiser (photo top left). What's required is mortising back behind the tenon's shoulder to the width that the land is proud and to a depth that stops at the line of the top of the finished tenon. Then all you do is saw away the waste (photo top right).

Assembly—I really enjoy this part of sash-making, when all the work finally pays off. Traditionally, joints were put together with thick paint between the parts. I suspect the sashmakers in those days expected the paint to seal moisture out of the joint rather than act as glue to hold it together, but they didn't rely much on the adhesive strength of either paint or glue. They pegged the tenon through the inside face of the stile and wedged it top and bottom from the open end of the mortise.

Most weatherproof glues seem to work well, except for formaldehyde-resorcinol, which can bleed through to the surface after the sash is painted. When all the parts of a sash are fitted together, I snug up the joints with a bar clamp, and wedge the through tenons.

After wedging I check the sash for squareness and then peg the joints. Pegging is especially important for the joints of the meeting rail on the lower sash, because they are subject to a lot of stress during use. If pegs pass through to the outside of the sash, they could let water get into the joint. My pegs stop just short of the outside surface. □

Installing sash

When you're deciding what to do with sash that are in poor shape, you should consider the window as a whole. Examine the frames for deterioration. Windows on the south side of a house are subject to repeated wetting and drying. This can cause large checks or cracks in sills and stiles, so that these members need to be replaced. The north side of the house will be damper because it is in the shade, and you're likely to find rot in the joints of the sill and the jamb stiles.

Jambs and casing—If the sill or jambs need replacing, I usually take the whole window frame out of the wall. I begin by carefully removing the exterior casing and moldings (as shown on the cover of this magazine). This exposes the space between the jamb stiles and the structural framing (trimmer studs, header and rough sill), which gives me room to cut the nails that hold the frame in place. I use a reciprocating saw or hacksaw blade for this. There also may be nails that hold the interior casing to the frame that will have to be cut.

Once the frame is loose, it can be pulled out at the top and removed from the wall. I try to use heartwood for replacement parts of the jamb and casing because it is more rot-resistant than sapwood. In any case, the parts should be treated with a water-repellent preservative before assembly and reinstallation. Reusing old casing and molding that are still in good shape helps blend the new work in with the rest of the house. If the old jambs are still good, I scrape and sand their inside surfaces so they are flat and smooth for the sash to slide against.

Fitting the sash—To install double-hung sash with the upper sash fixed in place and the lower sash sliding up and open, you first trim the stiles to fit, then glaze and finally install the sash in the jambs.

Start sizing the top sash by planing the edges of the stiles so the sash will fit into the frame without binding. This should be a free-fit, but not so loose it will rattle side-to-side. Put the sash in place and slide it up to the frame header. If the top rail of the sash doesn't fit uniformly flush along the header, it should be scribed to the header with dividers and trimmed to fit. Then fit in the two outer stops, which are strips of wood that lay flat against the jamb stiles and hold the upper sash in place. If the top rail of the bottom sash and the bottom rail of the top sash are made to overlap and form a weather stop, your jambs must be fitted with parting strips. These are strips of wood that are let into grooves, one in each inner face of the jamb, that run the length of the jamb stile and serve to separate the two sash so they don't slide against one another. Fit the parting strips into the grooves in the stiles so they are held in place by compression only. Don't glue or nail them in place.

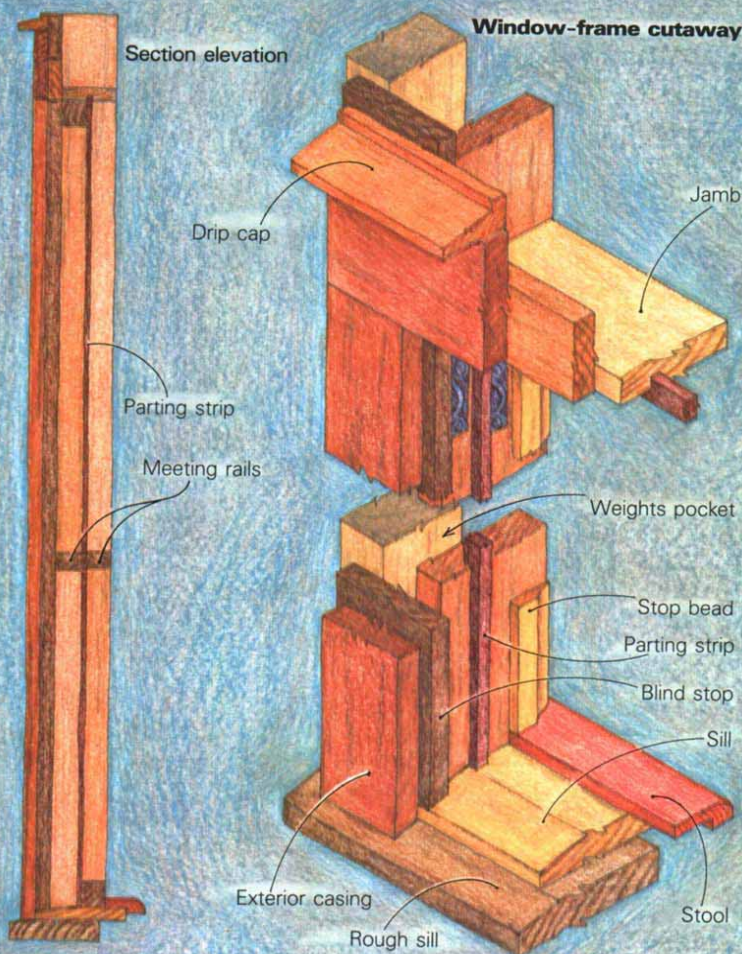
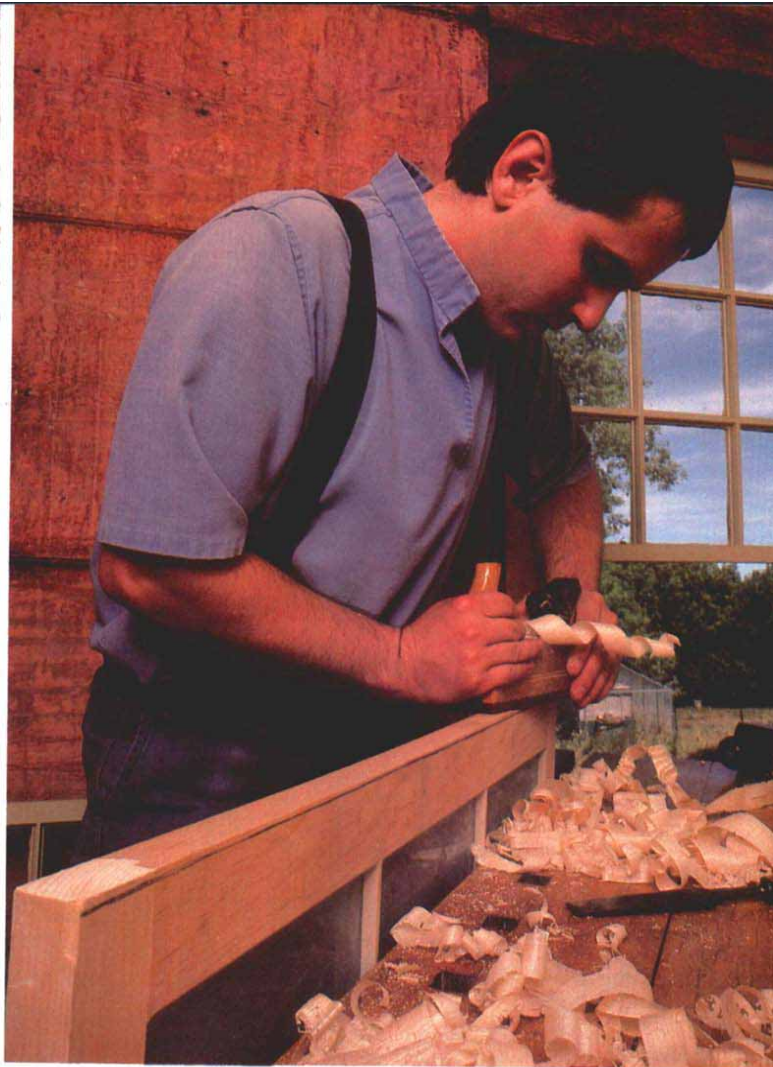
Next trim the lower sash to fit by planing its side edges until it runs smoothly up and down in the frame. Set the sash in place with the bottom rail resting on the sill. Then scribe the bottom rail to the sill with dividers set to the distance between the top surfaces of the meeting rails. Plane off the bottom rail to the scribed line (photo above right), forming a bevel that matches the slope of the sill. The weather stops should fit tightly together when the bottom rail of the lower sash is against the sill. If too much is planed off the bottom of the lower sash, this fit is lost. So take some care when trimming for this fit.

When the sash are sized to fit, they should be treated with a water-repellent preservative and primed for painting. Do not prime the side edges of the sash. They should be left bare to slide against the stiles.

Glazing, painting and finishing—I usually take sash to the glass shop to be glazed. The glass should be bedded in a thin layer of glazing compound and set in place with glazing points. When complete, the glazing compound should have a neat beveled appearance and not show from the inside.

The sash should have two top coats of paint. I prefer oil-base paints. Run the paint just slightly onto the glass, thereby sealing the glazing from rainwater. Do not paint the edges of the sash that will slide against the frame. When the paint is dry, wash the glass.

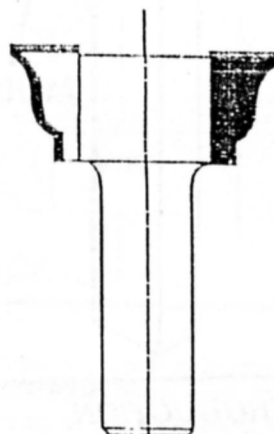
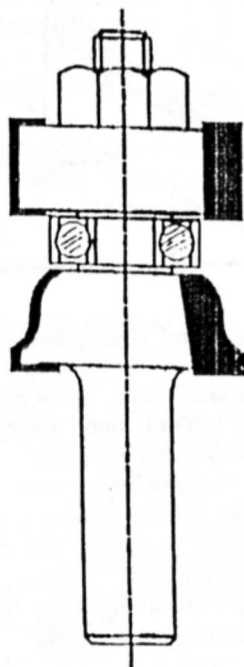
To install the window in its jamb, set the top sash in place and slip the parting strips into their slots. Trim any beads of paint that may have dried on the side edges of the lower sash, and test to see if it still slides freely in the frame. When you are satisfied with the way the sash fits, then secure it in place with the beaded or molded inner stop, taking care to use thin brads so as not to split the wood. These stops should be carefully positioned so the sash is free to move but not so loose that it will rattle in the wind. —J. L.



freud®

Sash Building System

99-051



99-050

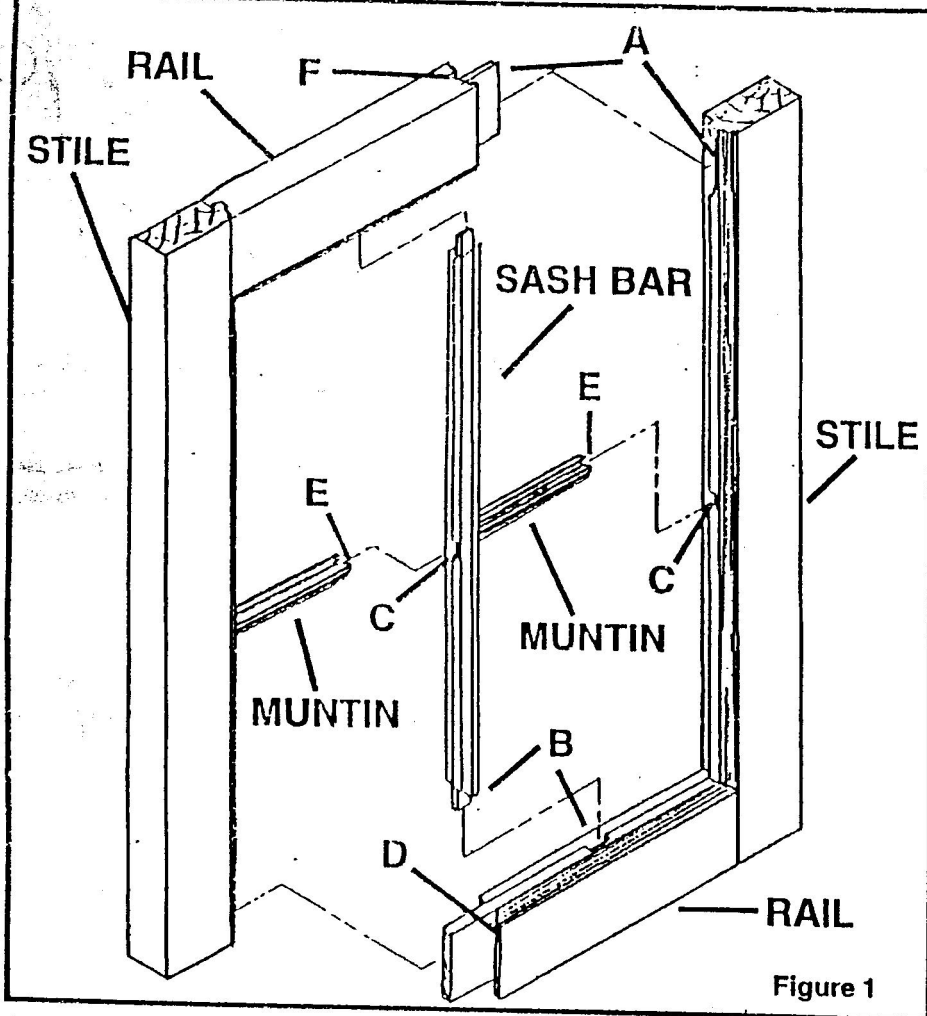


Figure 1

INTRODUCTION

These bits were designed to reduce the steps required to build custom sashes. If you have never used this type of bit before, please read all the instructions contained in this manual. If you have never made a sash before, it may be helpful to make a small trial sash out of scrap lumber prior to making your first finished sash.

Before you can begin to use the Sash Building System several other operations must be completed using other equipment. These operations are sizing the material, cutting the components to length, cutting the mortise and tenon

joints, and cutting the notches for the muntins. To do these operations you can use table saws, radial arm saws, planers, routers, hand tools, or whatever tools you normally use.

A good book to read to learn more about building doors and windows is Making Your Own Handcrafted Doors and Windows, By John Birchard; Sterling Publishing, Inc.; New York, NY 10016; (800)367-9692.

MATERIAL SELECTION

The material for the sash should be dry. It should be clear, and free of defects and knots over 1/4" diameter. The stock should be accurately machined to 1 3/8" thick.

CUTTING THE SASH COMPONENTS

The material for the rail and stile should be ripped to the same width, and the material for the sash bar and muntins should be ripped to the same width. The rail, stile, sash bar, and muntins should be cut to length. The length of the parts can be determined using these equations:

stile length = length of the sash

rail length = width of the sash - twice

the width of the stile material +

the length of the tenons* + 7/16"

sash bar length = stile length - twice

the width of rail material - the

length of the tenons* + 7/16"

muntin length = S / T

Q = width of sash bar material -
1/2"

R = the number of sash bars x Q

S = width of sash - twice the
width of the stile material - R +
1/2"

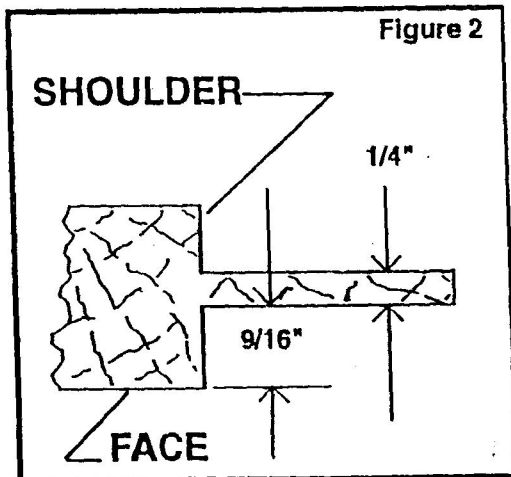
T = number of sash bars + 1

* The length of the tenons is up to the individual and will depend on the width of the material used in the rail and stile. However the distance from the tenon shoulder on one end of the rail to the tenon shoulder on the other end should equal the width of the sash minus twice the width of the stile materials, plus 1/2". The distance from the tenon shoulder on one end of the sash bar to the tenon shoulder on the other end should equal the length of the sash minus twice the width of the rail material, plus 1/2".

The stiles should be mortised 9/16" from the face of the sash and 5/16"

deeper than the length of the 1/4" thick tenons on the end of the rails (Figure 1, A and Figure 2). Similarly, the rail should be mortised 9/16" from the face of the sash to accept 1/4" tenons on the end of the sash bar (Figure 1, B). The sash bar and stile should be mortised, to accept the muntins, 9/16" from the face of the sash and 1/4" wide. This mortise should be 1/4" deep (Figure 1, C).

COPING THE SASH COMPONENTS



To cope the sash components, Freud Router Bit 99-050 is used. (CAUTION: The tip of this bit is somewhat fragile, and care should be taken when installing and removing this bit.) The bit should be set up in the table mounted router so the top of the bit is flush with the tenon on the rail (the face of the rail should be face down on the table) (Figure 3). The face shoulder of the end of the rail should be coped 1/4" deep (Figure 1, D). The sash bar should be coped the same way. The end of the muntins should be coped 1/4" deep with the face down on the table (Figure 1, E and Figure 4).

Figure 3

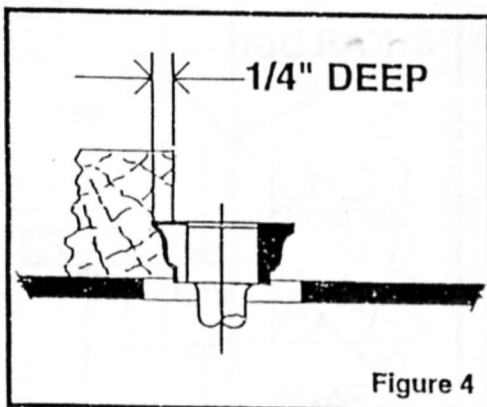
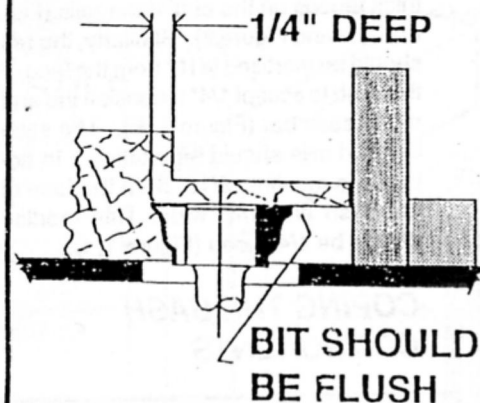


Figure 4

STICKING THE SASH COMPONENTS

Disconnect the power to the router and carefully remove the 99-050 router bit. Install sticking bit, Freud Router Bit 99-051, in the router. Adjust the height so the bottom edge of the top square

cutter is the same height as the top of the tenons (Figure 5). Use a hold down fixture to hold the material down and against the cutter. (CAUTION: Always keep hands clear of the bit while in operation.) Run the inside edges of the stile and rail through the cutter with the face side down on the table. Run both sides of the sash bar and muntins through the cutter also with the face side down.

BIT SHOULD BE FLUSH

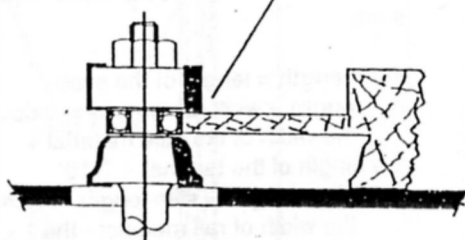


Figure 5

COMPLETING THE SASH

To complete the sash use a chisel to remove the wood on the outside edges of the rails so they fit together properly (Figure 1, E). Dry assemble the complete sash to check the fit of all the joints. Final assembly should be glued with waterproof glue.

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Making Storm Windows

Wood storm windows look better and seal tighter than mass-produced aluminum and vinyl units

by Rex Alexander

There's no doubt about it. Modern aluminum and vinyl storm windows on an old house are ugly. They don't look right. They're not appropriate. And often, they don't even work right. So when David and Lulu needed storm windows for the old house they remodeled, they asked me to give them a bid for custom-made wood storm windows.

Despite the cost—my bid for 58 storm windows was double that of aluminum and vinyl—they went with wood. Wood storm windows help to preserve the beauty of traditional windows, especially for an older home. Also, because they are custom fit and full size, they eliminate drafts.

First, I had a few decisions to make—Before I proceeded with a prototype for the project, I had to make a few choices. What kind of wood should I use? Should I go to the expense of buying a sash cutter for my shaper or just use a rabbeting bit in my router to rout a place for the glazing? What kind of joints should hold the storm windows together? Finally, what kind of weatherstripping should I use inside the finished storm windows?

For the stock, I decided to use kiln-dried yellow poplar. It machines well with little tearout, paints beautifully and is fairly stable. Poplar is also lightweight, which is a real consideration because these windows will be hoisted in or out twice a year.

After doing some research (looking at old storm windows), I decided to order a sash cutter that cuts an ogee profile and the rabbet for the glass all at once. I bought the reversible window sash cutter for my shaper from MLCS (800-533-9298), which also makes the same cutter for a router. Both are \$100. By using the reversible sash cutter, I could shape the inside edges of the stiles and rails, then remove the rabbeting cutter, raise the sash cutter and shape (or cope) the ends of the rails. When the male-female profiles were joined, the two would fit snugly.

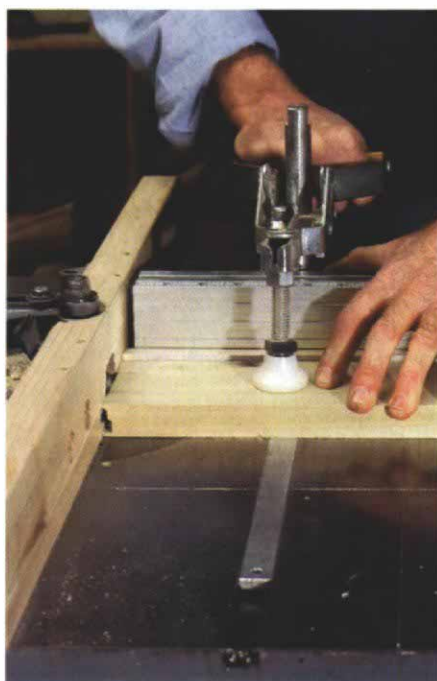
As for the type of joint, I could have used mortise-and-tenon joints, but to keep the storm windows flush with the outside trim on the house, the storm windows had to be $\frac{3}{8}$ in. thick, which wouldn't have left enough meat on each side of the tenons for my taste. I also could have used biscuits, but because I run probably one of the only shops in the country without a biscuit joiner, I eliminated that alternative. I could have used galvanized drywall screws, but I wanted the finished windows to show quality and craftsmanship.

I decided to use doweled joints. I'm comfortable with doweled joinery. And doweled joints are strong. Although the storm windows wouldn't see a

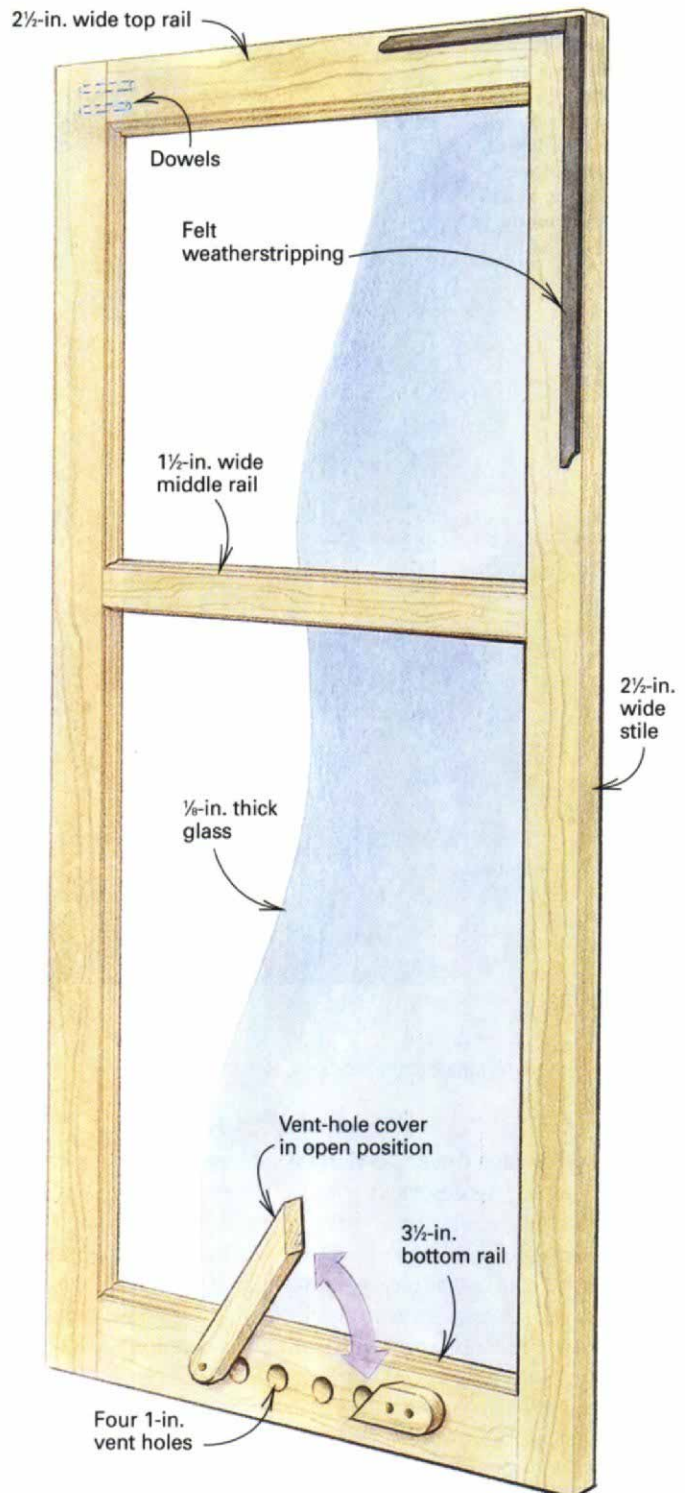
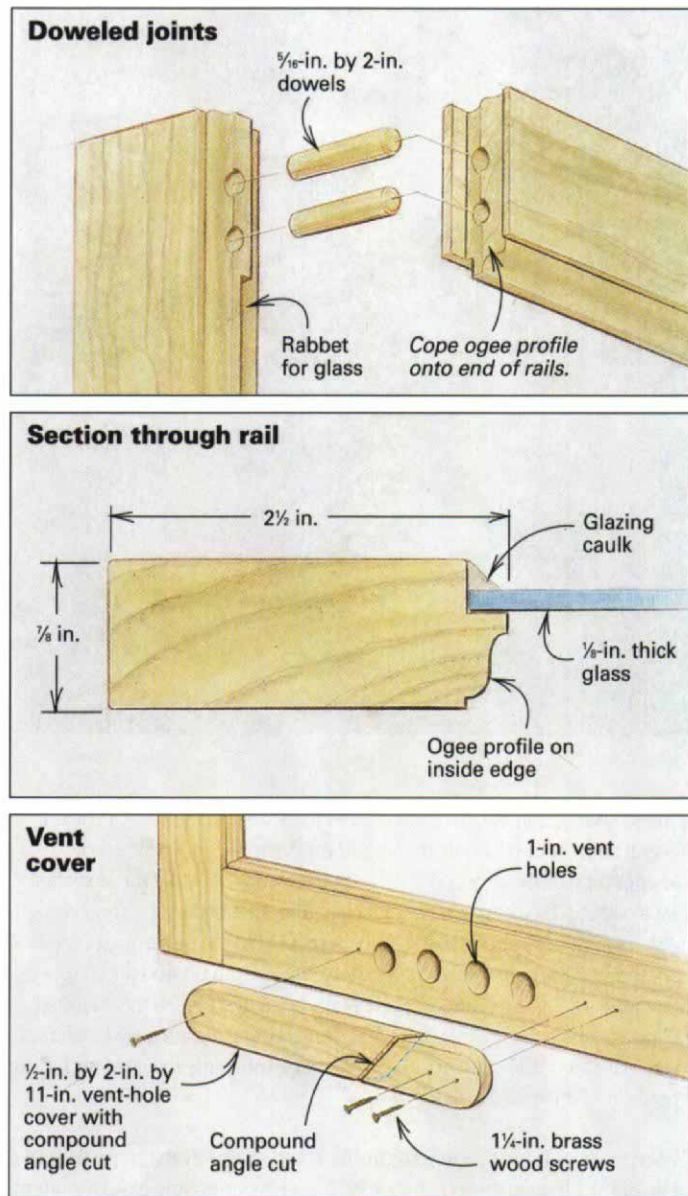
The doweling jig aligns the holes. After marking the dowel locations on the end of this rail, the author clamps the Dow-It jig onto the workpiece, chucks a homemade stop on his brad-point bit and drills.

Coping rail ends.

With the workpiece clamped flat against the shaper table, rabbet and ogee profiles are cut into the end of this rail. The pencil marks on the end of the workpiece show where the dowel holes were drilled.



Custom-made to be durable and tight fitting. Made of $\frac{1}{8}$ -in. thick yellow poplar, the storm window is shaped with an ogee profile on the interior side of the glass openings and with a rabbet on the outside to hold the glazing. The middle rail matches the point on the window where the double-hung sash overlaps. The bottom rail contains four vent holes, covered by a pivoting wood cover that seats tightly into a compound angle cut.



lot of stress, they would be moved around. That movement, combined with the weight of the two large panes of $\frac{1}{8}$ -in. glass they would bear, made doweled joints my choice.

Finally, I chose old-fashioned felt weatherstripping over foam-rubber weatherstripping for the insides of the storm windows. The felt wicks water away from the window, rather than absorbing it the way foam rubber does. Also, felt doesn't get brittle or flake off and so lasts longer than synthetics. The felt is available at most hardware stores.

The first step was measuring the opening and checking for square—Before I took out my tape to measure the window openings, I checked the top of the opening with a framing square. If the opening was out of square, I

marked the widest point and then measured from the sill to that mark to get the length measurement. I measured the width at the top, middle and bottom of the opening.

I used the widest and longest measurements to determine the size of the storm windows. I would do the final trimming once the windows were complete. After measuring all the windows and noting their peculiarities on a map of the house, I built a prototype window to help organize the sequence for building.

Each storm window would be divided by a rail at the same point on the window where the double-hung sash overlapped. Each window would have an ogee profile on the inside. Also, each would have four ventilation holes in the bottom rail, which would be covered with a closable wood hatch on the m-

Pounding the pieces together.

The author assembles the pieces of a storm window after his son Phillip applies the glue. Before the glue sets, the assembled window is clamped tight.



side of the window. It's important to be able to vent storm windows to let moisture escape.

Starting a production run for 58 storm windows—Once I got the 350 bd. ft. of yellow poplar I needed, I rough-sized all the stock. The poplar was delivered in 12-ft. lengths, which enabled me to get two 6-ft. pieces out of each long plank. I crosscut all the longer lengths for the windows first; the heights of the two window sizes I would build were 70 $\frac{7}{8}$ in. and 56 $\frac{1}{2}$ in. The width of the outside rails and stiles was 2 $\frac{1}{2}$ in. to match the window sash the storm windows would cover (drawing right, p. 105). Also, the frame needed that much width to support the weight of the glass.

Next, I went down my cutting list to determine the most efficient crosscuts for the remaining planks, which included cutting out 2 $\frac{1}{2}$ -in., 1 $\frac{1}{2}$ -in. and 3 $\frac{1}{2}$ -in. rail pieces for the top, center and bottom rails respectively.

I always end up with some warped stock, so I saved the most severely bowed pieces for the smaller rails. I set these pieces aside so that I could later joint out the warp. I would use the thinnest material for the $\frac{1}{2}$ -in. by 2-in. by 11 in. ventilation-hole covers (drawing bottom left, p. 105).

Finally, I joined one edge of each piece and ripped all of them to size. I made sure to keep all the stock crown side up and the stock organized by size while the windows awaited assembly.

Dowel holes are drilled before rails are coped—I use a Dowel-It jig (800-451-6872) to drill dowel holes. Using a $\frac{5}{16}$ -in. brad-point bit and a homemade stop collar, I can move right along with the joinery (top photo, p. 104).

At the same time I was marking out for the doweling, I marked out for the vent holes. I made up a dummy rail board that has a center mark and four oth-

er marks spaced 2 in. apart. From a center mark on the drill press, I could line up each of the four vent-hole marks and drill using a 1-in. Forstner bit.

After drilling all the dowel holes, I coped the ends of all the rail stock first. I used a back-up block against my miter gauge as I pushed each piece through the shaper (bottom photo, p. 104), which prevented the rails from splintering as they exited the cutter. After the rail stock was cut, I prepared the shaper for cutting the stile and rail edges. This entails lifting the bits off the spindle, installing a bushing that comes with the set, and reinstalling the ogee bit and rub collar. With this profile cut on the end of a rail, it meets the reversed profile on the stile, and the match is tight.

Waterproof polyurethane glue holds it together—Everything was ready for assembly. To glue the joints, I spread liquid polyurethane glue over them and swabbed glue into the dowel holes. I used polyurethane because it is waterproof, expands into crevices as it cures and retains some elasticity.

Polyurethane glue reacts to the moisture in wood. If the moisture content of the wood was below 8%, I dipped the dowels in water before inserting them in their holes. After inserting the dowels, I wet the edges to be glued with a damp rag, applied the glue and assembled the frame (photo above). Next I checked for square before pipe-clamping the window together.

Once the glue cured (two hours to five hours), I block-planed the small variations between the rails and stiles and cleaned up the ends. I cleaned both sides using a random-orbit sander and 120-grit paper.

Because of the $\frac{3}{8}$ -in. thickness of the windows, the rabbet from the sash cutter didn't leave as deep of a reveal as I needed for the $\frac{1}{8}$ -in. thick glass and the glazing compound. So I deepened the rabbet by using the rabbet bit in a plunge router fitted with a rub collar, cleaning corners with a butt chisel.

Making the vent-hole covers—Next I cut the stock for the vent-hole covers into ½-in. by 2-in. by 11 in. pieces. With a scratch awl, I marked and drilled the holes for the brass screws that hold the covers in place. I rough-cut the corners off each end of the vent-hole covers on the bandsaw. Then, using a belt sander in a holding jig and 120-grit paper, I finished rounding off the pieces.

Each vent-hole cover is two pieces divided by a compound angle that allows the two to mate together (photo top right). To make the compound cut on the vent-hole cover, I set my miter gauge at 52½° and the table-saw blade at 45°. I cut this compound angle 8⅝ in. from the end of the cover.

Placing both cover pieces over the vent holes equal distances from the ends and edges, I screwed the vent-hole cover into place with #6, 1¼-in. solid-brass wood screws. I took them off for painting and screwed them back in place after the windows were installed.

Prefitting comes before priming and glazing—It's a lot easier to prefit these units before the glass and glazing are in and paint applied. I started by getting my sawhorses, extension cord, circular saw with a sharp blade, power plane, block plane and ladder set up at the house.

I inserted the top of the window into the opening first (photo left). That way, the bottom of the storm window sticks out so that it can be marked for trimming off the 3½-in. wide bottom piece. A bit sometimes had to come off each side, depending on how close I had made them.

To get the bevel I needed on the bottom of the storm window, I set my bevel square against the blind stop at the windowsill. Then I transferred this angle to the bottom edge of the storm window. I adjusted my circular saw to match the angle on the windowsill and made my cut.

After prefitting the window, I took it out and primed it. Depending on the type of glazing compound that I used, I applied either linseed oil or latex primer (for more on glazing windows, see *FHB* #99, pp. 65-67). Because I had decided to use a polyurethane glazing caulk, I primed the windows with a latex primer.

At this point I took the windows to my local glazier. After cutting the glass, he ran a flat bead of polyurethane glazing caulk onto the rabbet and pressed the glass into this before pointing in the glass. Polyurethane glazing caulk adheres to any dry surface and does to a pliable rubber consistency that won't crack. Next, the glazier used the caulk gun to run a flat bead around the window where the glass meets the frame (photo bottom right).

After applying a top coat of paint, I nailed felt weatherstripping around the outer edge on the inside of the storm windows. The windows were then positioned into their openings. I used four zinc-plated steel turn buttons to hold each window in place. □

Rex Alexander, a custom woodworker who lives in Brethren, Michigan, specializes in cabinets and staircases. Photos by Steve Culpepper.



A compound angle ensures a tight fit. Shaped from an 11 in. piece of poplar and cut at a compound angle, the small end of the vent-hole cover is secured with two screws to the inside of the storm window.



Polyurethane glazing caulk means fast glazing. After the glazier pointed the glass in place, he glazed the window in minutes using a caulk gun and a tube of polyurethane window-glass caulk.

Fitting the windows. Positioning the top of the window first shows how much has to be trimmed from the sides and the bottom rail, which is 3½ in. deep to accommodate the windowsill bevel.

STAUNTON HISTORIC PRESERVATION COMMISSION**November 27, 2018****5:30 p.m.****Council Chambers**

PRESENT: **David Brown, Chair**
 Deneen Brannock, Vice Chair
 Michael Brown
 Dennis Blanton

ABSENT: **Alexander Avery**

ALSO PRESENT: **Rodney S. Rhodes, Senior Planner**
 Linda Nesselrodt, Zoning Technician
 Terry Holmes, Council Liaison
 Frank Strassler, Historic Staunton Foundation
 Suzanne F. Simmons, Clerk of Council

The Chair opened the meeting at 5:30 p.m.

MOMENT OF SILENCE

A moment of silence was observed. Mr. Michael Brown then read the preamble of the Historic Preservation Commission.

APPROVAL OF MINUTES

Ms. Brannock moved to approve the minutes of the October 23, 2018 Meeting as presented. The motion was seconded and carried at 4-0.

NEW BUSINESS

- a. **CERTIFICATE OF APPROPRIATENESS****
 Gary Clarke/Tom Clayton, Frazier Associates
 110 W. Johnson Street
 Amend COA to Add Solar Panels to Roof

Ms. Brannock stated she would need to recuse herself from this matter as she is employed by Frazier Associates.

Ms. Brannock stepped down from the dais and approached the lectern. She stated Frazier Associates has been assisting Gary Clarke, owner of 110 W. Johnson Street. She stated the project is for an upgrade of the interior building and minor modifications to the exterior previously brought before the Historic Preservation Commission.

Ms. Brannock stated Mr. Clarke is proposing to install solar panels on the roof to improve energy efficiency. She noted the panels are stepped back from the edge of the roof and will have a very low profile. Ms. Brannock stated this information was submitted along with the Part 2 Historic

Preservation Tax Credit application to the Department of Historic Resources and the National Park Service, for which approval has been received.

HSF Recommendation – HSF recommends the approval of a COA as proposed.

The roof top addition of solar panels meets the guidelines by creating an addition that is not highly visible from the street or public view. The panels are being installed at a low pitch and are stepped back from the roof edge. Any view of the panels will be limited from the rear of the property and from a half block distance.

The project is being reviewed by the Virginia Department of Historic Resources and the National Park Service for Historic Tax Credits.

Mr. Michael Brown moved for approval of the Certificate of Appropriateness for installation of the solar panels as proposed.

The roof top addition of the solar panels meets the guidelines by creating an addition that is not highly visible from the street or public view. The panels are being installed at a low pitch and are stepped back from the roof edge.

The motion was properly seconded and carried at 3-0.

Ms. Brannock returned to the dais.

b. CERTIFICATE OF APPROPRIATENESS
David Riccioni
824 W. Beverley Street
Request for Extension of a COA

David Riccioni, 824 W. Beverley Street, stated he is requesting to extend the Certificate of Appropriateness. The COA was issued on October 24, 2017 for the removal of the porch additions, the repair of the remaining historic materials, and replacement of missing features, including a new door, with in-kind materials.

Mr. Michael Brown asked Mr. Riccioni how long of an extension he was requesting. Mr. Riccioni replied he was hoping to finish the entire project within the next month or so, but hopefully less. He noted the house was under contract to sell and by December 17, 2018 it should be completed. Mr. Riccioni questioned if he would need to appear before the Commission again after the project was completed. Ms. Nesselrodt informed him that she would need to make a final inspection on the approved repairs.

HSF Recommendation – HSF recommends that the Certificate of Appropriateness be approved for removal of porch additions, the repair of remaining historic materials and the replacement of missing features as proposed with in-kind materials.

Based upon the Staunton Residential Guidelines:

Specifically, under the section 11 - Entrances and Porches

- 1. Inspect masonry, wood, and metal of porches and entrances for signs of rust, peeling paint, wood deterioration, open joints around frames, deteriorating putty, inadequate caulking, and improper drainage. Correct any of these conditions.*
- 2. Repair damaged elements, matching the detail of the existing original fabric. Reuse hardware and locks that are original or important to the historical evolution of the building.*
- 7. Do not enclose porches on primary elevations and avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.*

The replacement of missing materials will match the dimensions of the historic lumber, and design of the stairs, railings, pickets, posts, flooring, and decorative brackets following the Secretary of Interior Standard:

6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

Repairing entrances and porches by patching, splicing, consolidating, and otherwise reinforcing them using recognized preservation methods. Repair may include the limited replacement in kind or with a compatible substitute material of those extensively deteriorated features or missing components of features when there are surviving prototypes, such as balustrades, columns, and stairs.

Ms. Brannock moved that the Commission grant an extension as requested by the property owner for 60 days.

The motion was properly seconded and carried unanimously at 4-0.

c. CERTIFICATE OF APPROPRIATENESS
Dennis & Mary Kivlighan
203 Fayette Street
Amend COA for a Vent for a Gas Stove

Dennis Kivlighan, 203 Fayette Street, stated their Certificate of Appropriateness was previously approved to install railings on the house, but currently has not been inspected yet. He noted the amendment is to also install a vent for a gas stove in the basement which will provide heat. Mr. Kivlighan stated the vent will be located behind a bay window and the pipe will be painted black. He noted additional landscaping will be installed as well.

Mr. Michael Brown stated the recommendation for the landscaping was to hide the view of the HVAC units. Mr. Kivlighan noted there is currently a boxwood planted in that area, but they will definitely add more plantings there to shield the view.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved with design changes. It is recommended that landscape plantings be installed to help shield the view of the HVAC equipment.

Addressing the Secretary of Interior Guidelines for Rehabilitation: The installation requires minimal removal of historic brick and the damaged area may be repaired with matched brick in the future.

Addressing 18.85.060 Maintenance and zoning code provisions.

The required equipment will have limited view from the street, will be painted black to cover exposed metal finish, and may be partially blocked by the bay window.

Mr. Michael Brown moved the Certificate of Appropriateness be approved for the installation of the vent to be painted black and add some additional landscaping to be considered to further shield the equipment.

The motion was properly seconded and carried unanimously at 4-0.

d. CERTIFICATE OF APPROPRIATENESS
Temple House of Israel / Michael C. Brown, Architect
15 N. Market Street
Small Addition, Handicap Accessible Ramp

Mr. Michael Brown stated he would need to recuse himself from this matter as he is the architect for this project.

Mr. Michael Brown stepped down from the dais and moved to the lectern. He stated the applicant proposes to install a handicap ramp and modify the existing side vestibule entrance to the social hall. Mr. Brown stated the current depth of the vestibule doesn't allow for installation of a side door and the required clearance to the side of the door per ADA and ANSI requirements. He noted they are proposing to add one additional glass panel unit to deepen the vestibule, move the door to the side, install an L-shaped ramp out to the parking lot, and the side facing the parking lot would be restored to the original wood detailing.

Ms. Brannock asked if this entrance was original to the building. Mr. Brown replied this entrance was part of the 1965 addition.

HSF Recommendation - HSF recommends the approval of a Certificate of Appropriateness. The addition of the ramp and rearrangement of the South Entry meets Staunton Residential Historic District Guidelines and the Secretary of Interior Guidelines.

Ms. Brannock moved that the application for the Certificate of Appropriateness for the modification to the entrance to move the door to the side elevation and install a new ramp as specified in the application be approved as submitted.

The motion was properly seconded and carried at 3-0.

Mr. Michael Brown returned to the dais.

e. CERTIFICATE OF APPROPRIATENESS
Beverly Hotel, LLC/Jerry Austin, Miller & Associates
104 S. New Street
Exhaust Vents

Jerry Austin, stated he is associated with Beverly Hotel, LLC, 104 S. New Street, and their proposal is to install exhaust vents on the Johnson Street side and face S. New Street. He referred to a photograph of the Bindery Building located at The Villages where similar vents were installed. He noted a majority of the vents will be on the west side of the walls facing the alley and will not be visible. Mr. Austin stated because of the fire rated assemblies that they would have to go through, this would make it very difficult; therefore, the vents would be installed on this side. He noted the other vents would be facing S. New Street. Mr. Austin stated there are 4 vents between the 1st and 2nd, 2nd and 3rd, and 4th-5th floors and are to make up fresh air entering the common area corridors on the 2nd, 3rd, 4th, and 5th floors. He noted there are not enough operable windows in the hallways of the east wing. The vents will bring in fresh treated air and recirculate it into the hallways.

Mr. Austin stated today he had received a submittal from the plumber for a frost-proof spigot on the outside of the building. He noted there are 2 in their plans and will be flush mount and painted to match the brick. The spigots are 6.5" x 6.5". Mr. Austin stated one could be placed on the alley side and not have it facing Johnson Street. He noted one needed to be placed on S. New Street for cleaning purposes and watering of planting materials.

Mr. Holmes thanked Mr. Austin for this restoration project.

HSF Recommendation - HSF recommends the Certificate of Appropriateness be approved. The building is undergoing rehabilitation and adaptive reuse for apartments and is being reviewed through the Virginia Department of Historic Resources as a Historic Tax Credit project.

Addressing the Secretary of Interior Guidelines for Rehabilitation: The vents will be colored and/or painted to match the color of the brick. The installation requires minimal removal of historic bricks and the damaged areas may be repaired with matched brick in the future.

Ms. Brannock moved that the Certificate of Appropriateness be approved for the installation of the vents as indicated in the packet with the understanding that they will have a finish that will match the brick or be painted to match the brick and also approve the installation of the water hydrant.

The motion was properly seconded and carried unanimously at 4-0.

f. CERTIFICATE OF APPROPRIATENESS

Mark McConnel, Summit Studio

12 Middlebrook Avenue

New Concrete Steps and Walkways, Handicap Accessible Ramp, Railings

Mr. McConnel arrived late to the meeting; therefore, this item was moved to Item F on the agenda. Below is the submitted proposal:

1. Existing steel pipe handrail to remain and be painted.
2. Existing sloped top concrete pier. Sloping area and bottom level area to be topped with new concrete to match slope of new steps.
3. Existing steel handrail to be removed and replaced in kind with handicapped compliant railing

to match slope of new stairs.

4. Existing steps to be removed and replaced with handicapped compliant steps of minimum run and maximum rise as allowed by code.
5. Existing wood retaining timbers to be replaced in kind.
6. Remove this area of the existing concrete slab and replaced with new slab over stabilized subgrade. Light broom finish.
7. Existing steel pipe handrail to be removed and repaired, painted, and re-installed with new brackets.
8. Area of severe spalling to be cut out and repaired or overlaid with new concrete in locations where overlay is adding thickness.
9. This improvised drain and concrete patch to be removed and a new slab installed in this area.
10. Area of minor spalling to be cut square and new concrete patch installed.
11. Water meter vault and valve to remain.
12. Existing diamond steel hatch, currently welded shut, to remain.
13. Area of spalling on edge to be cut square and patched in with new concrete.
14. Ramp of asphalt paving - taper to meet cobblestones.
15. Painted handicapped graphic on asphalt paving.
16. Asphalt paving with maximum slope of 1:48.
17. Painted no parking stripes @ 18" O.C. at 45-degree angle. Do not paint over flush swept down curb or sidewalk.
18. Van accessible handicapped parking space sign mounted on steel pole. 60" from paving (not sidewalk) to bottom of lowest graphic.
19. New 5'-3" wide concrete ramp @ 1:12 slope.
20. New steel pipe handrails (not guardrails) with horizontal @ 4" above walking surface. Return to walking surface 12' beyond top and bottom of ramp.
21. Existing ramp to be removed.

Mark McConnel, project manager and architect, 12 Middlebrook Avenue, stated a lot of the concrete is sunken and presents a tripping hazard so there are sections of the concrete they are proposing to replace. He noted there are metal railings outside to be removed and repaired, re-installed and painted to match.

Mr. McConnel stated, if finances allow, they are proposing to replace three of the straight runs of concrete stairs with concrete stairs that are safe and meet code. Currently the stairs are of different heights and are very shallow. He noted under the existing building code the stairs do not have to be repaired, but they would like to as they feel they don't present a safe condition. He noted these are the set of stairs most likely to be used. Mr. McConnel stated the steps and the sloping concrete pieces on the side would be replaced with tan colored concrete and replaced railings to match the current railings.

Mr. McConnel stated the Department of Justice has suggested that a handicap parking space be added. He noted there is currently a handicap space there, but it's located on the cobblestones and not amenable to wheelchair use. Mr. McConnel stated it has been requested that they replace that with a smooth surface to be code compliant as well as the ramp leading down to it. He noted their initial proposal called for a concrete ramp, but they are now wishing to change that to wood to match previous historic wooden ramps. He stated the current ramp is too steep and does not have the required code compliant handrails on the side which will be removed and replaced with a code compliant handrail.

Mr. McConnell stated the fixing of the concrete sidewalk will be matched as closely as possible and only involves a few sections that are depressed and present a tripping hazard around the edge.

Ms. Brannock questioned Mr. McConnell about elevation drawings. Mr. McConnell stated they never did any elevations. She stated it would be helpful to the Commission to see exactly what the new stairs would look like as this building is in a prime location in the Wharf historic district. Mr. McConnell stated it would be the same number of risers, etc. and would appear like they are now except they will be slightly longer and the bottom step will be made uniform to the other steps.

Ms. Brannock stated an elevation or detailed drawing of the handicap ramp would be important as well. Mr. McConnell stated there is no elevation, but there should have been a plan in the submittal. Ms. Brannock stated she wanted to know what the materials would look like and are typically requested by the Commission.

Ms. Brannock asked Mr. McConnell if approval has been received yet from the Department of Historic Resources or the National Park Service. Mr. McConnell stated he had called and as of today it was still being reviewed. Ms. Brannock stated she was very interested in seeing what they would say about the modifications to the steps as she herself deals with DHR and the National Park Service on a monthly basis for tax credit applications. She noted she was hesitant to approve without knowing their take on that modification. Mr. McConnell stated this could be postponed until the Commission's next meeting.

Ms. Brannock stated she would like to see a detailed drawing of the ramp. She referred to Mr. Strassler's recommendation for the pavement using an alternative material as opposed to asphalt. Mr. McConnell stated that was a worthwhile suggestion. He noted the idea of scored concrete is possible, but is more expensive than what was designed. Mr. McConnell asked for further clarification for the scored concrete recommendation. Ms. Brannock stated Mr. Strassler could address this. She noted these were her concerns about the application in having more detail and interested in knowing whether the National Park Service will approve the request. Mr. McConnell stated he should have an answer within the next week.

Mr. Michael Brown stated since Mr. McConnell was proposing to modify the steps and they would extend out further, he questioned if the concrete elements on the sides of the steps would be rebuilt and extended. Mr. McConnell replied it would be reconstruction, but will be a slightly different pitch. Mr. Brown stated as far as the handicap space, since there's so much concrete, that concrete would be perfectly in keeping with the rest of the scheme. Mr. McConnell stated he could propose that to the owner, but it is one-fifth the cost of brick and double the cost of asphalt. He stated he felt it would be acceptable.

Mr. Blanton stated he would also encourage the owner to use concrete as well on the handicap space.

Mr. McConnell asked for clarification regarding the scoring on the concrete. Mr. Strassler stated he had copied the language from HSF's design guidelines which asks for scored concrete. Mr. Strassler noted in this case he had provided photographs which show the concourse. He noted it has a regular scored grid throughout the facility. Mr. Strassler stated if a new addition is made to a historic building, it will need to be contemporary compatible. He stated the scored pattern could be 3' x 3' and relates to it or could possibly consider concrete pavers as opposed to brick if that would be more economically feasible. Mr. McConnell stated he understood.

Mr. David Brown questioned Mr. McConnel if a 60-day extension would work with his schedule. Mr. McConnel asked if it could be done in 30 days as the project needed to move forward. Mr. Brown informed Mr. McConnel if the Commission did not receive any applications, then it was possible a December meeting would not be held. Mr. McConnel stated he could submit the elevations next week to show that they are complying in the change of material to the handicap parking space. Mr. Brown stated the Commission could meet in December.

Ms. Nesselrodt replied that the regularly scheduled December meeting falls on Christmas day so it would need to be rescheduled anyway. She stated Mr. McConnel would need to submit his information in order to get on the agenda.

Mr. Blanton stated there was reference made to two ramps in the submitted proposal - #14 and #19. Mr. McConnel referred to the ramp of asphalt paving (#14) and stated in order to get the parking spaces flat enough in an area of cobblestones that has a gradual slope to it, the parking space needs to be pretty flat, but when you get to the edge of the space it needs to taper down. He noted this is similar to driving a car up over a curb. He noted it's a small section just to meet the grade as well as meet the requirements for flatness of the parking space.

Mr. David Brown informed Mr. McConnel that he would need to sign "An Agreement to Table Agenda Item" form.

HSF Recommendation – HSF recommends that the Certificate of Appropriateness be approved with design changes.

Concrete Repair/Replacements

The concrete steps and specified areas are in poor condition and need repair. Photos illustrate the difference between broom swept finish and the smooth troweled finish of the historic concrete elements.

Secretary of Interior Standard should be considered – *"the new feature will match the old in design, color, texture and, where possible, materials."*

Any new concrete should match the old by attempting to utilize the aggregate mix, color, and troweled finish.

Secretary of Interior Standards for Rehabilitation

#6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.

See Secretary of Interior Guidelines for Rehabilitation – Masonry and Site

Asphalt Paving over cobblestone:

The cobblestone paving at the Station complex is unique for Staunton and an important character defining element. Providing accessibility is important. The site clearly incorporates various masonry materials and features. The new features should relate to the existing masonry well. It is recommended the accessible paving utilize brick or scored concrete as noted in the Staunton Guidelines. Please retain any removed cobblestone on site for future repairs.

Railings: The proposed repair and replace in kind for the railings meet the guidelines.

The following specifications list from the application includes review notes in bold italics.

1. Existing steel pipe handrail to remain and be painted.
2. **Existing sloped top concrete pier.** Sloping area and bottom level area to be **topped with new concrete** to match slope of new steps. **(should match existing materials, historic finish)**
3. Existing steel handrail to be removed and replaced in kind with handicapped compliant railing to match slope of new stairs.
4. **Existing steps to be removed and replaced** with handicapped compliant steps of minimum run and maximum rise as allowed by code. **(should match existing materials, historic finish – however the treatment removes an historic element)**
5. Existing wood retaining timbers to be replaced in kind.
6. **Remove this area of the existing concrete slab** and replaced with new slab over stabilized sub-grade. **Light broom finish.** **(should match existing materials, historic finish)**
7. Existing steel pipe handrail to be removed and **repaired, painted, and reinstalled** with new brackets.
8. Area of severe spalling to be **cut out and repaired or overlaid with new concrete** in locations where overlay is adding thickness. **(should match existing materials, historic finish).**
9. This improvised drain and concrete patch to be removed and a **new slab installed** this area **(should match existing materials, historic finish).**
10. Area of minor spalling to be cut square and **new concrete patch installed.** **(should match existing materials, historic finish).**
11. Water meter vault and valve to remain.
12. Existing diamond steel hatch currently welded shut to remain.
13. Area of spalling on edge to be cut square and **patched in with new concrete** **(should match existing materials, historic finish).**
14. **Ramp of asphalt paving** - taper to meet cobblestones **(will cover historic cobblestone paving).**
15. Painted handicapped graphic on asphalt paving.
16. **Asphalt paving** with maximum slope of 1:48 **(will cover cobblestone paving).**
17. Painted no parking stripes @ 18" O.C. at 45-degree angle. Do not paint over flush swept down curb or sidewalk.
18. Van accessible handicapped parking space sign mounted on steel pole. 60" from paving (not sidewalk) to bottom of lowest graphic.
19. New 5'-3" wide concrete ramp @ 1:12 slope. **(concrete matches the adjacent historic material. Please separate new concrete from the historic with an expansion joint material or similar so that if removed in the future it does not harm the historic element.)** **Wood ramps were part of the historic landscape as noted in the sanborn maps.**
20. New steel pipe handrails (not guardrails) with horizontal @ 4" above walking surface. Return to walking surface 12' beyond top and bottom of ramp.
21. Existing ramp to be removed.

Ms. Brannock moved that the Commission table this item for 30 days to provide the owner an opportunity to get feedback from the Department of Historic Resources review process and to provide the Commission with additional information and drawings for the new ramp and material changes to that ramp.

Mr. David Brown stated this item had been tabled until the Commission's December meeting and that Mr. McConnel would be notified of that date once scheduled.

The motion was properly seconded and carried unanimously at 4-0.

g. CERTIFICATE OF APPROPRIATENESS
Ronald Rammelkamp
325 Institute Street
Amend COA to Wood Replacement Windows, Landscaping

Ronald Rammelkamp, 325 Institute Street, stated he did some inappropriate home improvements to the house after moving in which he is trying to rectify. He noted this included replacement windows. He stated he is trying to improve the situation within his price point and make it acceptable.

Mr. Rammelkamp stated he had appeared before the Commission several times and has complied by painting the porch railing and planted landscaping to hide the HVAC unit. He noted the shed will be relocated more than 5 feet in the near future.

Mr. Rammelkamp stated he was at tonight's meeting regarding the vinyl replacement window issue. He referred to suggestions he made previously which were rejected by the Commission. Mr. Rammelkamp stated he is now proposing to find a wood window craftsman to construct a milled wooden window for the main window at the front of the house and then plant landscape screening on both sides of the house. He noted he had spoken with a landscaper about possible screening options.

Mr. Rammelkamp stated he had questions about other houses in the city that have vinyl replacement windows installed. He then referred to other houses located in historic districts that have vinyl replacement windows. He questioned whether these were exceptions, oversights or had never been reported to the HPC.

Mr. Rammelkamp stated this is his third attempt to fix the window situation by what he can afford financially. He again noted he realizes this was his mistake. He is now proposing having a milled window installed in the front and planting screening landscape on the sides of the house with what is financially affordable to him.

Mr. Rammelkamp stated he was claiming economic hardship. Ms. Brannock stated as a Commission cannot act on economic hardship. Mr. Rammelkamp stated he would like to be able to solve the problem as best he can.

Mr. Blanton asked Mr. Rammelkamp if he had explored salvaged windows that matched the ones which were removed to begin with. Mr. Rammelkamp stated that was a possibility, but his plan had been to make the house energy efficient by installing the vinyl replacement windows. He noted he had no knowledge of what constituted owning a home in a historic district.

Ms. Brannock stated she felt as a Commission they could not address those particular instances with the houses he mentioned without looking into records or viewing the properties. She noted the Commission greatly appreciated Mr. Rammelkamp making the efforts in the modifications that he has to be in compliance with the local guidelines. Ms. Brannock stated, as a Commission, they have to be as consistent as they can in their ruling and that they have to comply with and uphold the guidelines. She stated that is where the Commission has come down consistently with Mr. Rammelkamp's requests. She noted the Chair has informed Mr. Rammelkamp previously that he does have the right to appeal that decision to City Council and she felt Council would be the ones to consider a hardship request. Mr. Rammelkamp stated he

had done that, but there was some debate as to when the appeal arrived in the post office box and that was why he was appearing again requesting another Certificate of Appropriateness.

Mr. Rammelkamp again referred to the house at 311 N. Coalter Street and noted there had been an exception made in that case. Mr. Michael Brown stated there had been a specific exception for that project as the windows were pre-existing vinyl windows on one side of the house which predated the establishment of the Historic Preservation Commission ordinance. Mr. Brown stated in order to be consistent on each side of the house, on that side, the Commission allowed the vinyl windows to be installed so that all of the windows would appear to be the same.

Discussion ensued regarding windows on a new construction house on Federal Street or a house located on Locust and Institute streets. Mr. Michael Brown stated records would have to be reviewed, but he had no memory of approving any vinyl windows for any location.

Mr. Rammelkamp stated he could make repeated proposals and theoretically could appear every month and continue being rejected monthly. Mr. Michael Brown stated Mr. Rammelkamp has the right to appeal to City Council which is the correct process. Mr. Rammelkamp stated he felt there was nothing to stipulate that he couldn't do another COA every month. Mr. Michael Brown stated Mr. Rammelkamp could do that. Mr. Rammelkamp noted if financial hardship was granted, then no improvements would be made. Ms. Brannock stated the Commission could not bend the rules and change the interpretation of the guidelines.

Mr. Holmes explained to Mr. Rammelkamp that the Commission members are following the rules and he would need to present his case before City Council if he wanted anything to be done as far as granting him an exception.

Mr. David Brown informed Mr. Rammelkamp that he also has the right to appeal City Council's decision to circuit court.

Mr. Holmes asked about the owner planting trees on both sides of the home to make the windows not visible. Ms. Brannock stated that did not change their ruling right now because the Commission has to obey by the guidelines.

Ms. Nesselrodt stated in regards to the process, when the Commission makes a decision tonight, Mr. Rammelkamp could appeal that to City Council with the same information presented tonight. She informed him that he would not need to make a new proposal. Ms. Nesselrodt then referred to Mr. Rammelkamp proposing to make a new application every month. She stated that would not go on for very long as staff would be forced to take action because he is under a notice of violation of the ordinance. Ms. Nesselrodt then clarified an explanation to Mr. Rammelkamp regarding the house on Fayette Street and that she had inspected records and photographs.

HSF Recommendation for November, 2018:

Windows: Proposal is to install a single wood window on the front façade and to retain the remainder of the installed replacement windows.

The application details installation of landscape plantings to block the view of the house. The Commission does not review installation of plantings as noted in the Ordinary Maintenance section of the Zoning Ordinance.

No photos, drawings, or specifications for a chosen window were provided to the Commission. The application is requesting approval based upon the Commission's recommendations and specifications. Attached is a guide provided by HSF with multiple options outlining how the applicant might proceed to restore/reconstruct appropriate windows to the openings. The options follow the Staunton Residential Historic District Guidelines and record of this specific property. Note that at COA provides 12 months to complete the specified work with a onetime option to renew the COA.

HSF continues its consistent recommendations for denial of the project due to the locally adopted and clearly stated Staunton Residential Historic District Guidelines and Secretary of Interior Guidelines:

It has been established in previous reviews by the Commission that the historic windows were removed and cannot be recovered:

Based upon the local guidelines and zoning code the window openings viewable from the street should receive restoration window sash that meet the following guidelines:

4. Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.

While restoration of the façade window is an appropriate measure, the remainder of window openings viewable from the street are not being restored.

The Commission may want to review the Zoning language. Below are selected sections to help guide this project.

<https://www.codepublishing.com/VA/Staunton/#!/Staunton18/Staunton1885.html#18.85>

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

- (a) Reconstruction or alteration of the size, shape, or facade of an historic building, including relocation of any doors or windows or removal or alteration of any architectural features, details, or elements.
- (b) Demolition or relocation of an historic structure.
- (c) Commencement of excavation for construction purposes.
- (d) Change in the location of advertising visible from the public right-of-way.
- (e) The erection, alteration, restoration or removal of any building or other structure within an historic property or district, including walls, fences, steps, and pavements, or other appurtenant features.
- (f) New construction within an historic district.

8.85.050 Application to commission for certificate of appropriateness.

(1) Approval of Material Change in Appearance in Historic Districts or Involving Historic Properties. After the designation by ordinance of an historic property or of an historic district, no material change including construction, reconstruction, exterior alteration, demolition, or relocation that affects the appearance of such historic property, or of a contributing or

noncontributing building, structure, site or object within such historic district, shall be made or be permitted to be made by the owner or occupant thereof, unless or until the application for a certificate of appropriateness has been submitted to and approved by the commission. A certificate of appropriateness shall be required whether or not a building permit is required. Ordinary maintenance and repair items such as those listed in SCC 18.85.060 are exempt from review.

(j) Certificate of Appropriateness Time Constraints.

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

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

18.85.060 Maintenance and zoning code provisions.

(1) Ordinary Maintenance or Repair. **Ordinary maintenance or repair** of any exterior architectural or environmental feature in or on an historic property or a building, structure, site or object within an historic district **to correct deterioration, decay or damage, or to sustain the existing form**, and **that does not involve a material change in design, material or outer appearance** thereof, does not require a certificate of appropriateness.

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

- (a) Repainting resulting in the same or in a different color. (Original painting of masonry surfaces is not exempted from review.)
- (b) Replacing broken window panes, missing roof shingles, or missing features with matching in-kind materials.
- (c) Addition or deletion of storm windows and doors, window-box gardens, awnings, temporary canopies, window air conditioners, or similar appurtenances.
- (d) Addition or deletion of television or radio antennas, skylights or solar collectors in locations not visible from a public street.
- (e) Planting of grass, trees and shrubs, but not including landscape treatment which substantially alters the contour of a site or involves landscaping or construction of parking areas, fences, walls, walkways, pools, fountains and the like which materially affect the appearance of a site and which is visible from a public street.
- (f) Any changes to a structure which are not visible from a public street.

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

Mr. Blanton moved the Certificate of Appropriateness be denied for replacement of the historic windows as proposed. All windows viewable from the street must be restored to the historic appearance utilizing materials and finish compatible with the historic house.

The motion was properly seconded and carried unanimously at 4-0.

The Chair informed Mr. Rammelkamp that he had the right to appeal to City Council and the circuit court.

Ms. Nesselrodt stated Mr. Rammelkamp would need to deliver his appeal to the Planning office within 30 days from today's date.

OLD BUSINESS

- a. CERTIFICATE OF APPROPRIATENESS**
Henry C. Bayne
622 Stuart Street
Replacement Windows, Already Completed

Ms. Nesselrodt stated Mr. Bayne had been provided with a packet of information supplied by Mr. Strassler which included names of suppliers. She noted this occurred approximately two weeks ago and are still working with Mr. Bayne. She stated they would like to give it more time and come back at January's meeting.

Mr. David Brown asked Mr. Bayne if that was agreeable with him to which he replied it was.

Ms. Brannock moved to table this item until the January, 2019 meeting.

The motion was properly seconded and carried unanimously at 4-0.

Mr. Bayne completed a "An Agreement to Table Agenda Item" form.

OTHER BUSINESS

- a. December Meeting**

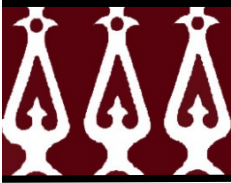
Ms. Nesselrodt stated on December 18, 2018 Council chambers would be available, but would depend on whether Mr. McConnel submitted all information requested by Ms. Brannock in her motion. Ms. Nesselrodt stated the field trip would take place on December 17, 2018.

Mr. Rhodes stated the Historic Guidelines were scheduled for public hearing on November 15, 2018, but that meeting was rescheduled due to inclement weather. He noted this has been rescheduled to December 5, 2018 where the Planning Commission will be considering those guidelines.

ADJOURNMENT

The Chair adjourned the meeting at 6:29 p.m.

Suzanne F. Simmons
Clerk of Council



Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

STAUNTON CITY COUNCIL

December 18, 2018

HSF Brief for an Appeal of the HPC Decision for

325 Institute Street

Replacement Windows

Newtown Historic District

Discussion:

Please read the complete HPC review conducted by HSF. Finding of fact was completed for the review including location in a historic district, historic period of the building, architectural description, and view of the features from a public street. Applicable Residential Historic District Guidelines as adopted by the City of Staunton were outlined. The commission discussed and followed the guidelines in reaching their decision.

The review provided by HSF for the November 2018 HPC meeting included a guide to help plan reconstruction of appropriate wood sash. The guide included options ranging from hiring a window restoration firm, a local contractor, to do-it-yourself money saving alternatives.

The Basics of Historic Preservation in Staunton:

Staff reviews, HPC discussion, and decisions follow the local Zoning Code adopted by the City of Staunton at the request of citizens and the work of the planning commission, City Council and local groups concerned about the health of the community. This was and continues to be a recognized effort out of concern for stabilizing neighborhoods that have experienced disinvestment and poor property maintenance.

Why preserve? – Recognition of community character and history, recognition of the local unique historic resources, proven stabilization of property values and neighborhood investment, sustainable growth of the community, continued use of established core investment in infrastructure

What guides decisions? - Adopted local guidelines readily available to all citizens since 1996. These are guidelines based upon national examples and well-researched approaches to building, landscape, and neighborhood preservation resulting in revitalization.

Specifically:

See Staunton Residential Historic District Design Guidelines (prior to the newly updated guidelines)

<https://www.ci.staunton.va.us/home/showdocument?id=1672>

#1 Retain original windows if possible. Insure that all hardware is in good operating condition, that caulk and glazing putty are intact, and that water drains off the sills.

#2 Repair original windows by patching, splicing, consolidating, or otherwise reinforcing the material. Wood that appears to be in bad condition because of peeling paint or separated joints often can be repaired.

#4 Replace windows only when they are missing or beyond repair. **Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.**

#5 Do not change the number, location, size, or glazing pattern of windows by cutting new openings, blocking in windows, or installing replacement sashes that do not fit the window openings.

The Secretary of the Interior's Standards for Rehabilitation:

#2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

#5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

#6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

The Secretary of the Interior's Guidelines for Rehabilitation:

http://www.nps.gov/tps/standards/four-treatments/standguide/rehab/rehab_windows.htm

Windows

Identify, Retain and Preserve

RECOMMENDED

Identifying, retaining, and preserving windows--and their functional and decorative features--that are important in defining the overall historic character of the building. Such features can include frames, sash, muntins, glazing, sills, heads, hoodmolds, panelled or decorated jambs and moldings, and interior and exterior shutters and blinds.

Conducting an indepth survey of the condition of existing windows early in rehabilitation planning so that repair and upgrading methods and possible replacement options can be fully explored.

NOT RECOMMENDED

Removing or radically changing windows which are important in defining the historic character of the building so that, as a result, the character is diminished.

Changing the number, location, size or glazing pattern of windows, through cutting new openings, blocking-in windows, and installing replacement sash that do not fit the historic window opening.

Changing the historic appearance of windows through the use of inappropriate designs, materials, finishes, or colors which noticeably change the sash, depth of reveal, and muntin configuration; the reflectivity and color of the glazing; or the appearance of the frame.

Obscuring historic window trim with metal or other material.

Stripping windows of historic material such as wood, cast iron, and bronze.

Replacing windows solely because of peeling paint, broken glass, stuck sash, and high air infiltration. These conditions, in themselves, are no indication that windows are beyond repair.

Repair

RECOMMENDED

Repairing window frames and sash by patching, splicing, consolidating or otherwise reinforcing. Such repair may also include replacement in kind--or with compatible substitute material--of those parts that are either extensively deteriorated or are missing when there are surviving prototypes such as architraves, hoodmolds, sash, sills, and interior or exterior shutters and blinds.

NOT RECOMMENDED

Replacing an entire window when repair of materials and limited replacement of deteriorated or missing parts are appropriate.

Failing to reuse serviceable window hardware such as brass sash lifts and sash locks.

Using substitute material for the replacement part that does not convey the visual appearance of the surviving parts of the window or that is physically or chemically incompatible.

Replace

RECOMMENDED

Replacing in kind an entire window that is too deteriorated to repair using the same sash and pane configuration and other design details. If using the same kind of material is not technically or economically feasible when replacing windows deteriorated beyond repair, then a compatible substitute material may be considered.

NOT RECOMMENDED

Removing a character-defining window that is unrepairable and blocking it in; or replacing it with a new window that does not convey the same visual appearance.

Recommendation:

HSF recommends denial of the Appeal of the decision reached by the Historic Preservation Commission. The Commission reviewed the existing conditions, then followed and stated the adopted guidelines in reaching their decision.

Removal of historic materials, especially windows, permanently changes the character and authenticity of the building. Altering openings to fit stock modern window frames and sash destroys the intended relationship of size and proportion of the window and window openings to the house. Historic materials were permanently removed and destroyed. The new materials and workmanship does not reflect the historic character and craftsmanship resulting in diminished appearance.

The work carried out without a COA is not in keeping with the adopted City of Staunton Historic Preservation Ordinance, the Staunton Residential Historic District Guidelines or the Secretary of Interior Standards for Rehabilitation.

The historic wood sash windows should have been repaired and reinstalled in order to comply with the City of Staunton Zoning and Historic Preservation Ordinance.

The historic windows are now missing. The remedy is now to follow the guidelines for replacement of missing features. In order to restore the historic appearance, replacement windows must be properly created. The window openings, sills, and trim may need to be reconstructed to the historic size and proportions.

Guidelines informing the recommendation:

The Secretary of the Interior's Standards for Rehabilitation:

#6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. *Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

Staunton Residential Historic District Design Guidelines

Windows #4 - *Replace windows only when they are missing or beyond repair. Reconstruction should be based on physical evidence or old photographs. Do not use inappropriate materials or finishes that radically change the sash, depth of reveal, muntin configuration, the reflective quality or color of the glazing, or the appearance of the frame. Use true divided lights to replace similar examples and do not use false muntins in the replacement.*

Staunton (Newly Adopted) Historic District Design Guidelines – See attached

Windows:

7. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.

Inappropriate Treatments:

8. Do not replace any historic windows without undertaking a condition survey of the existing windows.

9. Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.

10. Do not install replacement windows that do not fit the opening.

11. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.

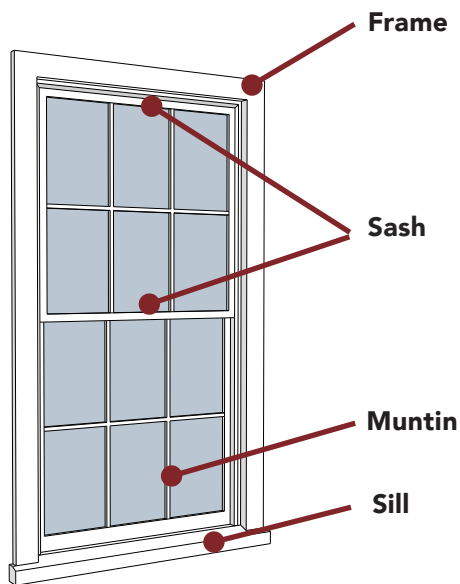
12. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.

13. Do not use vinyl windows when replacing historic windows.

B. Windows

Windows are one of the major character-defining features on most historic buildings. Their size, sash type, framing, details, and arrangements play a major part in defining the style, scale, and character of a building. The function of windows adds light to the interior of a building, provides ventilation, and allows a visual link to the outside.

On commercial buildings, the upper façade contains windows that help define the character of the building and may provide a pattern of openings with neighboring buildings to form the street wall of the entire block. Façade windows may be more decorated than windows on secondary elevations, which may be more utilitarian and may have been blocked in or covered up.



Basic components of a typical window.

Prior to the proposed replacement of any windows on a historic building, a condition survey of existing windows must be undertaken as a part of an application to the HPC. By noting the number of windows—whether each window is original or replaced, the material, type, hardware, and finish, the condition of the frame, sash, sill, putty, and panes—you may be able to more clearly gauge the extent of rehabilitation or replacement necessary. Most wood windows can be repaired instead of being replaced.

Windows should not be replaced unless a window survey reveals that a majority of them are beyond repair or have already been replaced by architecturally inappropriate replacements.

The subject of window repair and replacement is one of the most common issues that architectural review boards deal with on a regular basis. The following website has a large amount of information about many aspects of historic windows:

<http://www.oldhouseguy.com/windows/>

It also includes information about private companies that make windows and related products. The inclusion of this site does not mean that this publication endorses or agrees with any opinions or information from the author regarding these private companies.

Before Replacement of Historic Windows

Care should be taken before deciding to replace existing historic windows for the following reasons:

1. Historic wooden windows are often constructed of old-growth wood that has dense growth rings and provides for better resistance to water and insect damage. These types of windows therefore last much longer than wood windows made with recent- growth wood. Historic wood windows may also be repaired and their life extended through several rebuilding phases instead of replacement.
2. Often, historic windows are replaced to save energy costs and to prevent air infiltration. Studies have shown that a properly maintained historic window with a well-fitted storm window can be just as efficient as a double-paned replacement window with simulated divided lights.
3. Vinyl windows may have an average life of 20 to 25 years before they will need to be replaced again, and they cannot be repaired easily, or at all, if there is failure of their material or sealing.
4. Window replacement is generally a poor investment since the payback time for them usually is longer than the average individual owns the building.

GUIDELINES:

1. Retain and preserve windows that contribute to the overall historic character of a building, including their functional and decorative features such as frames, sash, muntins, sills, trim, surrounds, hardware, and shutters.
2. Repair original windows by patching, splicing, consolidating or otherwise reinforcing; replace only those features that are beyond repair. Wood that appears to be in bad condition because of peeling paint or separated joints can often, in fact, be repaired rather than replaced.
3. Uncover, repair frames, and reinstall windows with their original dimensions where they have been removed or blocked in.
4. If interior changes require the removal of a historic window on a primary elevation, retain the frame and sash on the exterior or use shutters if historically appropriate to create the appearance of the historic window remaining in its original location.
5. Before replacing historic windows, conduct a physical survey of the window(s) to determine if they can be repaired or consolidated to extend the life of this historic element. (See a sample window survey worksheet in the appendix.) If a window on the front of the house must be replaced and an original window of the same style and size is identified on a secondary elevation, place the historic window in the opening on the primary façade.
6. Replace the unit in kind if replacement of a deteriorated window is necessary by:
 - a. Matching the design and dimension of the original frame and sash.
 - b. Maintaining the original number and arrangement of panes.
 - c. Using true divided lights, or three-part simulated divided lights with integral spacer bars and interior and exterior fixed muntins. Small variations, such as the width and depth of the muntins and sash, are permitted if those variations do not significantly impact the visual character of the historic window design.
 - d. Using the following material types of replacement windows: wood, moisture-reduced wood, or wood-resin composites.
 - e. Consider replacing only the sash when the historic windows are too deteriorated for repair. By placing a track and a new sash in the old frame, no interior trim is removed, so there is no need to repaint woodwork or repair adjacent interior walls.
7. Base reconstruction of any missing windows on physical evidence, similar remaining windows, or historic photographs.

Inappropriate Treatments:

8. Do not replace any historic windows without undertaking a condition survey of the existing windows.
9. Do not remove existing windows and fill in the openings on primary elevations visible from a public right-of-way.
10. Do not install replacement windows that do not fit the opening.
11. Do not use materials or finishes that radically change the sash, depth of reveal, muntin configuration, reflective quality or color of glazing, or the appearance of the frame.
12. Do not use clip-in/false muntins and removable internal grilles to mimic divided lights.
13. Do not use vinyl windows when replacing historic windows.

TECHNICAL INFORMATION

Preservation Brief #9

The Repair of Historic Wooden Window

<https://www.nps.gov/tps/how-to-preserve/briefs/9-wooden-windows.htm>

Preservation Brief #13

The Repair and Thermal Upgrading of Historic Steel Windows

<https://www.nps.gov/tps/how-to-preserve/briefs/13-steel-windows.htm>

TYPICAL WINDOW TYPES



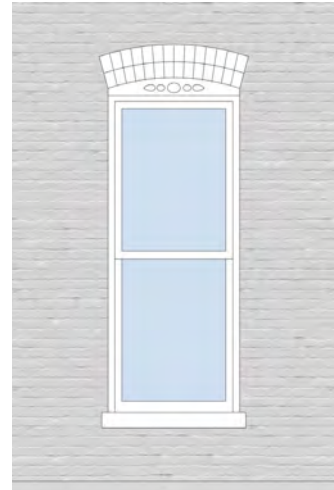
Six-over-six sash in earlier & in revival styles.



Two-over-two sash in a frame building in 19th C. styles.



Two-over-two sash in a brick building with decorative cap.



One-over-one sash in late 19th & 20th c. buildings.



Eight-over-eight sash in 20th c. revival styles.



Six-over-six sash in an early 19th c. frame building.



Two-over-two sash in a late 19th c. brick building.



Four-over-four sash in a late 19th c. brick building.



One-over-one replacement sash in a 19th c. brick building.



Decorative leaded sash & sidelights in a early 20th c. brick building.

WINDOW TYPES



Decorative oriel window with three one-over-one sash & a balcony above in a late 19th c. building.



Decorative bay window with double one-over-one sash in a late 19th c. building.



Double casement windows to appear as pairs of six-over-six sashes to create a large bay window in this bungalow.



Steel frame casement windows arranged in a set of three 16-light windows with a center four-paned section that opens for ventilation.



A double window made of two four vertical lights over one sash; this type is seen on early 20th c. buildings including American Foursquare & bungalows.



This pair of small casement windows contains decorative diamond shaped panes.