Work Session Agenda
Staunton City Council
Caucus Room
August 8, 2019
5:00 p.m.

Invocation/Moment of Silence—Curren

5:00 p.m.	**1.**	**Consideration of Work Session and Regular Meeting Agendas**
5:05 p.m.	**2. & A**	**Discussion of FY2019-2023 Five-Year Consolidated Plan and FY2019 Annual Action Plan Relating to the Community Development Block Grant Program of the U.S. Department of Housing and Urban Development for the City of Staunton as a HUD Entitlement Community**
5:20 p.m.	**3.**	**Presentation on U.S. Environmental Protection Agency (EPA) Brownfields Program**
5:35 p.m.	**4.**	**Presentation on Gypsy Hill Golf Course**
5:55 p.m.	**5. & G**	**Discussion of Request by Staunton-Augusta County African American Research Society to Name Certain Rooms, a Street and a Flower Garden at Montgomery Hall Park to Honor Charles Waller, John Chiles, Alonzo Harden, Kenneth L. Jones, Patsye Robinson and Bertie T. Huggard**
6:05 p.m.	**6.**	**Presentation by Rotary Club of Staunton Concerning Construction of Shelter at Montgomery Hall Park**
6:15 p.m.		**Break**
6:30 p.m.	**7.**	**Closed Meeting for (a) Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to (i) Specific Land Use and Zoning Matters; and (ii) a Claim Involving a Former**

	Employee of One of the City's Departments or Agencies; and (b) for Discussion or Consideration of the Possible Acquisition of Real Property(ies) or Interests in Real Property(ies) for Public Purposes, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy
7:15 p.m.	**Break**

Regular Meeting Agenda
Staunton City Council
Council Chambers
August 8, 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 June 13, 2019

Work Session and Regular Meeting of July 11, 2019

REGULAR MEETING

A. Public Hearing and Consideration of FY2019-2023 Five Year Consolidated Plan and FY2019 Annual Action Plan for Community Development Block Grant Program Funds

B. Public Hearing and Consideration of a Request by the City of Staunton to Amend Chapter 18.65, B-3, Planned Business District, of Title 18, Zoning, of the Staunton City Code

C. Public Hearing and Consideration of a Request by Charles and Robin Kehoe, for a Special Use Permit Under the Provisions of SCC 18.65.020, Uses, of the B-3, Planned Business District, of Title 18, Zoning, of the Staunton City Code

D. Public Hearing and Consideration of a Request by Valley Conservation Council, for a Special Use Permit Under the Provisions of SCC 18.60.070(3)(a), Uses Permitted on Review, of the B-2, General Business District, of Title 18, Zoning, of the Staunton City Code

E. Appeal of Historic Preservation Commission Grant of a Certificate of Appropriateness for 103-105 Madison Place (Newtown Historic District)

F. Consideration of a Final Plat for Olde South Village, Section Three

G. Consideration of Request by Staunton-Augusta County African American Research Society to Name Certain Rooms, a Street and a Flower Garden at Montgomery Hall Park to Honor Charles Waller, John Chiles, Alonzo Harden, Kenneth L. Jones, Patsye Robinson and Bertie T. Huggard

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 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: Steven L. Rosenberg

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Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Member:** **Billy Vaughn**
Item #	**2 & A**	
Ordinance #		
Department:	**Community Development**	
Council Vision:	**Built Environment**	
Subject:	**Public Hearing and Consideration of FY2019-2023 Five-Year Consolidated Plan and FY2019 Annual Action Plan Relating to the Community Development Block Grant Program of the U.S. Department of Housing and Urban Development for the City of Staunton as a HUD Entitlement Community**	

Background: On February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it has been designated as a new entitlement community starting with the federal fiscal year 2019. Under this program designation, the City will receive annual allocations from HUD. In a letter dated April 15, 2019, the City was notified that Congress appropriated $354,433 for its FY2019 allocation.

To comply with federal regulatory requirements, the City must prepare a Citizen Participation Plan that outlines policies and procedures to maximize citizen involvement in the development of a Five-Year Consolidated Plan, FY2019 Annual Action Plan, and Impediments to Affordable Housing Plan. Low and moderate income persons must be encouraged to participate in this process, particularly those that reside in areas where HUD assistance may be targeted. The City must also encourage the participation of minorities, non-English speaking persons, and persons with disabilities. Participation by nonprofits, community based organizations, public housing agencies, businesses, developers, City departments, and faith based organizations should also be encouraged.

In an effort to obtain input from various entities, a series of stakeholder meetings was held on June 4 and 5, 2019, in the Council Caucus Room. The following organizations, as well as numerous City departments, were invited to the meetings:

- Blue Ridge CASA
- Community Action Partnership of Staunton-Augusta-Waynesboro
- Community Foundation of Central Blue Ridge
- Community Housing Partners
- Greater Augusta Wellness Partnership
- Renewing Homes of Greater Augusta
- Staunton Augusta Waynesboro Habitat for Humanity
- Staunton Redevelopment and Housing Authority
- United Way of Greater Augusta
- Valley Community Services Board - Permanent Supportive Housing
- Valley Mission
- Valley Program for Aging Services
- Valley Supportive Housing

In addition to the stakeholder meetings, a public needs meeting was held on Tuesday, June 4, 2019, at 7:00 p.m. at Montgomery Hall Park Activity Room, to gather input from the community at large. Residents were also invited to weigh-in on the City's community development needs in a community needs survey.

Mullin & Lonergan Associates (M&L) is under contract to guide the City through the entire process. Bill Wasielewski, Principal-in-Charge and Project Manager for M&L, attended City Council's June 13, 2019 work session to present the draft Citizen Participation Plan. The plan was adopted by Council during the regular meeting on the same date.

Subsequently, staff worked with Mr. Wasielewski to develop the required draft Five-Year Consolidated Plan and Annual Action Plan, copies of which are attached. Copies of plans were available for public inspection and review for a 30-day period from July 1, 2019, through July 31, 2019, at the Staunton Public Library, offices of the Staunton Redevelopment and Housing Authority and City Hall. The documents were also accessible on the City's website.

During Council's work session on July 11, 2019, staff presented a schedule of the proposed funding for FY2019, summarizing the allocation contained in the plans. Council members posed questions of staff and discussed the allocation.

As required by HUD, a public hearing has been scheduled for Council's regular meeting on August 8, 2019. Subsequent to the public hearing, Council may consider the draft plans.

Attachments:

City of Staunton FY 2019-2023 Five-Year Consolidated Plan and FY2019 Annual Action Plan

City Manager's Recommendation: Recommend City Council adopt the FY2019-2023 Five-Year Consolidated Plan and FY2019 Annual Action Plan.

Suggested Motion (to be made after the public hearing is conducted): I move to adopt the FY 2019-2023 Five-Year Consolidated Plan and FY2019 Annual Action Plan, as presented.

City Manager: Steven L. Rosenberg

2019-2023
Consolidated Plan, Annual Action Plan
And Citizen Participation Plan

Community Development Block Grant Program

City of Staunton, Virginia

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Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Staunton is a new federal entitlement community under the U.S. Department of Housing and Urban Development (HUD). As a HUD entitlement community, the City is required to prepare a Five-Year Consolidated Plan (CP) in order to implement any federal programs that fund housing, community development and economic development within the community. The Staunton CP covers the period from FY 2019 through FY 2023 (October 1, 2019 through September 30, 2024).

This CP consolidates into a single document the planning and application requirements for the following federal program:

- Community Development Block Grant (CDBG)

Funds are provided under the following program:

- **Community Development Block Grant (CDBG):** The primary objective of the CDBG Program is to develop viable urban communities by providing decent housing, a suitable living environment, and economic opportunities, principally for persons of low- and moderate-income levels. Funds can be used for a wide array of activities, including: housing rehabilitation, acquisition of existing housing or land, homeownership assistance, lead-based paint detection and removal, construction or rehabilitation of public facilities and infrastructure, removal of architectural barriers, water and efficiency improvements, abatement of hazards such as lead based paint or asbestos, public services, rehabilitation of commercial or industrial buildings, and loans or grants to businesses.

Purpose of the Consolidated Plan

The purpose of the Consolidated Plan (CP) is to guide federal funding decisions in the next five years. The CP is guided by three overarching goals that are applied according to a community's needs. The goals are:

- To provide decent housing by preserving the affordable housing stock, increasing the availability of affordable housing, reducing discriminatory barriers, increasing the supply of supportive housing for those with special needs, and transitioning homeless persons and families into housing.

- To provide a suitable living environment through safer, more livable neighborhoods, greater integration of low- and moderate- income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.
- To expand economic opportunities through more jobs paying self-sufficient wages, homeownership opportunities, development activities that promote long-term community viability, and the empowerment of low- and moderate- income persons to achieve self-sufficiency.

The overall priority for the investment of federal funds is to increase self-sufficiency and economic opportunity for lower income residents and individuals with special needs so that they can achieve a reasonable standard of living.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Strategic Plan provides a framework to address the needs of the City for the next five years using approximately $354,433 annually in Community Development Block Grant (CDBG) funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit low- and moderate- income areas of a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG program are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

All future activities funded in the next five years will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership

3. Evaluation of past performance

The City of Staunton is a newly designated federal entitlement community, and therefore, no evaluation of past performance is available.

4. Summary of citizen participation process and consultation process

Public Hearings – Public hearings were held on June 4 and August 8, 2019 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City's website and social media accounts in accordance with the City's Citizen Participation Plan.

The first public hearing specifically for the Con Plan was held on June 4, 2019. A final public hearing was held on August 8th, at the culmination of the 30-day public comment period. City Council considered the Con Plan and FY19 Annual Plan for approval at its regular meeting on August 8, 2019.

Stakeholder Interviews – From June 4th through 5th, 2019, a series of stakeholder interviews and consultations were conducted for the Consolidated Plan. Over the course of these two days, approximately 20 individuals from organizations whose mission involves housing, community and/or economic development in one facet or another provided feedback. Individuals representing government and policy makers, nonprofit organizations, affordable housing providers, and other interested parties were invited to participate to ensure that as many points-of-view as possible were heard. A complete summary is included in the Citizen Participation Appendix.

Web-based Citizen Surveys – Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City's website, as well as publicized on the City's social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

All sign-in sheets, advertisements, and comments received are included in the Citizen Participation Appendix.

5. Summary of public comments

Many of the comments received were related to needs that the City needs to address with this five-year plan. Those needs include affordable housing, housing and services for the homeless and folks with special needs, public facility (ADA) improvements, and public infrastructure (sidewalks) improvements. A complete summary of comments received is included in the Citizen Participation Appendix.

6. Summary of comments or views not accepted and the reasons for not accepting them

No comments were not accepted. A complete summary of comments received is included in the Citizen Participation Appendix.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Staunton, VA	Department of Community and Economic Development

Table 1 – Responsible Agencies

Narrative

The City, a newly designated HUD entitlement grantee, is required by HUD to prepare a Consolidated Plan and Annual Action Plan that meets the Consolidated Plan regulations in order to receive grant program funds. The lead agency responsible for overseeing the development of these plans and reports is the City's Community and Economic Development Departments.

Consolidated Plan Public Contact Information

Mr. William L. Vaughn, Director

Community and Economic Development Departments

116 W. Beverly Street

Staunton, VA 24401

Office: 540.332.3869

PR-10 Consultation - 91.100, 91.200(b), 91.215(l)

1. Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

As a new Entitlement grantee, the City encouraged a high level of public communication and agency consultation when developing this plan to demonstrate its commitment to identifying priority needs and engaging the participation of citizens, public agencies, and nonprofit organizations in a positive and collaborative manner. A list of stakeholders was developed for the purpose of developing the Plan, and included affordable housing providers, public agencies and private nonprofit organizations whose missions include the provision of affordable housing and human services to LMI households and persons. These stakeholders were invited to participate in group interviews held to develop the Con Plan.

The City plans to continue this level of engagement with all interested parties beyond the consolidated planning process, enhancing general coordination of the service delivery system throughout the year and for each Annual Plan.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. Members of the CoC were consulted during the development of the Con Plan to understand how to best address the needs of homeless persons and persons at risk of homelessness. Through its cooperation with the CoC, the City will seek to identify ways to enhance coordination among the assisted housing providers and governmental health, mental health, and service agencies.

The City anticipates continuing its coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

City staff will continue to work with the local planning group of the Balance of State CoC to undertake the establishment of performance measurements for homeless programs. Members of the CoC provided valuable input during public outreach, plan drafting, and project selection process of the Con Plan. The CoC administers the local HMIS.

The City's Citizen Participation Plan allows for citizens, community agencies, and the local CoC to provide input on the use of all funding. Notifications of the public hearings are published in Staunton's newspaper of largest distribution, the *News Leader*. Information is also made available at the City's office of Community Development and is displayed on the City's website.

The City does not receive ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	United Way Greater Augusta
	Agency/Group/Organization Type	Services-Children Services-Persons with Disabilities Services-homeless Services-Health Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
2	**Agency/Group/Organization**	Staunton Redevelopment & Housing Authority
	Agency/Group/Organization Type	Housing PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	In person meeting and multiple emails were exchanged to identify current housing needs in Staunton, including Public Housing needs.

3	**Agency/Group/Organization**	Habitat for Humanity SAW
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Habitat for Humanity Staunton Augusta Waynesboro attended both the public needs meeting as well as a stakeholder interview specifically focused on affordable housing. Habitat identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
4	**Agency/Group/Organization**	Renewing Homes Greater Augusta
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Renewing Homes Greater Augusta attended a stakeholder interview specifically focused on affordable housing. Renewing Homes identified the types of services they provide as well as unmet needs they see in the community as well as how to meet those needs moving forward.
5	**Agency/Group/Organization**	Community Foundation of Central Blue Ridge
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Foundation

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Several housing and social service agencies participated in the two-day stakeholder meetings and the public need hearing. Groups representing the homeless, housing rehabilitation programs, elderly populations and those with mental health and other special needs provided feedback to inform the Plan. Needs arising from these meetings include the creation of new, affordable units for the homeless and/or folks with mental health and/or drug/alcohol disabilities and the rehabilitation of existing units to ensure decent, safe and sanitary housing, particularly for those aging in place.
6	**Agency/Group/Organization**	Valley Community Services Board
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VCSB attended a stakeholder workshop focused on health and human services, as well as homeless needs. VCSB serves as the CoC representative and the HMIS lead for the Local Planning Group of the VA Balance of State Continuum of Care.
7	**Agency/Group/Organization**	Valley Supportive Housing
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Supportive Housing attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides permanent supportive housing and services to homeless individuals and families.
8	**Agency/Group/Organization**	Valley Mission
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Valley Mission attended a stakeholder workshop focused on health and human services, as well as homeless needs. Valley Supportive Housing provides emergency shelter and services to homeless individuals and families.
9	**Agency/Group/Organization**	Blue Ridge CASA
	Agency/Group/Organization Type	Services-Children Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Blue Ridge CASA attended a stakeholder workshop focused on health and human services, as well as homeless needs. CASA provides special advocacy services for at-risk children and families.
10	**Agency/Group/Organization**	Valley Program for Aging Services
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	VPAS attended a stakeholder workshop focused on health and human services, as well as homeless needs. VPAS provides services for the elderly and disabled, including transportation, meals on wheels, and other aging in place services.
11	**Agency/Group/Organization**	City of Staunton
	Agency/Group/Organization Type	Other Government-Local
	What section of the Plan was addressed by Consultation?	Non-Housing Community Development Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	City staff, including public works, parks and recreation, economic development, planning/zoning/codes, and emergency management attended a stakeholder workshop focused on the non-housing community development needs of the City.

Identify any Agency Types not consulted and provide rationale for not consulting

All entities were considered for consultation.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
ALICE Report	United Way Greater Augusta	The ALICE Report was developed to identify challenges faced by the "working poor," those who are employed and/or have income, are above the federal poverty guidelines, but still have difficulty achieving basic needs. The goals of the Strategic Plan are aligned with the goals of ALICE, to improve access to opportunity for Staunton residents.
Capital Improvement Plan	City of Staunton	The City's Capital Improvement Plan, updated in 2018, informed the Strategic Plan sections aimed at public infrastructure improvements.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

In accordance with 24 CFR 91.100(4), the City will notify adjacent units of local government of the non-housing community development needs included in its Con Plan. The City will continue to interact with public entities at all levels to ensure coordination and cooperation in the implementation of the Con Plan and thereby maximize the benefits of the City's housing and community development activities for the residents being served.

PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Public Hearings – Public hearings were held on June 4 and August 8, 2019 to solicit public feedback on the Plan development. The first was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units. The second hearing was a presentation to City Council to present the draft Consolidated Plan and make a recommendation the Council adopt it. Both hearings were advertised in the *News Leader* and on the City's website and social media accounts in accordance with the City's Citizen Participation Plan.

The first public hearing specifically for the Con Plan was held on June 4, 2019. A final public hearing was held on August 8th, at the culmination of the 30-day public comment period. City Council considered the Con Plan and FY19 Annual Plan for approval at its regular meeting on August 8, 2019.

Stakeholder Interviews – From June 4th through 5th, 2019, a series of stakeholder interviews and consultations were conducted for the Consolidated Plan. Over the course of these two days, approximately 20 individuals from organizations whose mission involves housing, community and/or economic development in one facet or another provided feedback. Individuals representing government and policy makers, nonprofit organizations, affordable housing providers, and other interested parties were invited to participate to ensure that as many points-of-view as possible were heard. A complete summary is included in the Citizen Participation Appendix.

Web-based Citizen Surveys – Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City's website, as well as publicized on the City's social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were received.

See the Citizen Participation Appendix for a detailed report of both surveys.

All sign-in sheets, advertisements, and comments received are included in the Citizen Participation Appendix.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	The first public meeting held on June 4 was a general hearing to solicit input from the public on the needs and priorities for the City. Approximately 25 members of the public attended and identified needs ranging from public infrastructure improvements to the creation of affordable housing units.	Needs identified during the first public meeting ranged from public infrastructure improvements to the creation of affordable housing units. A complete summary of comments received is included in the Citizen Participation Appendix.	No comments were not accepted.	
2	Public Hearing	Non-targeted/broad community	The second hearing was held on August 8 to present the final plan and budget to City Council.	A complete summary of comments received is included in the Citizen Participation Appendix.	No comments were not accepted/	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	Two web-based surveys, one for the general public and one for other interested stakeholders, were distributed via email, public meeting agenda, via news outlets and posted on the City's website, as well as publicized on the City's social media pages. Each stakeholder who was invited to participate in an interview was also encouraged to share the survey with their colleagues, clients or constituents, and any other network of contact they deemed appropriate. During the month that the surveys were active, 25 responses were received.	A complete report of the survey results is included in the Citizen Participation Appendix.	No comments were not accepted.	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

Based on U.S. Housing and Urban Development (HUD) Comprehensive Housing Affordability Strategy (CHAS) data (2011-2015) and analysis included within this section of the Strategic Plan, in addition to interviews and group discussions held with service providers, the following conclusions relative to housing needs in the City of Staunton for all household types, income groups and racial/ethnic groups can be made.

Racial/ethnic groups with disproportionate *housing problems* as defined by HUD include housing units lacking complete kitchen facilities and/or complete plumbing facilities, overcrowding (more than 1.5 person per room), and/or cost burden greater than **30%** include the following:

Housing Problems

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Racial/ethnic groups with disproportionate *housing problems* defined as housing units lacking complete kitchen facilities and/or complete plumbing facilities, overcrowding (more than 1.5 person per room), and/or cost burden greater than **50%** include the following:

Severe Housing Problems

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

Housing Cost Burden

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: very small sample size). Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The Housing Needs Assessment is based on data provided by HUD through the Comprehensive Housing Affordability Strategy (CHAS) data, with supplemental data used when available. Although the CHAS data is somewhat dated, it provides a glimpse of the housing needs within the City. This data, in combination with supplemental data and interviews with agencies and housing providers in the City, can provide a snapshot view of the housing needs.

Lower-income households in the City have been greatly impacted by high housing costs, which reduce economic opportunities and access to prosperity. Real incomes in the area have declined while housing costs have risen, resulting in an increase in the need for affordable housing options. Between 2000 and 2015, median income for City residents *declined* by almost a third (29.7%) after adjusting for inflation, while median rent *increased* by 28% and median home values *increased* by 7%.

Median income decreasing while median home values and rents continue to rise contributes to a diminished ability for households to reside in the City. Given an inadequate supply of decent, affordable housing options, the area's lower-income households often face a choice between substandard housing and housing cost burden.

As the data below show, the most significant housing issue identified is cost burden, defined as spending over 30% of household income on housing costs, such as mortgage and rent payments. According to CHAS data, 31.3% of households in the City are cost burdened. Similarly, severe cost burden is defined as spending over 50% of household income on housing. In Staunton, over 15.89% of households are severely cost burdened.

Renter and owner households:

- Large number of households between 0-30% of AMI with housing cost burden greater than 50%

Households by Household Type

Renter households paying more than 30% of their gross income on housing costs:

- All households between 0-30% of AMI.

Owner households paying more than 30% of their gross income on housing costs:

- Elderly households between 31-50% of AMI.

Renter households paying more than 50% of their gross income on housing costs:

- All households between 0-30% of AMI.

Owner households paying more than 50% of their gross income on housing costs:

- Elderly households between 0-30% of AMI

Demographic indicators are essential to understanding a community's housing needs. The data provides a snapshot of the City's growth and highlights the ongoing increase in population and households.

Demographics	Base Year: 2009	Most Recent Year: 2015	% Change
Population	23,739	24,195	2%
Households	9,909	10,385	5%
Median Income	$42,713.00	$40,842.00	-4%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Housing Costs Table (SUPPLEMENTAL)

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	$155,200 *($210,969 in 2015 dollars)*	$165,400	**+7%** ***(-21.6% adjusted)***
Median Contract Rent	**$510** ***($693 in 2015 dollars)***	**$655**	**+28%** ***(-5.5% adjusted)***

Data Source: 2000 Census (Base Year), 2011-2015 ACS (Most Recent Year)

The following are HUD-generated tables using 2011-2015 CHAS data that are part of the Consolidated Plan tool. These tables are automatically generated when creating the Consolidated Plan. Please note that HAMFI refers to "HUD Adjusted Median Family Income," which is the median family income calculated by HUD for each jurisdiction, in order to determine Fair Market Rents and income limits for HUD programs. HAMFI will not necessarily be the same as other calculations of median incomes such as a simple Census number due to a series of adjustments that are made.

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,260	1,560	1,660	1,145	4,760
Small Family Households	290	230	440	265	2,440
Large Family Households	35	125	10	60	295
Household contains at least one person 62-74 years of age	195	360	265	375	1,075
Household contains at least one person age 75 or older	255	410	550	140	355
Households with one or more children 6 years old or younger	135	215	125	120	455

Table 6 - Total Households Table

Data Source: 2011-2015 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	70	45	0	0	115	0	0	0	25	25
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	0	0	0	0	4	0	0	4
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	35	30	10	4	79	0	0	0	10	10
Housing cost burden greater than 50% of income (and none of the above problems)	580	400	120	15	1,115	150	185	15	15	365

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	55	355	330	60	800	75	35	250	195	555
Zero/negative Income (and none of the above problems)	140	0	0	0	140	80	0	0	0	80

Table 7 – Housing Problems Table

Data Source: 2011-2015 CHAS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	685	475	130	20	1,310	150	190	15	50	405
Having none of four housing problems	130	635	720	285	1,770	75	260	790	790	1,915
Household has negative income, but none of the other housing problems	140	0	0	0	140	80	0	0	0	80

Table 8 – Housing Problems 2

Data Source: 2011-2015 CHAS

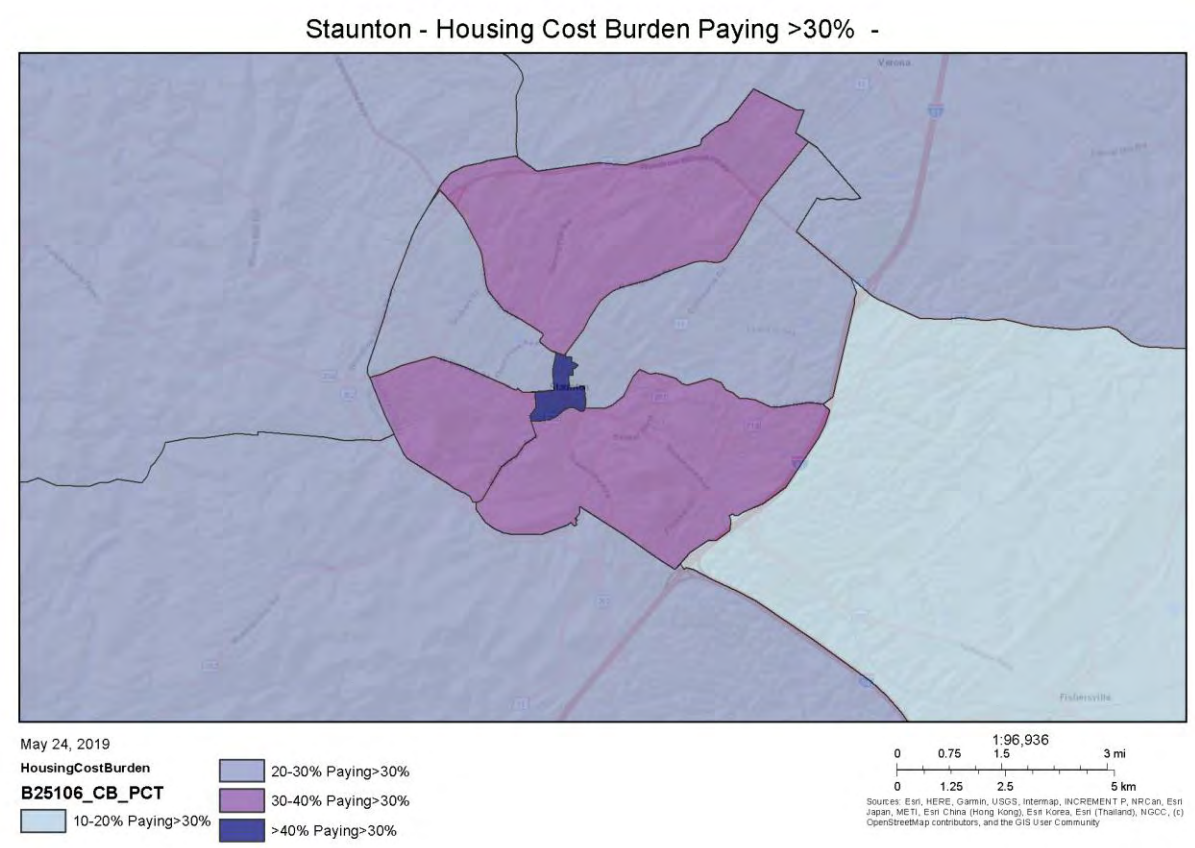
3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	210	115	160	485	20	45	160	225

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Large Related	25	90	0	115	0	0	0	0
Elderly	205	210	130	545	165	155	64	384
Other	295	390	160	845	45	15	45	105
Total need by income	735	805	450	1,990	230	215	269	714

Table 9 – Cost Burden > 30%

Data Source: 2011-2015 CHAS



Cost Burden >30%

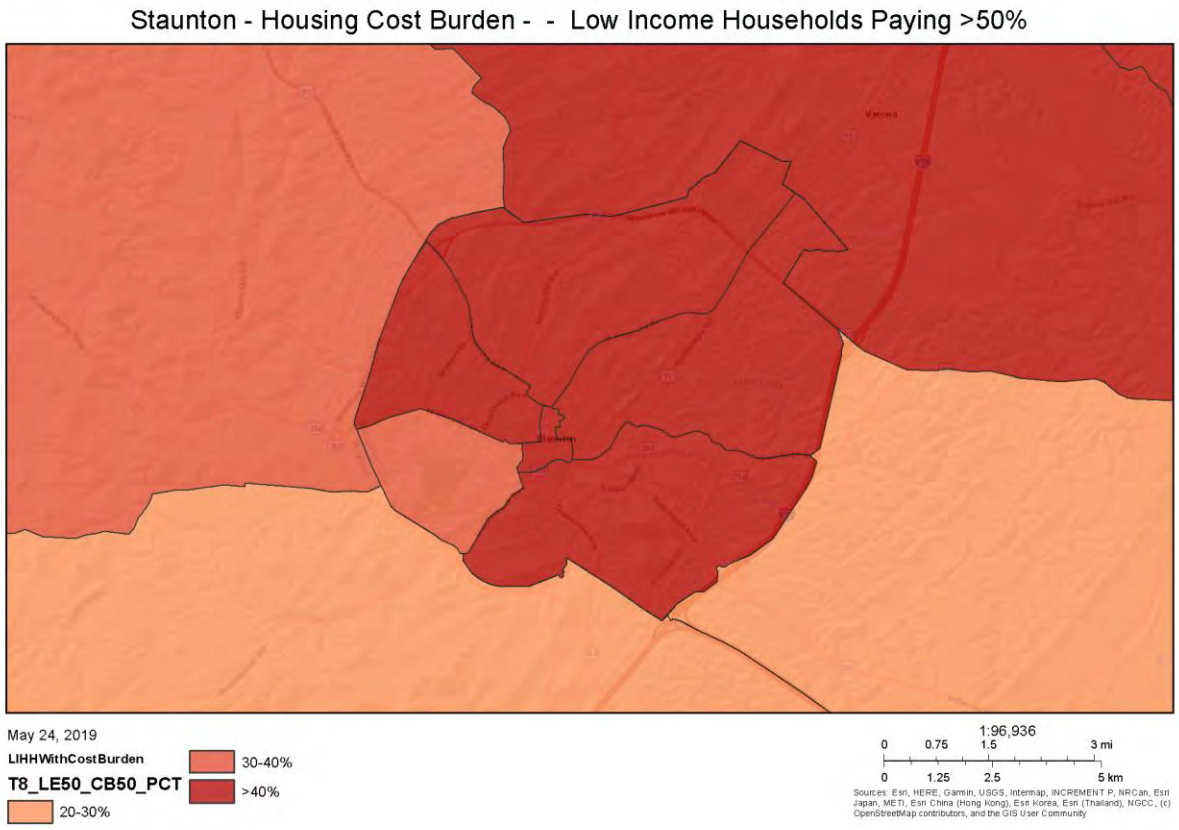
4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	210	35	0	245	20	45	10	75

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Large Related	25	55	0	80	0	0	0	0
Elderly	165	90	70	325	115	120	10	245
Other	265	260	50	575	20	15	0	35
Total need by income	665	440	120	1,225	155	180	20	355

Table 10 – Cost Burden > 50%

Data Source: 2011-2015 CHAS



Cost Burden >50%

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	20	30	0	4	54	0	4	0	10	14
Multiple, unrelated family households	0	0	10	0	10	0	0	0	0	0
Other, non-family households	15	0	0	0	15	0	0	0	0	0
Total need by income	35	30	10	4	79	0	4	0	10	14

Table 11 – Crowding Information – 1/2

Data Source: 2011-2015 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source

Describe the number and type of single person households in need of housing assistance.

According to CHAS data, there are 4,600 single person households in Staunton, 46.04% of which are cost-burdened. This is higher than the citywide rate of household cost burden (33.63%), which means households comprised of single persons in general have more difficulty in affording housing costs than larger households. When considering tenure, about 33.71% of single person homeowners are cost-burdened, compared to 54.92% of single person renters.

According to 2017 American Community Survey (ACS) data, there are 3,854 householders living alone in Staunton, 667 of which (17.3%) have income below the poverty level. This is higher than the citywide rate of household poverty (7.9%), which means households comprised of single persons have more difficulty in affording housing costs than larger households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

In 2017, 3,544 individuals in Staunton, or 15% of the population, reported a disability. About 48.4% were over the age of 65. Across the City, approximately 30% of persons with a disability also live in poverty. Median earnings for people with a disability were $14,552, compared to $28,760 for earners without a disability. These figures underscore the struggle that many Staunton households that include a person with a disability experience in finding and maintaining suitable affordable housing.

What are the most common housing problems?

The most common housing problem in Staunton is cost burden, especially for renters. There are 1,009 renter-occupied households with housing costs greater than 50% of their income. Additionally, 21.93% of renter households are severely cost-burdened, compared to 6.3% of owner-occupied households.

Repeatedly during the public outreach process the poor condition of existing housing stock was also identified as a concern, particularly among the elderly who lack the financial resources to maintain their property.

Are any populations/household types more affected than others by these problems?

"Other" renter households are the largest cost-burdened category, with these 845 households accounting for 42% of all cost-burdened households.

Severe cost burden follows a very similar distribution, although "other" households (both renters and homeowners) are slightly more affected by severe cost burden (46% of severely burdened households) than regular cost burden (39%).

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

No data exists that would specifically enumerate or describe the at-risk population within the City's jurisdiction.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

No estimate of at-risk populations in Staunton is currently available.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Staunton's high housing costs, evident through the CHAS estimate that 73.7% of all households earning less than 50% of AMI are cost-burdened, make it difficult for low-income individuals and families to maintain a stable household. According to 2013-2017 ACS 5-Year Estimates, 13.3% of the City's population lives below poverty level and 2.4% of the population is unemployed. Inability to obtain stable employment and earn sufficient wages make it extraordinarily difficult to obtain and maintain stable housing.

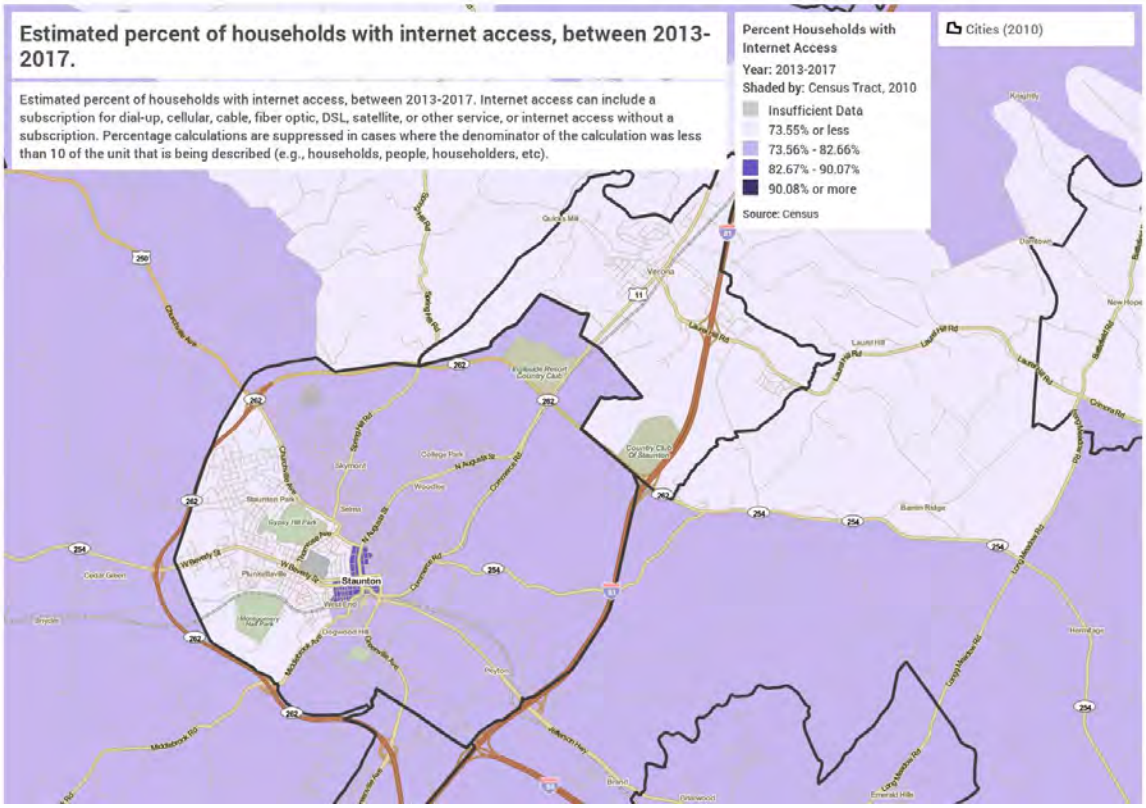
Discussion

The following section, Narrowing the Digital Divide, is now required by HUD to be included in the Consolidated Plan. The Consolidated Planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's formula block grant programs. This rule amends HUD's Consolidated Plan regulations to require that jurisdictions, including Staunton, consider two additional concepts in their planning efforts: Narrowing the Digital Divide and Natural Hazard Risk. Note: the Natural Hazard Risk section is in MA-20: Housing Market Analysis-Condition of Housing.

Narrowing the Digital Divide (91.210(a)(4)

Per FCC data on residential wired broadband access provided by PolicyMap, there are a few small areas through-out the City with limited access to broadband internet, indicated by the lighter colored areas in the map on the following page. The areas with more limited broadband access are the western neighborhoods of Staunton, which also tend to be low- and moderate income (LMI) areas. The downtown area appears to have the highest level of broadband internet access.

Narrowing the Digital Divide (91.210(a)(4)



NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The bullet points below summarize the percentage of each racial/ethnic group experiencing housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than one person per room)
- Housing costs greater than 30% of income (i.e., cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. According to the above definitions, three racial/ethnic groups in Staunton experience one or more housing problems at a disproportionate level:

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Given the very small number of Hispanics included in the data, results for this group are likely highly error-prone.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	865	210	170
White	660	155	110
Black / African American	170	55	50
Asian	10	0	10
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

Racial/ethnic groups with disproportionately greater housing problems are noted in bold with a frame around the data:

Disproportionate Housing Problems

	0-30% AMI	31-50%	51-80%	81-100%
Racial/ Ethnic Group	% with one or more housing problems			
White	81.0%	62.1%	38.2%	26.2%
Black/ African American	75.6%	**98.0%**	**53.8%**	21.9%
Asian	**100.0%**	0.0%	0.0%	0.0%
American Indian, Alaska Native	0.0%	0.0%	0.0%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	**100.0%**	0.0%	**100.0%**	**100.0%**
Jurisdiction as a Whole	80.5%	67.0%	38.8%	26.3%

Source: CHAS 2011-2015
Calculations Mullin & Lonergan Associates

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,025	505	0
White	820	500	0
Black / African American	200	4	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	630	995	0
White	585	945	0
Black / African American	35	30	0
Asian	0	0	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	10	0	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	305	855	0
White	275	775	0
Black / African American	14	50	0
Asian	0	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	15	0	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4.Cost Burden greater than 30%

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. The data table below, based on 2011-2015 CHAS data, summarizes the percentage of each racial/ethnic group experiencing severe housing problems by HUD Adjusted Median Family Income (HAMFI) levels. Where the HUD tables below report AMI, they refer to HAMFI. Housing problems include:

- Housing units lacking complete kitchen facilities and/or complete plumbing facilities
- Overcrowding (more than 1.5 people per room)
- Housing costs greater than 50% of income (i.e., severe cost burden)

In general, the percentage of households with a housing problem is higher for the lowest income brackets (0-50% AMI) and decreases as income increases. The following racial/ethnic groups in Staunton experienced one or more housing problems at a disproportionate level:

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	620	460	170
White	425	390	110
Black / African American	160	70	50
Asian	10	0	10
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	25	0	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	370	1,160	0
White	335	985	0
Black / African American	35	170	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	0	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	170	1,460	0
White	160	1,370	0
Black / African American	10	55	0
Asian	0	0	0
American Indian, Alaska Native	0	4	0
Pacific Islander	0	0	0
Hispanic	0	10	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	19	1,140	0
White	15	1,035	0
Black / African American	4	65	0
Asian	0	15	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	15	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4.Cost Burden over 50%

Disproportionate Severe Housing Problems

	0-30% AMI	31-50%	51-80%	81-100%
Racial/ Ethnic Group	% with one or more severe housing problems			
White	52.1%	25.4%	10.5%	1.4%
Black/ African American	**69.6%**	17.1%	15.4%	5.8%
Asian	**100.0%**	0.0%	0.0%	0.0%
American Indian, Alaska Native	0.0%	0.0%	0.0%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	**100.0%**	0.0%	0.0%	0.0%
Jurisdiction as a Whole	**57.4%**	**24.2%**	**10.4%**	**1.6%**

Source: CHAS 2011-2015
Calculations: Mullin & Lonergan Associates

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

HUD defines a disproportionately greater housing need when a racial or ethnic group experiences housing problems at a rate over 10 percentage points than that of the corresponding income level as a whole. Cost-burdened is defined as paying 30-50% of the household income to housing, and severely cost burdened is defined as paying greater than 50% of the household income to housing. The data table below summarizes the percentage of each racial/ethnic group experiencing cost burden at various levels.

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition as defined above (note: very small sample size). Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	6,635	1,960	1,139	170
White	6,095	1,690	895	110
Black / African American	455	220	205	50
Asian	30	0	10	10
American Indian, Alaska Native	15	0	0	0
Pacific Islander	0	0	0	0
Hispanic	10	40	25	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Disproportionate Housing Cost Burden

	Less than 30% (No Cost Burden)	30-50%	More than 50%	No/ negative income (not computed)
Racial/ Ethnic Group		**% with housing cost burden**		**%**
White	65.1%	15.6%	19.3%	2.6%
Black/ African American	53.9%	20.0%	26.0%	2.4%
Asian	45.7%	16.5%	37.8%	43.3%
American Indian, Alaska Native	64.9%	22.7%	12.3%	0.0%
Pacific Islander	0.0%	0.0%	0.0%	0.0%
Hispanic	58.6%	23.5%	17.9%	1.2%
Jurisdiction as a Whole	60.5%	18.8%	20.7%	2.8%

Source: CHAS 2009-2013

Calculations: Mullin & Lonergan Associates

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The impact of housing problems in Staunton varies primarily by income level. However, the following groups within an income tier and race/ethnicity category experienced problems at a rate at least 10 percentage points higher than the City as a whole:

Housing Problems

- Black households earning 31-80% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30%, 51-80%, and 81-100% of AMI (very small sample size).

Severe Housing Problems

- Black households earning 0-30% of AMI
- Asian households earning 0-30% of AMI (very small sample size).
- Hispanic households earning 0-30% of AMI (small sample size).

Cost Burden

Asian households in Staunton experienced severe cost burden at a disproportionate level using the HUD definition. Also, the data shows that a large number of Blacks, 425, have a cost burden over 30%.

If they have needs not identified above, what are those needs?

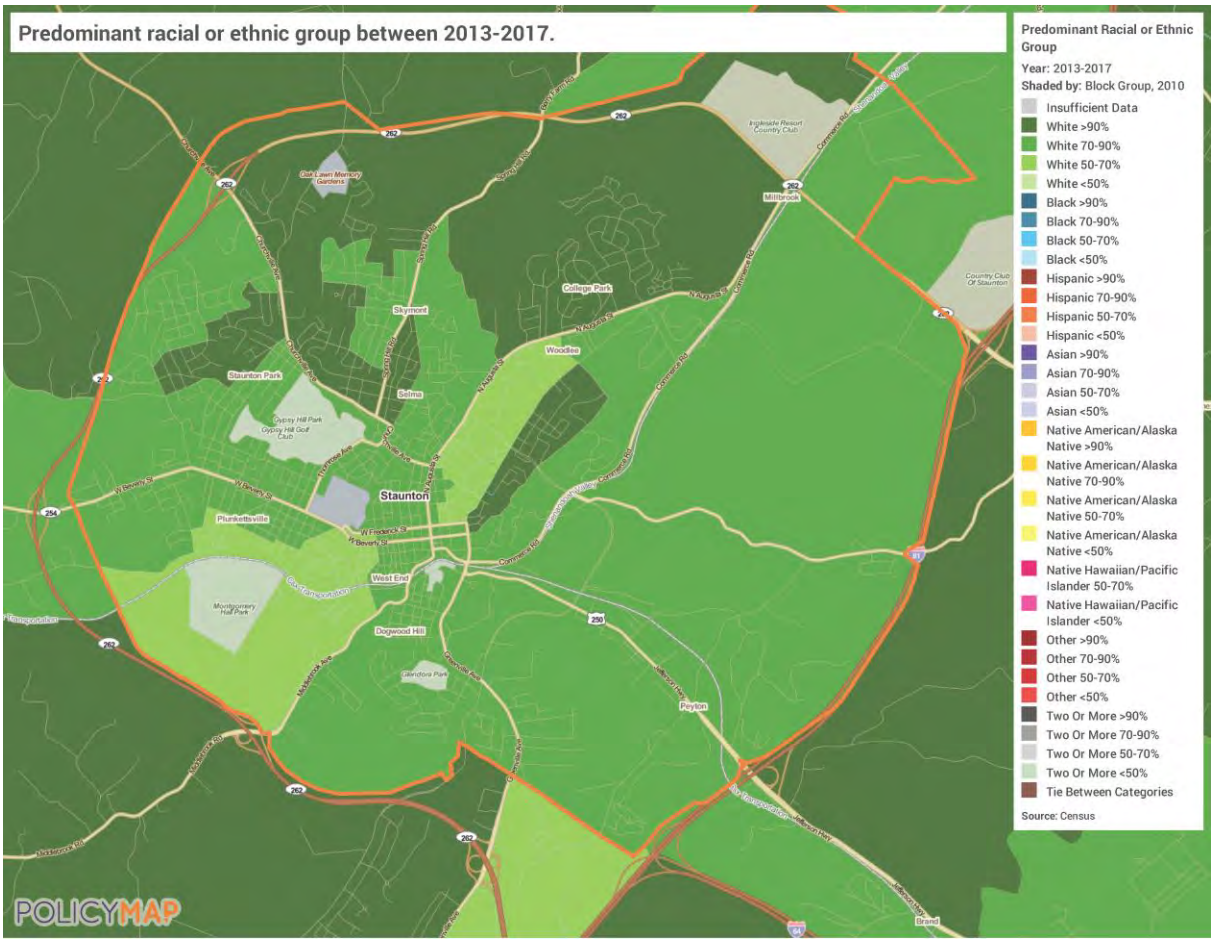
The needs among races/ethnicities are indicated above. Households in the lower income categories have more general needs, as described in NA-10 and the Housing Market Analysis.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

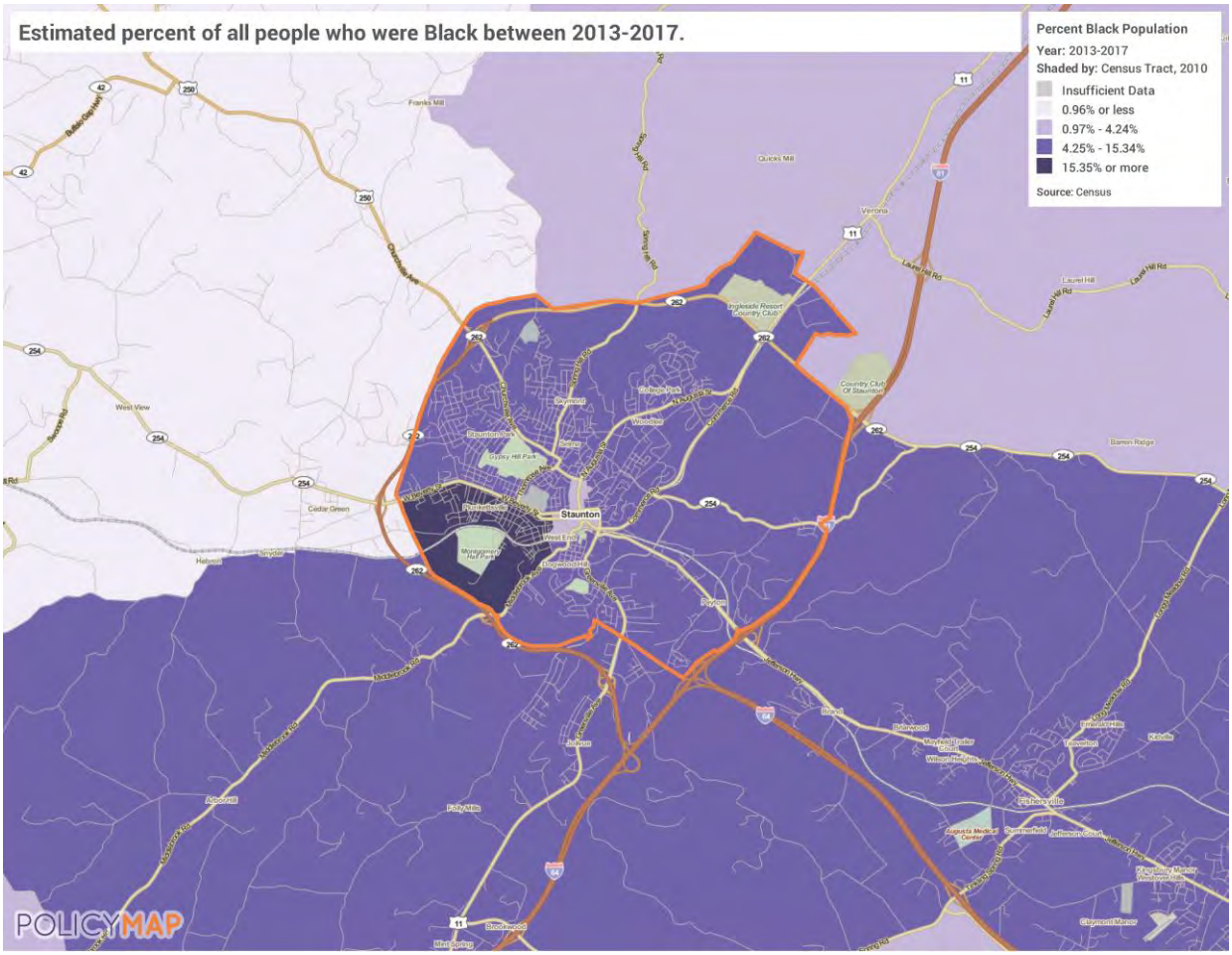
For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.2% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.2% Black.

In Staunton no census tracts meet this definition. Census Tract 2 has the closest concentration with 19.6% of its residents identified as Black. This is in the southwestern area of Staunton, which is also predominately an LMI area.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)



NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)



NA-35 Public Housing – 91.205(b)

Introduction

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into multifamily units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five bedroom townhouses. Rent is based on income and utilities are included.

The data in this plan is provided by HUD and the SR&HA.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	142	207	0	207	0	0	0

Table 22 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Data Source: SR&HA

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project-based	Tenant-based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	0	10,165	12,046	0	12,046	0	0
Average length of stay	0	0	5	4	0	4	0	0
Average Household size	0	0	2	2	0	2	0	0

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project-based	Tenant-based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	0	0	0	0	0	0
# of Elderly Program Participants (>62)	0	0	29	36	0	36	0	0
# of Disabled Families	0	0	43	57	0	57	0	0
# of Families requesting accessibility features	0	0	146	198	0	198	0	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	225	244	0	244	0	0	0
Black/African American	0	0	87	222	0	222	0	0	0
Asian	0	0	0	0	0	0	0	0	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0
Pacific Islander	0	0	1	1	0	1	0	0	0
Other	0	0	10	10	0	10	0	0	0

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 24 – Race of Public Housing Residents by Program Type

Data Source: SR&HA

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	24	25	0	25	0	0	0
Not Hispanic	0	0	299	477	0	477	0	0	0

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: SR&HA

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Based on information provided by the Staunton Redevelopment & Housing Authority (SR&HA), there are few requests for reasonable accommodations when it comes to accessibility. When a household with a disability approaches the top of the waiting list for Public Housing, the SR&HA addresses their needs and identifies a unit that will meet the requirements of the household.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The greatest needs of households currently living in publicly supported housing continue to be stable, decent living conditions and access to opportunity, in the form of employment, education, or transportation connections to neighborhood amenities. SR&HA continues to address the most immediate needs of its residents by keeping the maximum number of housing units available and in good condition.

How do these needs compare to the housing needs of the population at large

The population at large includes households that share the needs of SR&HA residents and voucher holders because the resources available to SR&HA are insufficient to meet local need. Until a unit or voucher becomes available, the households on SR&HA's waiting list continue to subsist on extremely low incomes in housing conditions that are likely unaffordable, inadequate, or both.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County, for which raw data was provided following the 2019 Point in Time Survey. The data indicates that only three unsheltered adult individuals were identified in the City of Staunton. (Note that the sheltered numbers reporeted below represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	3	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	3	16	0	0	0	0
Chronically Homeless Individuals	0	1	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	1	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 26 - Homeless Needs Assessment

Data Source Comments:

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

Shelters serving the City of Staunton have seen an increase in family homelessness, particularly single fathers with one or more children, but also among the elderly who are not able to get disability assistance but are too young for assisted living facilities. Shelters see a 17% recidivism rate, meaning 17% of folks who exit the shelter are back within a year. Chronic homelessness was not reported as a major problem in Staunton; however, transition-age youth are a growing population of homeless. Organizations like Blue Ridge Court Appointed Special Advocates are working to prevent youth aging out of the foster care system into homelessness.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	12	3
Black or African American	7	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	0	0
Not Hispanic	19	3

Data Source Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

Only two unsheltered households (three individuals) were identified in the City of Staunton during the 2019 Point in Time Count. No unsheltered households contained children, and one head of household indicated he was a Veteran. Only one sheltered household identified contained children; no households contained Veterans. (Note that the sheltered numbers represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Seven of the City's 19 sheltered homeless individuals are Black/African American (37%). No individuals identified as Hispanic. (Note that the sheltered numbers represent household/individuals whose previous residence was the City of Staunton; the only emergency shelter serving the City is located in neighboring Augusta County).

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

An overwhelming majority of the 22 persons surveyed in the 2019 Point in Time count (PIT) were sheltered. Only three of those individuals did not have shelter at the time of the survey, and only one unsheltered individual was a Veteran.

Discussion:

Homelessness in the City of Staunton is not widespread, likely due to the fact that services and shelter are located in neighboring Augusta County. Nevertheless, the City recognizes the need to coordinate and support services for homeless individuals and families and those at-risk of becoming homeless.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Persons with special needs include the elderly and frail elderly; persons with mental health, intellectual/developmental and physical disabilities; persons suffering from drug and alcohol addiction; and persons living with HIV/AIDS. Individuals who have special needs are typically extremely low income and face tremendous challenges finding housing that they can afford. Individuals with special needs also require supportive services in addition to housing that they can afford. Public and private sources have much smaller funds available for these purposes, making it difficult for non-profit organizations to develop and operate housing and supportive service programs.

Describe the characteristics of special needs populations in your community:

Elderly

Elderly persons are more likely to live on fixed, very low incomes and/or require special supportive service to complete their daily routines. This means elderly residents especially need access to affordable housing options and easy access to service providers. In addition, the elderly are more likely to encounter physical disabilities and require either accessible units or access to resources to help make their home more accessible. The elderly are also less likely to be able to earn sufficient income to be able to financially support improvements to their home to ensure it remains in decent, safe and sanitary condition.

According to CHAS data, 15.9% of City households contain at least one person age 65 or over. Eighteen percent of these households are living below the poverty level. In addition, the Census reported that 41.4% of persons 65 years and over had at least one disability in 2015.

People Living with Disabilities

There were 9,260 persons with disabilities in Staunton in 2015, representing 16.7% of the population. The most common disabilities reported were ambulatory; independent living difficulties; and cognitive, meaning difficulties with various types of mental tasks. Individuals with ambulatory disabilities generally require accessible housing units, and individuals with independent living and cognitive disabilities may require assisted living facilities. Approximately 33% of persons with a disability also live in poverty.

Individuals with a mental health or intellectual/developmental disability represent 5.9% of the population of Staunton. Often, this population faces barriers to affordable housing including criminal history, poor landlord history, poor credit history and stigma associated with a mental health diagnosis.

Substance Abuse and Addiction

The Virginia Department of Behavioral Health and Developmental Services (DBHDS) issues a Report on Substance Abuse Services every two years. According to the 2015 report, alcohol is both the most used and most abused drug in the state. In Virginia, the rate of alcohol use (55.15%) is slightly higher than the nation's (52.13%).

In addition, more than 6% of Virginia's youth engaged in binge drinking the month prior to the survey, and more than 40% of those between 18 and 25 drank to this excess. For those who are 26 and older, more than one in five engaged in binge drinking in the month prior to the survey. Young adults in Virginia exhibit higher rates of alcohol dependence than in the general population. Those same age groups also have higher rates of needing but not receiving treatment.

When viewed by age group, the incidence of current illicit drug use is significantly higher than that of alcohol dependence in Virginia. Whereas around 20% of Virginians ages 12-25 are currently abusing or dependent on alcohol, almost 30% are illicit drug users.

The Office of the Chief Medical Examiner 2013 Annual Report indicates that the number of drug-caused deaths since 2010 has increased 31.8%.

Individuals served by publicly funded substance abuse services were predominantly male (63%).The average age for service recipients was 34. Forty percent of these individuals were in the 26 to 40 age range. Most individuals served reported their race as White (61%), with 28% reporting their race as Black/African American. The most common sources of referral were from components of the criminal justice system (39%), which along with self-referrals (29%), accounted for over half of the individuals served. Almost 35% of service recipients reported alcohol as their primary drug of abuse. Marijuana/Hashish (21%) and Heroin/Methadone/Other Opiates (21%) were the second and third most commonly reported drugs.

Specific data regarding substance abuse and addiction rates in Staunton are unavailable.

What are the housing and supportive service needs of these populations and how are these needs determined?

Summarizing the above estimates and input received during stakeholder interviews held in preparing the Five Year Consolidated Plan, the most significant needs for these populations are:

- Access to medical care, including substance abuse and psychiatric care
- Access to transportation to major community facilities and employers to get to employment opportunities

- Assistance for housing accessibility modifications by homeowners, especially elderly homeowners
- Rental and utility assistance payments
- Creation of new, quality affordable rental units

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to the Virginia Department of Health, as of December 31, 2014, there were 24,962 persons, or about one in 334 Virginia residents, who were living with HIV. Males represent 74% of the total HIV-positive population. Between the years of 2005 and 2014, males were almost three times more likely to be living with HIV disease than females. As of December 31, 2014, males were living with HIV disease at a rate of 452 per 100,000, with females at a rate of 152 per 100,000.

By December 31, 2014, nearly three-quarters of persons living with HIV disease were ages 40 and older. Age distribution rates were highest among the 50-54 age group at 733 per 100,000, followed by the 45-49 age group at 721 per 100,000. As medical treatment continues to improve, individuals are living longer with HIV.

Approximately 60% of all persons living with HIV disease as of December 31, 2014 were Black, non-Hispanic, followed by White, non-Hispanic persons living with HIV/AIDS at 30%. Black, non-Hispanic persons were almost 7 times more likely to be living with HIV disease at the end of 2014 than White, non-Hispanic persons. Hispanic persons were 2 times more likely to be living with HIV disease as White, non-Hispanic persons.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Through CDBG funds, Staunton can fund the construction, rehabilitation, or installation of public facilities. Eligible public facilities include neighborhood facilities (such as educational centers, parks, recreation centers, and libraries) and facilities for special needs populations (such as homeless shelters, elderly facilities, or centers for disabled persons).

Public Facilities needs include:

- Improved park and recreational amenities, specifically ADA accessibility to park amenities
- Improved ADA access to public buildings

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan.

Describe the jurisdiction's need for Public Improvements:

Through CDBG funds, the City can also fund the construction, rehabilitation, or installation of public improvements. Public improvements include, but are not limited to, street and sidewalk improvements, water and sewer installation, and maintenance and ADA compliance construction and rehabilitation.

Public Improvements needs include:

- Accessibility improvements to curbs, sidewalks
- General improvements to City infrastructure, including streets, water/sewer lines
- Other improvements as identified in the City's Capital Improvement Plan

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Describe the jurisdiction's need for Public Services:

Through CDBG funds, Staunton can fund an array of public services. Eligible public services include, but are not limited to, homeless services, education and workforce development programs, homebuyer counseling, elderly care and programs, and child care and health services.

Public Services needs include:

- Increased transit service to employment opportunities and major community amenities
- Transportation for elderly and LMI residents
- Services for elderly and persons with disabilities (physical, mental health, ID)
- Services for at-risk youth
- Assistance with rental and utility payments
- Services for homeless individuals/families

How were these needs determined?

The City conducted a series of stakeholder interviews, public meetings and online surveys to determine the needs of the community. In addition, the City prepares and updates annually a five-year Capital Improvement Plan, which identifies several of the above-mentioned needs.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

This analysis identifies the need to preserve existing affordable housing opportunities while advancing efforts to create a diverse supply of additional affordable units. Ultimately, the City is working to ensure that a mix of housing types exists within all areas to accommodate households of all types and at all places across the income spectrum. The City's housing strategies will be especially informed by the increasing mismatch between incomes and housing costs, the shortage of affordable housing, and the specific accommodations necessary to ensure that special needs populations have adequate affordable housing options with appropriate supportive services where needed.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The housing stock in Staunton is mostly single-family (70%) and owner-occupied (57.5%). The majority of multi-family units are located in medium-sized structures (2 to 19 units). Given the number of households that are cost burdened, as described in the Needs Assessment, and the length of the Housing Authority's waiting lists, it is clear that the number of affordable units in the City is insufficient to meet the level of demand. With 13.3% of the City's population living in poverty, the need for more affordable housing, both owner- and renter-occupied, is strong throughout the community.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	8,055	68%
1-unit, attached structure	195	2%
2-4 units	1,300	11%
5-19 units	1,315	11%
20 or more units	865	7%
Mobile Home, boat, RV, van, etc	55	0%
Total	*11,785*	*100%*

Table 27 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	40	1%	140	3%
1 bedroom	45	1%	1,110	25%
2 bedrooms	985	17%	1,830	41%
3 or more bedrooms	4,830	82%	1,405	31%
Total	*5,900*	*101%*	*4,485*	*100%*

Table 28 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The City is committed to allocating funds that serve the needs of the lowest-income and most disadvantaged residents. Households with incomes less than 80% of the area median income, particularly those with extremely low incomes (less than 30% of area median income), are priorities.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

According to HUD's Multifamily and Section 8 database on expiring project-based rental assistance (PBRA), which includes project-based Section 8, Section 202, Section 811, RAP, LIHTC, and HOME, there are no actively subsidized units in the City at-risk for conversion to market-rate units within the next ten years. However, looking longer term, there are 391 units at-risk for conversion in the next twenty years, 110 of which could occur within 15 years. In the absence of intervention to preserve the affordability of these units, conversion would occur as the rental assistance or affordability periods expire and these units would be lost from the affordable housing inventory. The following is a table of units expected to be lost from the inventory based on HUD's database.

Property Name	Subsidy End Date	Total Subsidized Units
Willow View Townhome Apts.	2032	110
Gypsy Hill House	2044	100
Frontier Ridge	2037	100
Valley View Seniors	2038	71
Plaza Apartments	2038	110

Does the availability of housing units meet the needs of the population?

The current availability of housing units does not meet the needs of the population. The Staunton Redevelopment & Housing Authority (SR&HA) has a waiting list of 162 families for its Section 8 Housing Choice Voucher program and 483 for public housing. This aligns with the nationwide trend of communities experiencing a significant shortage of affordable and available rental units for extremely low-, low-, and moderate-income households. There is also a concern for providing housing for lower income renters as federal housing subsidies expire.

Describe the need for specific types of housing:

There is a need for safe, sanitary, accessible, and affordable housing throughout the City. Specifically, there is a strong need for housing affordable to households earning less than 50% of the median income, and practical options are needed to ensure the availability of accessible units for the elderly and people with physical disabilities.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Housing costs in Staunton have increased since 2009, while median incomes decreased in the same time period. The HUD-provided table below indicates the number of affordable units available to households with various income levels. The 1,315 rental units identified as costing $500 or less account for nearly 30% of the inventory. There are only 215 rental units affordable to those earning up to 30% of HAMFI.

In the City of Staunton, the FMR for a two-bedroom apartment in 2019 is $875. The annual income required to make this rent affordable (no more than 30% of monthly income) is $35,000. In order to keep a two-bedroom apartment at the FMR affordable, a household would have to earn at least $2,916 per month, or $16.82 per hour. At the minimum wage working 40 hours a week this would require 2.3 workers. The monthly rent affordable at minimum wage for a 40-hour work week in the City is $375, about 40% of the actual two-bedroom Fair Market Rent.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2015	% Change
Median Home Value	155,200	165,400	7%
Median Contract Rent	510	655	28%

Table 29 – Cost of Housing

Data Source: 2005-2009 ACS (Base Year), 2011-2015 ACS (Most Recent Year)

Rent Paid	Number	%
Less than $500	1,315	29.3%
$500-999	2,540	56.6%
$1,000-1,499	260	5.8%
$1,500-1,999	180	4.0%
$2,000 or more	200	4.5%
Total	*4,495*	*100.2%*

Table 30 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	215	No Data
50% HAMFI	1,100	204

% Units affordable to Households earning	Renter	Owner
80% HAMFI	2,645	1,149
100% HAMFI	No Data	1,964
Total	*3,960*	*3,317*

Table 31 – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	657	661	875	1178	1183
High HOME Rent	657	661	875	1165	1183
Low HOME Rent	606	649	778	900	1003

Table 32 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

No. The table above shows that there is insufficient housing for extremely low- and low-income households in the City. According to CHAS data analyzed in the Needs Assessment, there are 2,820 households earning between 0% and 50% of the median family income. However, there are only 1,315 housing units affordable to these households, accommodating less than half (46%) of this population.

How is affordability of housing likely to change considering changes to home values and/or rents?

According to the table above, between 2009 and 2015 the median home value and median contract rent in Staunton increased by 7% and 28%, respectively, after adjusting for inflation, Over the same time period, the median household income has decreased in terms of real dollars by nearly 30%. This means that housing has become less affordable overall during the past ten years. If these trends continue, then housing affordability will become an even higher barrier for most City residents, particularly affordability for renters as rents continue to rise while income decreases.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The City's Fair Market Rent ($875) is equal to the High HOME rent for a two-bedroom apartment. This means that the HOME rents are roughly aligned with what's available in the market; anecdotally,

however, the stakeholder interviews revealed that market rents are significantly higher, causing an affordable housing challenge to ensure sufficient units for the low- moderate-income population.

This also does not mean that the supply of median priced homes is sufficient to satisfy everyone receiving a subsidy. In fact, stakeholders described a situation in which residents have a difficult time securing affordable housing for a number of reasons, including rents that are higher than fair market standards, criminal backgrounds, poor credit, lack of transportation, poor quality of housing, etc.

As detailed above, housing costs in the City are increasing at much faster rates than incomes. As housing construction and rehabilitation costs rise, it will be increasingly difficult to produce much needed affordable housing.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The following data provides an overview on the condition of housing in Staunton, particularly as it relates to housing that is or is in the process of becoming unsafe or obsolete. The data below indicate significant inventory of older housing stock (built before 1979). Feedback garnered through the stakeholder interview process indicate that there is a significant number of housing units, both owner- and renter-occupied that require substantial improvements to be code-compliant. Although both owner and rental units may require rehabilitation from normal wear and tear, the need is slightly greater for renter-occupied units. This does not reflect on the affordability or availability of housing, however, especially given the City's rapid population growth.

Definitions

Standard Condition: No major structural defects; adequate plumbing and kitchen facilities; appearance which does not create a blighting influence; and the house meets additional, more stringent, local standards and building codes, including lead-based paint clearance.

Substandard Condition but Suitable for Rehabilitation: The nature of the substandard condition makes rehabilitation both financially and structurally feasible.

Housing Conditions: Condition of units is assessed using the same criteria as in the Needs Assessment. This includes: 1) lacks complete plumbing facilities, 2) lacks complete kitchen facilities, 3) more than one person per room, 4) cost burden (amount of income allocated to housing) is greater than 30%, and 5) complies with applicable building code standards.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	1,255	21%	2,005	45%
With two selected Conditions	0	0%	80	2%
With three selected Conditions	0	0%	85	2%
With four selected Conditions	0	0%	0	0%
No selected Conditions	4,645	79%	2,315	51%
Total	*5,900*	*100%*	*4,485*	*100%*

Table 33 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	615	10%	820	18%
1980-1999	635	11%	1,120	25%
1950-1979	3,110	53%	1,410	31%
Before 1950	1,545	26%	1,135	25%
Total	*5,905*	*100%*	*4,485*	*99%*

Table 34 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	4,655	79%	2,545	57%
Housing Units build before 1980 with children present	550	9%	235	5%

Table 35 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

Older housing typically requires more continual maintenance. In the absence of routine maintenance, older housing can quickly become substandard. A common age threshold used to signal a potential deficiency is around 50 years or more. The age of the housing stock in Staunton is slightly younger than the U.S. overall. Over 19.3% of the nation's overall housing stock was built before 1950; for Staunton, 26% of owner-occupied units were built before 1950, and 25% of rental units were built in the same timeframe. A need heard repeatedly throughout the stakeholder interview process was rehabilitation of existing housing stock, for both homeowners and renters.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Lead-based paint was banned from residential uses in 1978. All houses constructed before 1978 are, therefore, considered at risk for containing lead-based paint.

According to 2011-2015 CHAS data for Staunton, 264 low- and moderate-income households (80% HAMFI and below) with at least one child age 6 or younger live in housing units built before 1980. These households, 2.5% of all households, are at risk for lead-based paint hazards.

Discussion

Based on feedback received in stakeholder interviews, public meeting and online survey, a consistent identified need was assistance for property owners to help improve the condition of their buildings. This was primarily identified as a need among the elderly, who lack financial resources to keep up with regular and routine maintenance on an aging home, but was also identified among renter households. Units that are deemed affordable are often in poor condition, while units in good condition are well outside the price range of low-moderate income households.

The following section, Natural Hazard Risks, is now required by HUD to be included in the Consolidated Plan. The Consolidated Planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's formula block grant programs. This rule amends HUD's Consolidated Plan regulations to require that jurisdictions, including Staunton, to consider two additional concepts in their planning efforts: Natural Hazard Risk and Narrowing the Digital Divide. Note: the Narrowing the Digital Divide section is in NA-10: Needs Assessment.

Natural Hazard Risks (91.210(a)(5)

According to Staunton's Office of Emergency Management, a Regional All Hazard Plan was completed in 2013, with an update planned for 2021. The Central Shenandoah Valley All Hazards Mitigation Plan includes mitigation planning for natural disasters, terrorism, hazardous materials, flood management.

Flooding is considered a significant risk for the Valley, including Staunton

- As of 2011, seven declared disasters have affected Staunton, the most recent being a severe winter storm in December 2009. An update to this figure is expected with the next iteration of the All Hazard Plan.
- 9,676 housing units in the City of Staunton are at risk of flood hazards (approx. 2% of the housing stock)

- Staunton has low drought vulnerability given that more than half of the residents are on public water systems
- Staunton is low-risk for snow and ice vulnerability
- A majority of Staunton sits on karst geology, increasing its risk for sink holes. Per the 2013 hazard plan, the last sink hole was in 2001

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			150	234			0	0	0
# of accessible units									
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

As of 2016, Staunton Redevelopment and Housing Authority (SR&HA) converted all of its public housing units into project-based Section 8 units under the Rental Assistance Demonstration Program. SR&HA currently owns and manages a total of 150 residential units including 50 units for elderly and disabled. The units range from one bedroom to five bedroom townhouses. Rent is based on income and utilities are included.

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The units owned and managed by SR&HA are in good condition; only 20 units required rehabilitation during the RAD conversion process, per the SR&HA Executive Director.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The units owned and managed by SR&HA are in good condition; only 20 units required rehabilitation during the RAD conversion process, according to the SR&HA Executive Director.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The SR&HA will continue to pursue capital funds to improve the physical condition of the units it owns and manages.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. This CoC promotes a Housing First approach, which means that priority is placed on getting someone into permanent housing as quickly as possible, and then wraparound supportive services, such as substance abuse treatment, employment, supportive living, etc are provided to encourage stability in housing.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	125	0	0	0	0
Households with Only Adults	0	0	0	32	18
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relief Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The following is a summary of the targeted and main-stream services available to homeless persons in the Staunton Area. Note most providers cover the Staunton, Augusta, Waynesboro region:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food
- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Various supportive housing needs of the non-homeless have been identified by service providers who were interviewed during the Consolidated Plan process. Identified housing needs include home repair and maintenance for the elderly; accessibility improvements to enable people with disabilities to remain in their homes; housing for the mentally disabled; and affordable housing for all sub-populations.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Supportive housing is defined as living units that provide a planned services component with access to a wide range of services needed for the resident to achieve personal goals and stability in housing. Various populations with special needs require supportive housing. The specific needs of local special needs subpopulations are described in NA-45, Non-Homeless Special Needs Assessment.

In general, stakeholders interviewed expressed an overall shortage of various types of permanent supportive housing, but particular gaps were identified for the homeless and those at risk of becoming homeless, adults with mental disabilities, and elderly homeowners wishing to retain independent living. Valley Mission does have 32 beds available for permanent supportive housing, with an additional 18 planned in 2019, but it is still insufficient to meet the need; stakeholders indicated, for example, that 48 households are on the discharge list from the state hospital, but cannot be discharged without a place to live. Another particular service that was identified as lacking was workforce and job training for these populations.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

There is a lack of resources available to persons returning from institutions. There is no HUD Section 202 (supportive housing for low-income elderly persons) or Section 811 (supportive housing for persons with disabilities) As mentioned previously, 48 households are on the discharge list from the state hospital, but there are not units available that are affordable to the individual and that also provide the necessary supports. Staunton will continue to aid special-needs populations by supporting public, private, and non-profit housing and service providers who serve special needs clients.

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public services
  - VPAS - Meals on Wheels
  - VPAS-Transportation Services
  - Blue Ridge CASA-Advocate Training
- Goal: Improve access to and quality of housing
  - City-Wide-Homeowner occupied housing rehabilitation
  - Valley Supportive Housing-acquisition for purpose of creating new units

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

The City plans to fund the following activities that align with the one-year goals and address special housing and supportive needs:

- Goal: Provide public services
  - VPAS - Meals on Wheels
  - VPAS-Transportation Services
  - Blue Ridge CASA-Advocate Training
- Goal: Improve access to and quality of housing
  - City-Wide-Homeowner occupied housing rehabilitation
  - Valley Supportive Housing-acquisition for purpose of creating new units

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

In determining priorities for the allocation of federal funds, the City has recognized the need to foster a competitive local economy that expands economic opportunities for current and future residents. This section describes the local workforce, the nature of current employment, and activities that coordinate economic development activities across local and regional agencies.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	61	3	1	0	-1
Arts, Entertainment, Accommodations	1,351	1,563	16	17	1
Construction	450	266	5	3	-2
Education and Health Care Services	1,766	2,367	21	26	5
Finance, Insurance, and Real Estate	349	475	4	5	1
Information	188	124	2	1	-1
Manufacturing	1,105	524	13	6	-7
Other Services	397	608	5	7	2
Professional, Scientific, Management Services	666	793	8	9	1
Public Administration	0	0	0	0	0
Retail Trade	1,433	1,912	17	21	4
Transportation and Warehousing	459	308	5	3	-2
Wholesale Trade	337	298	4	3	-1
Total	8,562	9,241	--	--	--

Table 40 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	11,970
Civilian Employed Population 16 years and over	11,295
Unemployment Rate	5.65
Unemployment Rate for Ages 16-24	14.80
Unemployment Rate for Ages 25-65	2.99

Table 41 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	2,315
Farming, fisheries and forestry occupations	525
Service	1,529
Sales and office	2,710
Construction, extraction, maintenance and repair	780
Production, transportation and material moving	630

Table 42 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	8,165	76%
30-59 Minutes	2,375	22%
60 or More Minutes	200	2%
Total	*10,740*	*100%*

Table 43 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	545	105	505
High school graduate (includes equivalency)	2,460	165	1,245

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Some college or Associate's degree	2,490	65	560
Bachelor's degree or higher	3,420	30	710

Table 44 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	40	0	20	240	410
9th to 12th grade, no diploma	135	255	170	475	625
High school graduate, GED, or alternative	850	905	1,120	1,870	1,425
Some college, no degree	1,125	505	480	1,235	930
Associate's degree	50	370	165	365	235
Bachelor's degree	170	995	510	1,065	650
Graduate or professional degree	105	365	200	1,025	570

Table 45 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	23,533
High school graduate (includes equivalency)	25,155
Some college or Associate's degree	30,546
Bachelor's degree	36,500
Graduate or professional degree	46,531

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest employment sectors in Staunton in terms of worker share are Education and Health Care Services (20%); Retail Trade (16%); Arts, Entertainment, and Accommodation (15%); Education and Health Care Services (15%); and Manufacturing (12%).

Describe the workforce and infrastructure needs of the business community:

The Staunton Crossing site is currently being developed into hotel, retail and restaurant space. In addition, the City hopes to recruit light manufacturing and employers with high-paying jobs. This will require site development to include roadway infrastructure, demolition, relocation of existing resources to attract development. In addition, the City has identified developing incentives for local businesses as a priority to attract and retain existing businesses that pay sustainable wages.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

Continuous population growth has brought economic opportunities to the region alongside challenges for local governments and service providers tasked with accommodating it. As development of the Staunton Crossing site continues to progress, the need for workers in the hotel, retail, manufacturing and logistics industries will continue to grow. The need for workforce training to increase the skills of these residents and open new employment opportunities to them will only become more important in the future.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

A skillful and well-educated workforce is essential to attracting and retaining employers and growing the City's economy. According to ACS data, the City's unemployment rate in 2017 was 3.9%. This is significantly lower than the unemployment rate in 2012, which was 5.65%.

Residents with a Bachelor's degree or higher were less likely to be unemployed or not in the labor force than residents with less educational attainment. Residents without a high school diploma or those with only a high school diploma or equivalent were more likely to be out of the labor force altogether.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Workforce pipelines are an essential part of recruiting, preparing, and placing Staunton-area residents in good-paying jobs through partnerships with employers, community colleges, and other community-based partners. The City's community colleges and universities collaborate closely with local employers to develop responsive workforce training programs. Local technical training programs currently include:

- Mechatronics

- Bioprocessing
- Aviation Power Plant Maintenance
- Packaging
- Welding
- Commercial Driving
- Hospitality

Further, the following local community partners operate workforce training programs:

- The Shenandoah Valley Workforce Development Board (SVWDB) was established in 2000 to provide oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) in the Shenandoah Valley. Adult career seekers and those who have been laid off can find a wide range of services to improve job readiness, education, and job searching skills through Virginia Career Works networks. All career seekers may participate in workshops, classes, and events offered through Virginia Career Works free of charge. Other specialized services are based on eligibility.
- Blue Ridge Community College in Weyers Cave, VA offers career training, certification/licensure prep, and professional development in programs including health care, business, commercial driving, manufacturing, and trades.
- The Virginia Employment Commission (VEC), a partner in the Virginia Workforce Network (VWN), is the public employment service established to assist employers in finding qualified workers and to assist workers in finding suitable jobs. There are no fees charged to the employer or applicant for services. VEC staff will assist employers by screening and referring applicants to job openings, providing critical labor market information for business and economic planning, and coordinating statewide Employer Advisory Committee activities.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

Yes. Staunton is part of the Central Shenandoah Planning District Commission (CSPDC), which prepares a CEDS for a region of five counties, five cities, and eleven towns.

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Staunton is part of the Central Shenandoah Planning District Commission (CSPDC), which prepares a CEDS for a region of five counties, five cities, and eleven towns. There are a number of strategic initiatives described in detail in the 2015 CEDS that are directly supported by the goals contained in this Consolidated Plan, including:

- Support enhancement of regional multimodal transportation planning efforts that will provide adequate regional mobility and accessibility.
- Support measures that provide reliable and efficient sewer and water systems and anticipate future capacity needs.
- Develop a regional plan and program that integrates affordable workforce housing within urban and rural areas of the region to meet employment needs, reduce personal travel expense and balance the cost of providing services to the workforce and their families.
- Seek ways to support and utilize to the greatest extent the increasingly growing senior population segment in the central Shenandoah Valley.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. Sixty to seventy percent of households earning below 30% of the AMI and living in the north, east and southeastern parts of the City experience one of the severe housing conditions (cost burden, severe cost burden, overcrowding, substandard housing). African American, Asian and Hispanic households experience these conditions at disproportionate rate.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

For the purposes of this Consolidated Plan, concentration is defined by a census tract where a minority group's population is ten percentage points higher in that census tract than its proportion in the City's population. For example, Black residents comprise 11.2% of Staunton's population. An area of concentration of Black residents will be any census tract that is at least 21.2% Black.

In Staunton no census tracts meet this definition. Census Tract 2 has the closest concentration with 19.6% of its residents identified as Black.

What are the characteristics of the market in these areas/neighborhoods?

Census Tract 2 contains two block groups that are LMI. In these block groups, there is a high concentration of households that are cost burdened where more than 30% of residents are paying more than 50% of their income toward rent.

Are there any community assets in these areas/neighborhoods?

Montgomery Hall Park, a large community facility is located in this neighborhood and provides significant recreation opportunities for the neighborhood, the City and the region.

Are there other strategic opportunities in any of these areas?

Based on feedback received during stakeholder interviews, there are some improvements that can be made to ADA accessibility at the Montgomery Hall Park, located in this neighborhood.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The purpose of the Strategic Plan is to guide the use of CDBG funds in Staunton over the next five years.

The principal goals of Staunton's CDBG program is to:

- provide safe, decent, sanitary, and affordable housing
- create and maintain a suitable living environment
- create or expand economic development opportunities for residents

Staunton will fund eligible projects that meet the needs of low- and moderate-income residents. Progress in meeting the housing and community development needs of the City will be made by ensuring that partnerships are formed with other governmental entities, community based, and faith based organizations, and local nonprofit housing developers, who can contribute funds, expertise, and experience that address the priorities set by the City.

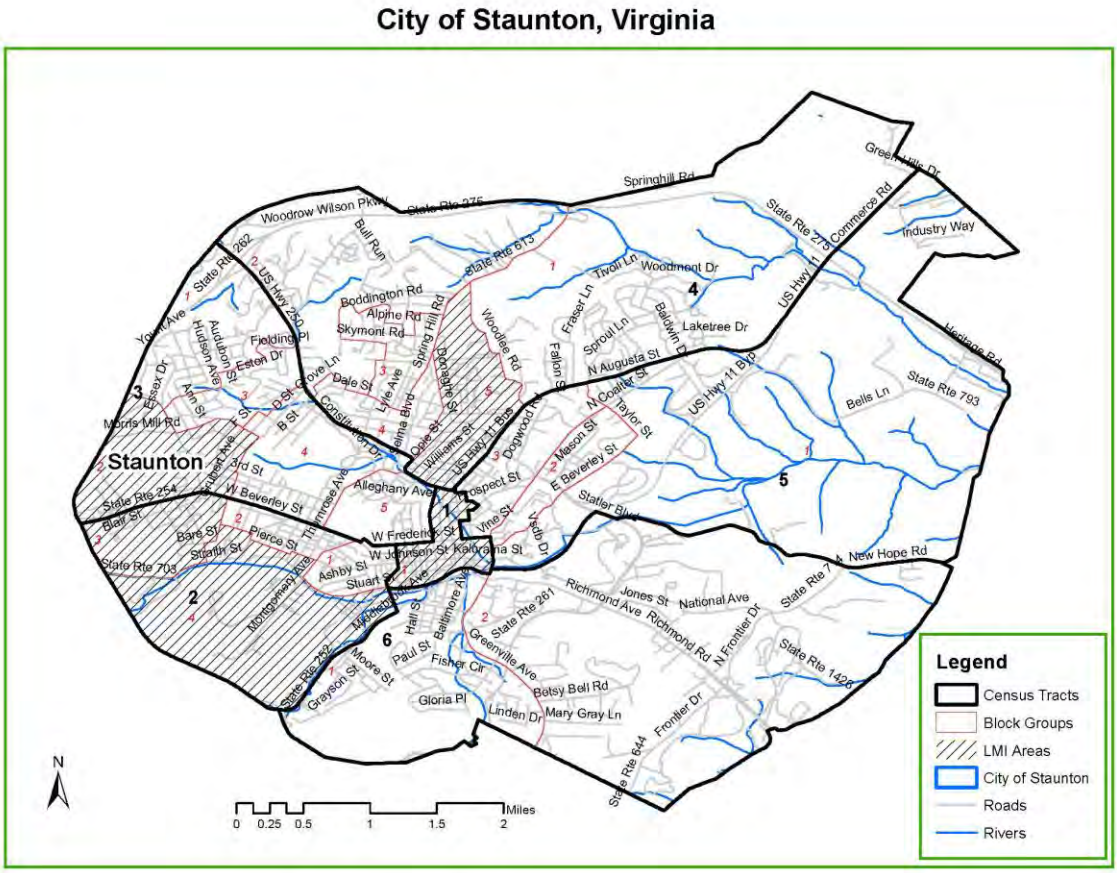
The strategies set forth in this plan also work towards furthering the City's goal of affirmatively furthering fair housing.

SP-10 Geographic Priorities – 91.215 (a)(1)

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Federal funds are intended to provide low- and moderate-income (LMI) households with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. Staunton's programs focus on growth and development in areas where at least 51% of the population are LMI persons. According to the most recent American Community Survey data, there are five block groups where 51% or more of the population earns below 80% of Area Median Income. Census Tract 2, Block Group 4 is the nearest to a racially concentrated area of poverty as defined in the Market Analysis section of this Plan.



Low Mod Income Areas

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 47 – Priority Needs Summary

1	**Priority Need Name**	Increase Access to Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide CDBG Eligible
	Associated Goals	Improve Access to and Quality of Housing
	Description	New construction and preservation of quality affordable housing
	Basis for Relative Priority	The City places a high priority on the development and maintenance of affordable housing in the community. This need was identified during the development of the housing market analysis, identified as a high priority in the resident and stakeholder surveys, and in discussions with area affordable housing stakeholders.
2	**Priority Need Name**	Housing and Services to Decrease Homelessness
	Priority Level	High

	Population	Extremely Low Low Large Families Families with Children Elderly Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-wide
	Associated Goals	Provide Public Services
	Description	Provide support for facilities and services that are targeted at those experiencing homelessness and/or at risk of homelessness
	Basis for Relative Priority	Homeless shelters, transitional living centers and permanent supportive housing have been given a high priority based on the needs identified by the Valley Mission, Valley Supportive Housing and Valley Community Services Board, the data in the Point in Time count and the Housing Inventory, and the results of the resident and stakeholder surveys and interviews.
3	**Priority Need Name**	Improve Public Facilities and Infrastructure
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	City-wide CDBG Eligible
	Associated Goals	Improve Public Facilities and Infrastructure
	Description	Improvements to public facilities and infrastructure and facilities that deliver public services. Infrastructure improvements include: flood drains, water/sewer, streets, sidewalks, lighting, neighborhood facilities, and parks and recreational facilities. Examples of public facilities include parks, facilities that serve seniors and youth/children, abused and neglected children, persons with disabilities and other vulnerable populations.
	Basis for Relative Priority	There is a need to make improvements, particularly in low- and moderate-income areas. Outdated and deteriorating infrastructure needs to be repaired or replaced, and existing public facilities are in need of upgrading and expansion.
4	**Priority Need Name**	Provide Public Services
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Families with Children Persons with Physical Disabilities Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	City-wide
	Associated Goals	Provide Public Services

	Description	Delivery of public services for seniors, persons with disabilities, youth, victims of domestic violence, abused and neglected children as well as childcare services, health and mental health services, transportation, non-homeless special needs and employment training.
	Basis for Relative Priority	A variety of public services are needed including services for seniors, youth and children, those needing mental health services, health services, services for persons with disabilities, services for victims of domestic violence and non-homeless special needs. Public transportation is a significant need to enable individuals to access services.
5	**Priority Need Name**	Affirmatively Furthering Fair Housing Choice
	Priority Level	High
	Population	Extremely Low Low Moderate Families with Children Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	Citywide
	Associated Goals	Improve Access to and Quality of Housing
	Description	Provide education and outreach to the community regarding fair housing laws
	Basis for Relative Priority	There is the continued need for education and outreach for the general public, those in the real estate industry, landlords and property managers regarding fair housing laws.
6	**Priority Need Name**	Economic Development
	Priority Level	High

	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Citywide
	Associated Goals	Economic Development
	Description	Economic development activities for job creation and business development.
	Basis for Relative Priority	Economic development through direct technical and business assistance are the catalyst for the retention and creation of new jobs. Specific job readiness and training is a high priority to move people from being working poor into self-sufficiency. Resident and stakeholder surveys rated workforce development and vocational training programs as a high priority.
7	**Priority Need Name**	Planning and Administration
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	Citywide
	Associated Goals	Planning and administration
	Description	Administrative and planning costs to operate the CDBG program successfully.
	Basis for Relative Priority	Effective and efficient implementation of CDBG funding requires adequate resources for program planning and administration.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	As shown in the Needs Assessment and Market Assessment, there is need for rental housing assistance throughout the City. The Staunton housing market does not provide a sufficient amount of affordable housing to meet the needs of all the households that require it.
TBRA for Non-Homeless Special Needs	When faced with other daily costs – essential services such as health care and medical costs, transportation, and even basic nutrition - many persons with special needs in the City depend on rental assistance to afford decent, accessible housing.
New Unit Production	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities.
Rehabilitation	Owner-occupied rehabilitation assistance is an effective way to preserve the City's affordable housing inventory, and also encourages aging in place. Renter-occupied rehabilitation assistance can be effective in ensuring low-income households have an affordable, decent, safe and sanitary place to live.
Acquisition, including preservation	There is a substantial need for affordable housing for renter households in Staunton. The City will support efforts to increase the supply of single family and multi-family affordable housing units by both private sector and public sector entities. Acquisition of existing units for this purpose can be more cost effective than buidling new, dependent upon the conditon of the existing stock.

Table 48 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	354,433	0	0	354,433	1,417,732	The estimated expected amount available for the remainder of the Con Plan is four times the 2019 annual allocation.

Table 49 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies

and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Staunton	Government	Affordable Housing Public Housing Homelessness Non-Homeless Community Development Needs Planning	City-wide

Table 50 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City manages its CDBG allocation within the City Manager's Office, which, as the lead entity/agency, will be responsible for the implementation of the Consolidated Plan. The City Manager's Office coordinates with many other City departments and agencies in assessing need and implementing projects, including the Department of Planning and Community Development, Department of Economic Development, Department of Parks and Recreation, Department of Public Transportation, Department of Public Utilities, Public Works Department, Staunton Redevelopment and Housing Authority, and others.

In addition to the state and local government agencies, an important part of the institutional structure for affordable housing and community development in Staunton is represented by a core group of concerned residents, non-profit organizations, service providers, government agencies, and other parties who are deeply committed to improving the quality of life for LMI persons in the City. The City currently works with many community-based organizations, including:

- Blue Ridge CASA
- Blue Ridge Legal Services
- Community Action Partnership of Staunton-Augusta-Waynesboro
- Community Housing Partners
- Greater Augusta Wellness Partnership
- Habitat for Humanity of Staunton-Augusta-Waynesboro
- Renewing Homes of Greater Augusta
- Shenandoah Valley Workforce Investment Board

- Staunton Redevelopment and Housing Authority
- The Community Foundation
- United Way of Greater Augusta
- Valley Community Services Board
- Virginia Department of Health
- Valley Mission
- Valley Program for Aging Services
- Valley Supportive Housing

Strengths

One key strength is that the City is committed to continuing its participation and coordination with federal, state, county, and local agencies, as well as with the private and non-profit sectors, to serve the needs of low- and moderate-income individuals and families. The City Manager's Office continues to strengthen its working relationships with the agencies listed above. In particular, the City's strong working relationship with SR&HA continues to benefit both organizations and serve the needs of the City's LMI households well.

Gaps

The primary gaps in the City's housing and community development delivery system are due to inadequate financial resources. Stakeholder interviews also revealed regulatory and operational challenges to collaboration with other governmental entities.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X		
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance	X	X	
Street Outreach Services			
Law Enforcement	X		
Mobile Clinics		X	
Other Street Outreach Services		X	

Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	X
HIV/AIDS	X		X
Life Skills	X	X	
Mental Health Counseling	X	X	
Transportation	X		
Other			
	X		

Table 51 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The City participates in the Virginia Balance of State Continuum of Care (CoC), and is a member of one of twelve local planning groups. This group encompasses the City of Staunton, Augusta County, the City of Waynesboro, Highland County, the City of Lexington, the City of Buena Vista, and Rockbridge County. The CoC operates a Coordinated Entry System as a central point of entry for households in the area experiencing homelessness or at-risk of homelessness. The following is a summary of the traditional services and facilities that meet the needs of homeless persons in the Staunton Area:

- Blue Ridge Legal Services - free legal assistance to low-income residents.
- Valley Supportive Housing-provides housing and supportive services for those with mental illness, intellectual disabilities or substance abuse issues
- Boys & Girls Club of Waynesboro, Staunton, Augusta - youth development programs including homework help and tutoring, alcohol and drug abuse prevention, teen pregnancy prevention, conflict resolution, juvenile delinquency prevention, athletics, cultural enrichment, citizenship and leadership
- Blue Ridge CASA-identify neglected and abused children and place them in safe, stable housing situation
- United Way Greater Augusta- administers the Emergency Food and Shelter Board federal funds which provide emergency rental and mortgage assistance for persons facing eviction.
- Staunton Augusta Church Relieve Association-provides emergency financial assistance for rental and utilities, evictions, medications and food

- Valley Community Services Board - mental health, intellectual disability, and substance abuse services and case management.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Strengths

The Virginia Balance of State Continuum of Care is an active network of homeless and special needs service providers in the region. The City is very supportive of and maintains strong working relationships with the CoC. The CoC does not have a 10-year plan to end homelessness, but it does establish priorities in its by-laws for eliminate chronic homelessness and reduce overall homelessness in the City.

Gaps

One of the goals of the CoC is to create permanent supportive housing as a solution to chronic homelessness. The CoC, and the stakeholder interviews conducted during development of this Plan, noted that the homeless often face multiple barriers to housing stability, including mental disabilities, chemical dependencies, and other chronic health conditions. Further, criminal histories, poor credit history and poor rental history often prevent the homeless from returning to stable housing.

There are social service agencies in the Staunton area that provide the services required by the homeless; what is needed is the development of more permanent supportive housing units. The participating agencies of the CoC will continue to look for additional agencies with which to form partnerships to facilitate the creation of new permanent housing beds.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

The City will continue to support the CoC in their efforts to improve the service delivery system by identifying gaps in services, duplication of services, and coordinating homeless service providers to more efficiently serve the homeless population

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2019	2023	Affordable Housing Public Housing	Citywide	Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: $375,000	Homeowner Housing Rehabilitated: 50 Household Housing Unit
2	Provide Public Services	2019	2023	Homeless Non-Homeless Special Needs	Citywide	Housing and Services to Decrease Homelessness Provide Public Services	CDBG: $265,000	Public service activities other than Low/Moderate Income Housing Benefit: 595 Persons Assisted
3	Improve Public Facilities and Infrastructure	2019	2023	Non-Housing Community Development	Citywide	Improve Public Facilities and Infrastructure	CDBG: $777,730	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 17000 Persons Assisted
4	Economic Development	2019	2023	Non-Housing Community Development	Citywide	Economic Development		
5	Planning and Administration	2019	2023	Non-Housing Community Development	Citywide	Planning and Administration	CDBG: $354,435	Other: 1

Table 52 – Goals Summary

Goal Descriptions

1	**Goal Name**	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnerships with SR&HA.
2	**Goal Name**	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	**Goal Name**	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
4	**Goal Name**	Economic Development
	Goal Description	Provide loan and technical assistance to small businesses to promote the creation and retention of jobs in the City of Staunton.
5	**Goal Name**	Planning and Administration
	Goal Description	Includes administration of the CDBG program, planning activities and activities to affirmatively further fair housing choice.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

Over the course of the next five years, it is expected 100 households will benefit from the creation of new or preservation of existing affordable housing units.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Not Applicable

Activities to Increase Resident Involvements

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project based vouchers under the Rental Assistance Demonstration program in 2016.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

Not applicable, as SR&HA is not troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year, and with it develop an action plan for overcoming those impediments.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Individuals and families can access support services either by self-presenting at most of the shelter facilities or through referrals. Regional emergency shelters refer participants to agencies that will assist them in obtaining mainstream resources so that they will have the financial ability to start along the road to self-sufficiency. Transitional housing programs generally refer participants to permanent housing programs/locations and provide the assistance necessary in obtaining resources to be successful when they make this transition.

Addressing the emergency and transitional housing needs of homeless persons

Each year, the CoC conducts a Point-in-Time count of the persons residing in emergency shelters, transitional housing facilities and places not meant for human habitation. This information is used to understand the emergency needs of homeless persons so that they can be addressed adequately and efficiently. The City plans to continue to fund non-profit organizations such as Valley Mission and Valley Supportive Housing who provide housing and supportive services to homeless individuals and families.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Increasing the inventory of permanent housing with supportive services is a priority for the City. The majority of chronically homeless persons have severe mental illness and/or substance abuse issues. They require long-term, affordable housing options with supportive services to make the transition to residential stability. In addition to permanent affordable housing, the City's strategy for ending chronic homelessness addresses each of the issues that most often cause this problem:

- The high prevalence of substance abuse among chronically homeless individuals
- Inadequate education and/or job skills among many homeless persons
- The shortage of affordable rental housing in Staunton

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue to use its CDBG funds to assist non-profit organizations that serve homeless individuals and families in the region.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Virginia has in place policies to ensure that individuals discharged from state mental health facilities and state mental retardation training centers are not discharged into homelessness. Policies are developed by the Virginia Department of Behavioral Health and Developmental Services (DBHDS). Policies (entitled "Discharge Protocols for Community Services Boards and State Mental Health Facilities" and "Admission and Discharge Protocols for Persons with Mental Retardation Served in State Mental Retardation Facilities") are available at the agency's website. Local implementation of these policies is the responsibility of Valley Community Services Board (CSB). CSB case managers and discharge liaisons work closely with Western State Hospital and Central Virginia Training Center to ensure that individuals who are clinically ready for discharge are provided opportunities for safe, affordable housing that meets their unique needs. Individuals are not discharged without such planning. While discharge planning is a statutory responsibility of the CSB, discharge planning is most effective when carried out as a collaborative effort of both CSB and state facility staff.

The City of Staunton plants to use a portion of its CDBG funding to indirectly provide assistance to persons who are at risk of homelessness and/or homeless. The City's funds help support community based organizations that provide rental assistance and essential services to the homelessness.

The CoC encourages its agency partners, the local Department of Social Services (DSS), Staunton City, as well as United Way, to follow the service plan policy developed by the Virginia Department of Social Services for youth aging out of foster care.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

The City seeks to reduce the hazards associated with lead-based paint as much as possible. The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

How are the actions listed above related to the extent of lead poisoning and hazards?

While the City does not have the resources to ensure that lead risk is eliminated from the entirety of housing stock within its borders, it is compelled by federal and state regulations to ensure that its programs are carried out in ways that protect program participants, especially low income families with children, from exposure.

How are the actions listed above integrated into housing policies and procedures?

Lead abatement in housing, especially units occupied by LMI households, is integrated into the City's affordable housing policies and programs. This involves first and foremost those projects applying for City funding for rehabilitation of units built before 1978. This includes a requirement that a provision be made for lead testing and, if necessary, proper abatement will be a condition for funding. For new construction on vacant lots, proper environmental testing is required and approved remedial action must be taken before construction of the new units.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

In July 2017, the United Ways of Virginia released the ALICE Report (Asset Limited, Income Constrained, Employed), which describes the financial hardships faced by Virginians earning above Federal Poverty Guidelines, but still less than is necessary to afford the basic costs of living (housing, child care, food, transportation and health care). The Report indicated that 46% of Staunton residents are considered ALICE, compared to 39% of Virginia households considered poverty-level and ALICE. Women, LGBT individuals, people of color, those with disabilities, those with the least education, young veterans, formerly incarcerated and immigrants facing language barriers are all more likely to be ALICE households.

The Report's Economic Viability Dashboard presents variables that ALICE households must navigate. The three indices focus on housing affordability, job opportunities and community resources. Index scores range from 1 (worse) to 100 (better), and are meant for comparison among Virginia households only. For the three indices, Staunton achieved index scores of 64, 41 and 47, respectively.

The City recognizes the best way to assist people in improving their economic positions is to provide employment opportunities, and this is reflected in the City's Economic Viability score of 41 for job opportunities. Through its policies and planning, the City will continue to encourage business growth and the availability of workforce training and educational opportunities in the community. It will also continue to encourage agencies that provide services to LMI persons to reduce poverty and create job opportunities for themselves. These programs will assist City residents with services such as job searching, resume creation, and interview skills.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

Households are often forced to choose between affordable housing and a desirable location (low-crime, close to employment and other amenities). This typically results in housing cost-burden; households paying low-rent in a less desirable area far from jobs, grocery stores, public transportation, and childcare; or households living in substandard conditions. In all of these instances, other basic needs suffer. As noted in the Needs Assessment of this Consolidated Plan, cost burden (paying more than 30% of household income for housing) is the most common housing problem for low- and moderate-income residents and is especially common among extremely low-income residents. Staunton will continue to support organizations that provide supportive services to encourage local economic development, and to preserve and improve affordable housing options as part of its strategy to prevent and alleviate poverty. By combining job creation, workforce development, and other income-raising activities with efforts to increase the supply of affordable housing, fewer residents will experience housing cost burden.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

As a new Entitlement grantee, the City will develop a plan and process for monitoring all CDBG activities to ensure appropriate use of funds.

Each subrecipient of City CDBG funds will be required to maintain records of all project expenses, activities, correspondence, and other information as requested by the City, for a period of no less than five years from the date of the final project report. All documentation is maintained in the City's CDBG files.

Additionally, the City may make site visits to inspect the progress of each project and review subrecipient records.

During each fiscal year, the City will track efforts made to achieve its Strategic Plan goals relative to their individual metrics and milestones. These accomplishments will be described through the narrative included in each annual CAPER.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	354,433	0	0	354,433	1,417,732	The estimated expected amount available for the remainder of the Con Plan is four times the 2019 annual allocation.

Table 53 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Over the next five years, Staunton will attempt to leverage its CDBG allocations with federal and other public resources, as well as private sector funding sources, to address the City's housing and community development needs. The City will continue to partner with other public agencies and non-profit organizations, when feasible, to leverage resources and maximize outcomes in providing the housing and supportive services needs of the community.

The City annually provides general fund dollars to organizations that provide housing and/or supportive services to area residents, including LMI households. The City will continue this practice to maximize its CDBG investments.

The non-profit organizations funded through the CDBG program have additional financial capacity through foundations, fundraising campaigns, and other grants. The City's allocation of federal funds provide these organizations with the opportunity to expand their services to benefit more low- and moderate-income persons.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Staunton Crossing redevelopment site is publicly owned and could potentially be used to address economic development and infrastructure needs identified in the Plan. Some of the needs identified that are needs of this particular site, but also the City as a whole, that can be addressed by the continued development of the site include infrastructure improvements and workforce development needs/middle-high paying jobs.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve Access to and Quality of Housing	2019	2023	Affordable Housing Public Housing		Increase Access to Affordable Housing Affirmatively Furthering Fair Housing Choice	CDBG: $75,000	Homeowner Housing Rehabilitated: 10 Household Housing Unit
2	Provide Public Services	2019	2023	Homeless Non-Homeless Special Needs		Housing and Services to Decrease Homelessness Provide Public Services	CDBG: $53,000	Public service activities other than Low/Moderate Income Housing Benefit: 119 Persons Assisted
3	Improve Public Facilities and Infrastructure	2019	2023	Non-Housing Community Development		Increase Access to Affordable Housing Improve Public Facilities and Infrastructure	CDBG: $155,546	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1,116 Persons Assisted
4	Planning and Administration	2019	2023	Non-Housing Community Development		Planning & Administration	$70,887	Other

Table 54 – Goals Summary

Goal Descriptions

1	**Goal Name**	Improve Access to and Quality of Housing
	Goal Description	Includes rehabilitation and preservation of quality affordable housing as well as increasing access to homeownership through City initiatives and partnershp with SR&HA.
2	**Goal Name**	Provide Public Services
	Goal Description	Expand and continue non-housing community development supportive services, including services for the homeless, mental health, elderly and other special needs populations.
3	**Goal Name**	Improve Public Facilities and Infrastructure
	Goal Description	Continue and expand public facility improvements and improve and maintain infrastructure servicing households in low-income areas.
4	**Goal Name**	Planning and Administration
	Goal Description	Includes administration of the CDBG program, planning activities and activities to affirmatively further fair housing choice.

Projects

AP-35 Projects – 91.220(d)

Introduction

The following project information for FY 2019 provides a comprehensive overview of CDBG activities.

Projects

#	Project Name
1	Blue Ridge CASA
2	Acquisition - Valley Supportive Housing-PSH
3	VPAS - Transportation Assistance
4	VPAS - Meals on Wheels
5	Valley Mission – Financial Assistance
6	Public Facility Improvements -
7	Re-Roofing Staunton
8	Owner- Occupied Housing Rehabilitation
9	Administration

Table 55 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City of Staunton has directed its FY 2019 CDBG activities to low/moderate income neighborhoods where concentrations of poverty, deteriorated infrastructures and community facilities, and poor housing conditions are most prevalent.

The following are obstacles to meeting underserved needs in the City:

- The reduction of funding at the local, state, and federal levels will significantly limit the resources available to meet the needs of low and moderate income residents. With declining resources from various sources, the City and non-profit organizations will be unable to serve all persons who are in need of services.

As the population of Staunton continues to grow, continuing limitations on affordable housing will become a major barrier.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Blue Ridge CASA
	Target Area	Citywide
	Goals Supported	Provide Public Services
	Needs Addressed	Public Services
	Funding	CDBG: $15,000
	Description	Activity will provide services to abused and neglected children.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	The proposed activities will directly benefit at least 70 low-income children living in unstable and inadequate housing conditions who have been victims of abuse or neglect and have special needs. The proposed activities will also directly benefit up to 35 adults who volunteer to be trained as Advocates and assigned a case.
	Location Description	Citywide
	Planned Activities	Recruit, select, and train 7 new Advocates
2	**Project Name**	Valley Supportive Housing-PSH
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Housing/services for the Homeless
	Funding	CDBG: $10,000
	Description	Valley Supportive Housing will use CDBG funding to acquire land and/or a building for the creation of four affordable units to be made available to homeless individuals with mental health disability.

	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in the program year = 4 homeless individuals.
	Location Description	Citywide
	Planned Activities	Valley Supportive Housing will use CDBG funding to acquire land and/or a building for the creation of four affordable units to be made available to homeless individuals with mental health disability.
3	**Project Name**	VPAS - Meals on Wheels
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Public Services
	Funding	CDBG: $10,000
	Description	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 50 low-income seniors.
	Location Description	Citywide

	Planned Activities	This program provides a nutritious hot meal delivery to frail, older Staunton residents who are at nutritional risk. Individualized plans of care are developed following comprehensive in-home assessments. Additionally, clients receive disease prevention, health promotion, and public information education and support.
4	**Project Name**	VPAS – Transportation Assistance
	Target Area	Citywide
	Goals Supported	Provide public services
	Needs Addressed	Public Services
	Funding	CDBG: $10,000
	Description	VPAS' Senior Transportation Program (STP) provides Staunton residents 60 years and older and those under 60 with a disability transportation services to medical and other life necessary destinations when there is no other reliable or affordable transportation option available to them. Almost all VPAS riders are unable to use public transportation for a variety of reasons including needing hand held, door through door assistance, or having cognitive impairments that prevent them from successfully navigating public transportation on their own.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in this program year = 40 low-income seniors.
	Location Description	City-wide
	Planned Activities	Transportation vouchers or services will be provided to seniors with disabilities to help them get to medical appointments and other destinations.
5	**Project Name**	Valley Mission-Financial Assistance
	Target Area	Citywide

	Goals Supported	Provide public services
	Needs Addressed	Public Services Homeless Affordable Housing
	Funding	CDBG: $5,000
	Description	This program will be used to provide financial and utility assistance to low- to moderate-income individuals exiting a transitional or emergency shelter.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in the program year = 3 to 6 new low- to moderate-income individuals
	Location Description	City-wide
	Planned Activities	This program will be used to provide financial and utility assistance to low- to moderate-income individuals exiting a transitional or emergency shelter.
6	**Project Name**	Public Facility Improvements-Rockway Street Waterline
	Target Area	Rockway Street
	Goals Supported	Improve public facilities and infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: $145,796
	Description	This project will provide funding for approximately 810 lf of waterline along Rockway Street from Lambert Street.
	Target Date	9/30/2020

	Estimate the number and type of families that will benefit from the proposed activities	Target minimum number of individuals to be served in the program year = 40 low income households
	Location Description	Rockway Street from Lambert Street in the City
	Planned Activities	This project will provide funding for approximately 810 lf of waterline along Rockway Street from Lambert Street.
7	**Project Name**	ReRoofing Staunton
	Target Area	Citywide
	Goals Supported	Affordable Housing
	Needs Addressed	Affordable Housing
	Funding	CDBG: $50,000
	Description	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 households will benefit from the proposed activity.
	Location Description	City-wide
	Planned Activities	The scope of this project would include roof replacement for low-income homeowners (primarily seniors).
8	**Project Name**	Owner-Occupied Housing Rehabilitation-Critical Home Repair
	Target Area	Citywide
	Goals Supported	Affordable Housing

	Needs Addressed	Affordable Housing
	Funding	CDBG: $25,000
	Description	This project will provide critical home repair (roof, electrical, foundation, HVAC) to low-income homeowners.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 10 households will benefit from the proposed activity.
	Location Description	City-wide; West End
	Planned Activities	This project will provide critical home repair (roof, electrical, foundation, HVAC) to low-income homeowners.
9	**Project Name**	Administration
	Target Area	Citywide
	Goals Supported	Planning and administration
	Needs Addressed	Planning and Administration
	Funding	CDBG: $70,887
	Description	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	City-wide

	Planned Activities	This funding will be used to support the general administration and planning activities for the Community Development Block Grant Program.
10	**Project Name**	Public Facility Improvements-West Beverly Street Sidewalk
	Target Area	West Beverley
	Goals Supported	Improve public facilities and infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: $12,750
	Description	Project involves replacing 500 linear feet of sidewalk along W. Beverley Street from Grubert to Dollar General to improve ADA accessibility.
	Target Date	9/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 518 low income households will benefit from proposed project
	Location Description	West Beverley from Grubert Westward to Dollar General

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Funds will be directed city-wide.

Geographic Distribution

Target Area	Percentage of Funds
Citywide	**100%**

Table 56 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Staunton does not allocate funds by target areas. Rather, the City allocates funds based upon the priorities that have been identified by citizens participating in the public input process and through the regular planning contacts made with elected officials and staff. The City will use CDBG funds throughout the jurisdiction to serve low and moderate-income persons.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City will use its federal funds to provide affordable housing by providing funds to rehabilitation existing units and create new affordable units for individuals with special needs.

The special needs population will be served through grants to local service providers. The homeless population will be served through assistance grants to local service providers. The following estimates have been based on the information in SP-45.

One Year Goals for the Number of Households to be Supported	
Homeless	10
Non-Homeless	
Special-Needs	110
Total	120

Table 57 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	24

Table 58 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Staunton Redevelopment and Housing Authority (SR&HA) has a resident council that participates in meetings and events. The Council was particularly active during the conversion of the units to project-based vouchers under the Rental Assistance Demonstration program in 2016.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The PHA is not designated troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As a participant in the Virginia Balance of State Continuum of Care (CoC), the City is a partner in addressing homelessness and the priority needs of homeless individuals and families, including homeless subpopulations.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Balance of State Coordinated Entry System offers a central point of entry for households experiencing homelessness or at-risk of homelessness. During an initial phone call, a housing counselor asks questions that will help determine eligibility for services with local agencies.

Each January, the CoC conducts a Point-in-Time (PIT) count of the City's sheltered and unsheltered homeless to ascertain the number and characteristics of the homeless population and to assess their needs. Staunton's continued participation in the PIT study will give the City the ability to collect information to be used in setting priorities, written standards, and performance measures for the area.

Addressing the emergency shelter and transitional housing needs of homeless persons

During 2019, the City's federal funds will support the Valley Mission and Valley Supportive Housing Program. The former offers emergency shelter and services for homeless individuals and families while the latter provides permanent supportive housing and wraparound services for the same population.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City will maintain coordination and collaboration with local non-profit agencies serving the homeless population. The City will continue will use its entitlement grant funds to assist non-profit organizations that serve homeless individuals and families in Staunton.

During FY 2019, the City's federal funds support the following affordable housing programs:

- Valley Mission
- Valley Supportive Housing Program

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City recognizes a need for neighborhood-based homelessness prevention programs, such as crisis response and stabilization, street outreach, housing search and placement specialists, and increased employment opportunities that provide temporary rental assistance and other services.

During FY 2019, the City's federal funds support the following supportive service programs

- VPAS - Meals on Wheels
- VPAS-Transportation Services
- Blue Ridge CASA-Advocate Training
- Valley Mission-case management services
- Valley Supportive Housing-acquisition for purpose of creating new units

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City will conduct a full Analysis of Impediments to Fair Housing Choice in a coming program year. Anecdotally, however, non-profit housing providers have indicated some challenges presented by the City's zoning ordinance restricting the type of units that are often best for special needs populations (single room occupancy versus how the ordinance defines family).

Other barriers identified over the course of the outreach for the development of this Consolidated Plan, include lack of assistance available for elderly and LMI residents for major home repairs (foundation, roof, septic, HVAC, etc.) and emergency home repairs that would allow them stay in their homes.

AP-85 Other Actions – 91.220(k)

Introduction:

The following information illustrates other actions that Staunton will take to address its priority needs.

Actions planned to address obstacles to meeting underserved needs

The primary impediment to the City's ability to meet underserved needs is the limited amount of funding to address identified priorities. The City will continue to seek public and private resources to leverage its entitlement funds in assisting with implementation of policies and programs.

Actions planned to foster and maintain affordable housing

The City will continue to support its goals of maintaining and expanding affordable housing. In FY 2019 the City will allocate CDBG funds for rehabilitation of homeowner-occupied units and acquisition for development of new affordable units for individuals with special needs.

Actions planned to reduce lead-based paint hazards

The City will work with other parties to achieve cost effective methods for controlling these hazards through the following:

- As part of its code enforcement efforts, Staunton's building code department will continue to educate City residents about lead paint hazards.
- Properties will be made lead safe during renovation of older residential units.
- The City will continue to monitor Virginia Department of Health reports regarding Staunton children with elevated blood lead levels.

Actions planned to reduce the number of poverty-level families

The City will collaborate with human service, social service, and economic development agencies and organizations to facilitate their efforts and maximize their resources to provide quality services to low-income residents to help them improve their incomes. In addition, the City will work with these agencies to further the goals and address the challenges identified in the 2017 United Way ALICE Report.

Actions planned to develop institutional structure

Although the City feels that the existing institutional structure is sufficient for carrying out activities to address identified community development needs, the City Manager's Office plans to continue to strengthen its working relationships with local social service agencies. Public and non-profit agencies

that are critical to the institutional structure must work cooperatively, and agency staff have the ability and expertise to deliver services efficiently and effectively, often with years of expertise in their respective fields.

Actions planned to enhance coordination between public and private housing and social service agencies

The City plans to improve coordination among its partners to promote a broadly shared understanding of community needs, collaborative and complementary approaches to addressing needs, and responsiveness to changes in conditions.

The City anticipates coordination of human service funding with other social service agencies and charitable organizations to better target the limited amount of human service dollars available in the community. The City will also continue to coordinate its housing efforts with the Staunton Redevelopment and Housing Authority (SR&HA).

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**0**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income.Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

Because Staunton is a new Entitlement, there is no program income carried over from the previous program year and there are no Section 108 loan payments. The City has not identified urgen need activities for the program year.

Citizen Participation

Stakeholder Participation

Many housing, social service agencies, and other organizations serving the Staunton region were consulted during the development of this Consolidated Plan. Although they provided information and context that was invaluable to the planning process, there are other stakeholders who did not participate but whom the City encourages to participate in its CDBG program. This list is a sample of the agencies and individuals from whom the City will regularly solicit feedback as it establishes itself as an Entitlement Grantee.

Staunton Redevelopment and Housing Authorities
City of Staunton- Parks and Recreation Department
City of Staunton- Community and Economic Development
City of Staunton- Public Works Department
City of Staunton- Planning/Zoning
Renewing Homes Augusta
Blue Ridge Legal Services
Valley Supportive Housing
Boys & Girls Club of Waynesboro, Staunton, Augusta
Blue Ridge CASA
United Way Greater Augusta
Staunton Augusta Church Relieve Association
Valley Community Services Board
Staunton-Augusta Habitat for Humanity
Community Foundation of Central Blue Ridge

Stakeholder Interviews

M&L conducted a series of stakeholder interviews and a public meeting on behalf of the City of Staunton from June 4, 2019 to June 5, 2019. We met with affordable housing providers, homeless assistance providers, health and human service providers, and several municipal departments.

A summary of the comments related to the housing and community development needs of the City that were identified over the course of our meetings is included below.

Access to Opportunity

- Some entry-level, low-skilled employment opportunities are available; however, unemployment rate is very low, and these jobs are often hard to access via transit and are unsuitable for those with physical disabilities.
- Inability to access medical care, including substance abuse and psychiatric care, is a barrier to achieving and sustaining employment and housing.
- A lack of access to vital paperwork such as photo identification, social security cards, birth certificates, etc. can prevent the city's homeless population from accessing employment and essential services.
- Homeless shelter sees 17% rate of recidivism due to inability to identify and maintain stable housing. Common barriers to stable housing include criminal history, poor landlord history (evictions, evicted from public housing), poor credit history and limited access to wraparound services.
- Transportation presents challenges, primarily scope of service, time of run, no Sunday service, etc. for folks looking to obtain employment so they can maintain housing.
- Staunton Crossing –publicly-owned land that was former state hospital, being redeveloped into hotels (two existing), restaurant/retail uses. City is considering light manufacturing for additional acreage at rear of property. Development will promote mid-high wage jobs. Project received $8.7 million VDOT grant to build connector road.

Affordable Housing

- There is a lack of affordable housing within the community.
- Housing quality is poor in the City, primarily among elderly households; as a result, multiple groups provide critical home repair assistance programs, mostly through volunteer labor.
- A Housing Council was developed to act as an advocacy organization, and is currently conducting a feasibility study to determine true needs of community.
- Potential pilot program—Reroofing Augusta—would provide assistance to homeowners that need roof replacement
- Common barriers to accessing affordable housing include criminal history, substance abuse, mental health diagnosis.
- ALICE Report, prepared by the United Way, identifies needs of working poor, including affordable housing.

Accessibility

- Most accessibility modifications requests come from elderly residents.
- The City is gradually installing sidewalks and curb cuts in older neighborhoods.
- City recreation facilities beginning to improve accessibility

Other Comments/Issues

- City indicated that stormwater fees are assessed to property owners, but that they are not sufficient to meet the capital needs of improving/upgrading the system

Public Needs Meeting

A public needs hearing was held on June 4, 2019, at 7 p.m. at the Montgomery Hall Community Center. This location is in a low-mod income area of the City. Approximately 25 residents and stakeholders attended the meeting. Below is a summary of the needs identified by the meeting attendees.

Primary Housing Needs/Concerns:

- How can non-profit agencies get involved/be incorporated into the Plan
- Resources necessary for those aging in place, i.e. critical home repair programs that ensure quality improvements/workmanship so that elderly to remain in homeownership situation
- Need for creation of affordable rental housing units—waiting list for public housing is over a year
- Are there barriers in zoning that prohibit affordable development? Has the City considered creating a Community Land Trust that would establish permanent affordability?
- Programs/strategies for building wealth, increased housing opportunities for marginalized populations are necessary
- Need to create units for homeless/special needs populations (currently 32 PSH single units for homeless/folks exiting prison/MH system; need to get to 50 units before 2021).
- Need for units for single parent with children, or families; current units support only individuals
- Increases in funding for homelessness prevention programs, rapid-rehousing programs
- Rental rehabilitation program that would simultaneously preserve affordability of unit (i.e. landlord would agree not to raise the rent once repairs are completed)
- VA does not allow localities to require set-asides in developments for affordability

Primary non-housing Community Development Needs/Concerns:

- Improvement to/installation of sidewalks to serve low-mod neighborhoods, connect LMI neighborhoods to other amenities
- Increases in access to transportation/bus service
- Street improvements that serve LMI households—Hoover Street
- Improvements to Water/sewer infrastructure in Uniontown neighborhood
- Develop public/private partnerships to increase benefits of opportunity zone

A final public hearing was conducted August 8, 2019, at 7:30 p.m. at City Hall, where City staff presented the final budget and plan for approval. No comments were received at the hearing or via writing in advance.

Summary of Survey Responses

The City of Staunton developed an online survey to assess the housing and community development needs of the City. The survey was available beginning on May 28, 2019, through July 1, 2019. The survey was advertised through the City's official webpages as well as departmental social media accounts and printed flyers that were distributed at in-person interviews and public meetings.

Survey Results

A total of 25 participants completed surveys as part of the process. Respondents were asked to provide basic demographic information, indicate whether they were a resident or service provider, and identify priority needs and targeted areas of investment for the city. Fourteen, or 56%, of respondents were residents while the rest (44%) identified as stakeholders (service providers, developers, neighborhood organization representatives).

Housing Needs

Survey respondents overwhelmingly indicated affordable housing was a high priority (79%). Senior housing and housing for persons with disabilities were also identified as a need, with 15/17 (88%) and 17/18 (94%) of respondents rating this as a medium or high priority, respectively.

Owner-occupied housing rehabilitation was also identified as a medium-high priority need, with 14/18 (78%) responding in this way. Nine of 18 respondents indicated energy efficiency improvements were a high priority.

Seventeen of 18 respondents indicated homeless initiatives should be ranked medium or high priority.

Aging in place and service workers were also identified as subpopulations requiring assistance and services.

Economic Development Needs

One hundred percent of respondents indicated vocational training and programs were a high priority need, 15/17 (88%) respondents placed medium or high priority on workforce development programs. Literacy and GED preparedness was also identified as a medium-high priority need with 78% of respondents indicating as such.

Job creation/retention activities also received medium-high priority status, with 14/18 (78%) respondents indicating as such.

Public facility improvements directly impacting the commercial districts identified include sidewalk improvements and street lighting. 87.5% and 81.25%, respectively, identified these as medium or high priority needs for neighborhood commercial district revitalization. Demolition of blighted structures was also identified as a priority need, with 43.75% of respondents (7/16) assigning such priority status.

Special Needs

Those with disabilities were overwhelmingly identified as having high priority needs. One hundred percent of respondents (16) indicated services were a medium-high priority; 15/17 (88%) indicated accessibility improvements for persons with disabilities were a medium-high priority; 10/17 (58%) indicated public facility improvements to meet accessibility needs were a high priority.

Mental health services were identified as a medium-high priority need, with 16/17 (94%) of respondents indicating as such. Elderly services were overwhelmingly identified as being a high priority need; 11/17 or 65% indicated as such.

Public Facilities/Infrastructure

Childcare Centers, Mental Health Facilities and Parks/Recreation Facilities were the top three facilities that received high priority designation, with 9/17 (53%), 8/17 (47%), and 8/17 (47%) of respondents indicating such status, respectively.

Most public infrastructure improvement projects were identified as medium priority needs, except for transportation, which 10/17 (59%) respondents indicated was a high priority. Sidewalk reconstruction was also identified as a high priority by 7/15 (47%) of respondents.

Housing Developer Results

Only one respondent indicated they currently develop housing. In the next five years, survey results indicated a projected two rental, two for sale and three other units to be developed. Potential partnerships include those forged by the Staunton-August-Waynesboro Housing Council as well as with Habitat for Humanity to provide critical home repairs for seniors and new homeownership opportunities for low-moderate income households.

Advertisements & Sign-in Sheets

NOTICE OF PUBLIC NEEDS HEARING
CITY OF STAUNTON, VIRGINIA
FY 2019-2023 FIVE YEAR CONSOLIDATED PLAN AND FY 2019 ANNUAL ACTION PLAN
FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS

Notice is hereby given that the City of Staunton, Virginia will be applying for FY 2019 Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development in the approximate amount of $354,433. The City also intends to submit its Five Year Consolidated Plan and Annual Action Plan on or before August 15, 2019 to the Richmond, Virginia Office of the Department of Housing and Urban Development. In addition, the City also intends to begin its federal CDBG program for FY 2019 on or about October 1, 2019.

In accordance with the Final Rule for revised program regulations, 24 CFR, Parts 91, et. al., the City intends to conduct a public needs hearing to obtain information related to housing and community development needs, and input on the development needs in the City for specific CDBG eligible activities.

Public Hearing Date: June 4, 2019
Time: 7:00 pm
Place: Montgomery Hall Park, Activity Room
1000 Montgomery Avenue
Staunton, VA 24401

The public is invited to attend this meeting and provide input on the plan.

The purpose of the City's Five Year Consolidated Strategy and Consolidated Annual Action Plan is to help to improve the housing and living conditions of its residents, especially the very low and lower income households, homeless persons and persons with special needs; upgrade and improve the public and community facilities in the City; improve and expand the public services for the residents of City and promote economic development opportunities for all residents.

This public needs hearing is to:

1. Obtain the views and comments of individuals and organizations concerning the City's housing and non-housing community development needs over the next five years. The information gathered will be used in the preparation of the Consolidated Plan submission for the FY 2019 Program Year.
2. Provide information on the City's Community Development Block Grant Program.
3. Summarize the Consolidated Plan process and obtain the views of citizens, public agencies and others interested in the housing and non-housing community development needs of the City

The City has also prepared a Citizen Participation Plan (CPP) for the CDBG Program, which outlines the City's responsibilities for obtaining citizen comment on the Consolidated Plan, Annual Plans, Plan Amendments, the Analysis of Impediments to Fair Housing Choice, the Consolidated Annual Performance and Evaluation Report (CAPER) and any Section 108 loan application should the City undertake one.

Copies of the draft CPP will be on public display at the following locations for a period of fifteen (15) days:

- Community Development Department; 3rd Floor City Hall, 116 W. Beverley St.; Staunton, VA 24401
- Economic Development Department; 3rd Floor City Hall, 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

Public comment on the CPP will also be accepted during the public hearing Tuesday, June 4. It is anticipated that Council will adopt the Citizen Participation Plan at its scheduled meeting on Thursday, June 13, 2019 at 7:30 pm.

If you plan to attend and have any special needs requirements, please contact the City of Staunton's Clerk of Council at simmonssf@ci.staunton.va.us or (540) 332-3810. The City's TDD number is (540) 332-3968.

The City expects to publish a summary of its proposed Five Year Consolidated Plan for FY 2019-2023 and Annual Action Plan for FY 2019 on or about July 1, 2019. A copy of these documents will be placed on public display for a thirty (30) day review period beginning on or about July 1, 2019. A second public hearing will be duly advertised and conducted to present the proposed plan to the public. The City will consider comments on the proposed plan prior to adoption by the City of Staunton Council on August 8, 2019. Proper notice of the display date and subsequent public hearing will be duly advertised.

City of Staunton, VA

NV-0000198676

☐ PROOF O.K. BY: _____ ☐ O.K. WITH CORRECTIONS BY: _____

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PUBLISHING CERTIFICATE

This is to certify that the attached advertisement of

Public Notice

5 year consolidated plan

was duly published on the following dates:

in The News Leader

6/25/19

Cost of Publication

$ 16.30

The News Leader

By Donna L. Garber

CITY OF STAUNTON, VIRGINIA
NOTICE OF AVAILABILITY FOR REVIEW
FY 2019-2023 FIVE YEAR CONSOLIDATED PLAN AND FY 2019 ANNUAL ACTION PLAN FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FUNDS
and
FINAL PUBLIC HEARING

Notice is hereby given that the City of Staunton, Virginia is currently in the process of preparing its next Five Year Consolidated Plan (FY 2019-2023). The Five Year Consolidated Plan is a requirement for the City's annual funding allocation of Community Development Block Grant (CDBG) funds through the U.S. Department of Housing and Urban Development (HUD). The Annual Action Plan for FY 2019 outlines how the City intends to expend $354,433 in federal Community Development Block Grant funds (CDBG). The Consolidated Plan will serve as a blueprint for the expenditure of these federal funds in the City of Staunton from October 1, 2019 to September 30, 2024.

Copies of the Five Year Consolidated Plan (FY 2019-2023) and Annual Action Plan for FY 2019 are available for public inspection and review for a thirty-day period from July 1, 2019 through July 31, 2019 at the following locations:

- Economic Development Department; 3rd Floor City Hall, 116 W. Beverley St.; Staunton, VA 24401
- Staunton Public Library; 1 Churchville Avenue; Staunton, VA 24401
- Staunton Redevelopment and Housing Authority; 900 Elizabeth Miller Gardens; Staunton, VA 24401
- City of Staunton website: https://www.ci.staunton.va.us/departments/community-development

Projected funds for program year 2019 will be available from October 1, 2019 to September 30, 2020. The types of projects to be funded are as follows:

signed as Substitute Trustee, default having occurred in the payment c
Note thereby secured and at the request of the holder, the undersigned S
tute Trustee will offer for sale at public auction in the front of the bu
housing the Circuit Court of the COUNTY OF AUGUSTA, VA located at 1
Johnson Street, Staunton, Virginia 24402 on July 17, 2019, at 2:00 PM
property described in said deed of trust, located at the above address, wit
provements thereon and more particularly described as follows: CONTAI
0.547 ACRES, MORE OR LESS, SPECIFICALLY DESCRIBED IN INSTRUI
NUMBER 000005227, IN THE COUNTY OF AUGUSTA. TERMS OF SALE: N
the Substitute Trustee nor the holder of the note secured by the deed of
will deliver possession of the property to the successful bidder. The purc
at the sale will be required to pay all closing costs. Real estate
water/sewer fees and other public charges will be prorated as of the da
sale. The risk of loss or damage to the property passes to the purchaser i
diately upon the conclusion of the Substitute Trustee's sale. Terms: A bi
deposit of ten percent (10%)of the sale price or ten percent price (10%)
original principal balance of the subject deed of trust, whichever is lower,
form of cash or certified funds payable to the Substitute Trustee must be
ent at the time of sale. The balance of the purchase price will be due with
days at the office of the Substitute Trustee. The Substitute Trustee reserve
right to suspend bidding prior to completion of the sale. Time is of the es
as to the closing date and the payment of the purchase price. If payment
balance does not occur within twenty days of the sale date, the deposit v
forfeited. Seller shall not be responsible for any costs incurred by the purc
in connection with their purchase or settlement, including, without limit
state and local recording fees, title insurance or research, or any other co
purchaser's acquisition. Trustee shall have no duty to obtain possession fo
chaser. All risks of casualty pass to successful bidder at conclusion of bi
The property and the improvements thereon will be sold "AS IS" and w
representation or warranties of any kind. The sale is subject to all liens, e
brances, conditions, easements and restrictions, if any, superior to the
tioned deed of trust and lawfully affecting the property. Sale is subj
post-sale confirmation that the borrower did not file for protection und
U.S. Bankruptcy Code prior to the sale, as well as to post-sale confirmatio
audit of the status of the loan with the loan servicer including, but not li
to, determination of whether the borrower(s) entered into any repay
agreement, reinstated or paid off the loan prior to the sale. In any such
the sale shall be null and void, and the Purchaser's sole remedy, in law or
ty, shall be the return of the Purchaser's deposit without interest. Addi
terms to be announced at the sale. For more information contact: Daniel J
Esq., member of Surety Trustees, at 301-490-3361 or www.mwc-law.com.

000364

TRUSTEE'S SALE OF 108 GUY STREET, STAUNTON, VA 24401. In executio
certain Deed of Trust dated May 24, 2007, in the original principal amo
$110,000.00 recorded in the Clerk's Office, Circuit Court for Staunton
Virginia as Instrument No. 070001997 . The undersigned Substitute Truste
offer for sale at public auction in the front of the Circuit Court building f
City of Staunton, 113 East Beverly, Staunton, Virginia on July 19, 2019, a

Community Development Block Grant Program (CDBG): $354,433
Program Administration: $70,887
Public Services: $53,000
Public Facilities: $155,546
Homeowner-Occupied Rehabilitation: $75,000
Other: $0

In accordance with the City of Staunton's Citizen Participation Plan, the City will hold a final public hearing at the time and location noted below. The final public hearing is being held to provide all City residents with ample opportunity to attend and comment.

Thursday, August 8, 2019 at 7:30 pm
Location
City Council Chambers
1st Floor City Hall
116 W. Beverley St.
Staunton, VA 24401

The location is accessible to the handicapped. If you plan to attend and have any special needs requirements, please contact the City of Staunton's Clerk of Council at simmonssf@ci.staunton.va.us or (540) 332-3810. The City's TDD number is (540) 332-3968.

The FY 2019-2023 Consolidated Plan and FY 2019 Annual Action Plan contain the following major components:

1. Identification of housing and non-housing community development needs and priorities over the next five years within the City.
2. Identification of federal and non-federal resources reasonably expected to be made available during the program year to undertake activities identified in the proposed Five-Year Consolidated Plan for FY 2019-2023.
3. A list of activities to be undertaken during the FY 2019 program year to address community development and housing needs.
4. Identification of homeless and special needs activities to be undertaken during the 2019 annual program period to address identified needs within the City.

The City intends to submit its Five Year Consolidated Plan and Annual Action Plan to HUD on or before August 16, 2019.

City of Staunton, VA

NV-0000198748

PM, the property described in said Deed of Trust, located at the above and more particularly described as follows: ALL THAT CERTAIN LOT OR OF LAND, WITH ALL IMPROVEMENTS THEREON, AND APPURTE THERETO BELONGING, SITUATE IN THE WESTERLY PORTION ON THE STAUNTON, VIRGINIA, AND DESIGNATED AS LOT SIXTEEN (16) ON R.S. CLARK LANDS, OF RECORD IN THE CLERK'S OFFICE OF THE COU STAUNTON, VIRGINIA, IN DEED BOOK 178, PAGE 418 AND FURTHER BED ON A PLAT ENTITLED "MAP OF LOT 16, R.S. CLARK'S SUBD STAUNTON, VIRGINIA", DATED MAY 21, 1997, RECORDED IN THE CLE FICE OF THE CITY OF STAUNTON IN DEED BOOK 387, PAGE 509. TE SALE: ALL CASH. A bidder's deposit of ten percent (10%) of the sale ten percent (10%) of the original principal balance of the subject Deed whichever is lower, in the form of cash or certified funds payable to the tute Trustee must be present at the time of the sale. The balance of chase price will be due within fifteen (15) days of sale, otherwise Pur deposit may be forfeited to Trustee. Time is of the essence. If the sa aside for any reason, the Purchaser at the sale shall be entitled to a r the deposit paid. The Purchaser may, if provided by the terms of the T Memorandum of Foreclosure Sale, be entitled to a $50 cancellation f the Substitute Trustee, but shall have no further recourse against the gor, the Mortgagee or the Mortgagee's attorney. A form copy of the T memorandum of foreclosure sale and contract to purchase real pro available for viewing at www.bwwsales.com. Additional terms, if any, t nounced at the sale. This is a communication from a debt collector and formation obtained will be used for that purpose. The sale is subject t confirmation. Substitute Trustee: Equity Trustees, LLC, 2101 Wilson Blvc 1004, Arlington, VA 22201. For more information contact: BWW Law LLC, attorneys for Equity Trustees, LLC, 6003 Executive Blvd, Suit Rockville, MD 20852, 301-961-6555, website: www.bwwsales.com. VA-3 1.

000

TRUSTEE'S SALE OF
331 Montgomery Avenue
Staunton, VA 24401

In execution of a Deed of Trust in the original principal amount of $172,5 dated May 1, 2009, recorded among the land records of the Circuit Co City of Staunton on July 8, 2009, as Instrument Number 090002134, a 0036, the undersigned appointed Substitute Trustee will offer for sale at auction, at the **main entrance of the courthouse for the Circuit Co City of Staunton, 113 E Beverly St, Staunton, VA on July 29, 20 10:30 AM**, the property described in said deed of trust, located at the address and briefly described as: "Lot No. Eleven (11) in Block Three (3), Park Addition, plat of which made by H.P. Hancock, dated February 18, 1 duly of record in the Clerk's Office of the Corporation Court for the Staunton, in Deed Book 21, page 552, whereon the said Lot No. Eleven shown to front 50.44 feet on the east side of Montgomery Avenue and back in depth with a north side line adjoining Lot No. 9 of 172.27 feet south side line adjoining Lot No. 11 of 165.85 feet and a rear line adjoi ten foot alley of 50.22 feet. Tax ID: 8781 .
TERMS OF SALE: ALL CASH. A bidder's deposit of $10,000.00 or 10% sale price, whichever is lower, will be required in the form of a certified o ier's check. Cash will not be accepted as a deposit. Settlement within (15) days of sale, otherwise Trustee may forfeit deposit. Additional terms announced at sale. This is a communication from a debt collector. This is an attempt to collect on a debt and any information obtained will be us that purpose.
(Trustee # 588880)
Substitute Trustee: ALG Trustee, LLC, C/O Orlans PC PO Box 2548, Lee VA 20177, (703) 777-7101, website: http://www.orlans.com
Towne #: 5000.2357

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City of Staunton, VA
2019-2023 Consolidated Plan

Public Hearing
June 4, 2019 7:00 p.m.

	Name (please print legibly)	Organization	E-mail Address & Phone Number
1)	Linda M. Darcus		DarcusKl@comcast.Net
2)	Allison Profeta		newdreamstotouch@gmail.com
3)	Doris M. Chandler		(540) 886-2665
4)	Billy VAUGHN	City of Staunton	vaughnwd@ci.staunton.va.us
5)	Bill Wasielewski	M & C	billw@manl.net
6)	Kate Molinaro	"	katem@manl.net
7)	Candy Calloway	VCSB	CCalloway@vcsb.org
8)	Brenda Mean	City Council	breadbo@ci.staunton.va.us
9)	Susie B. King		540-885-6968
10)	Ken Venable	Staunton Education Foundation	614-886-7438

City of Staunton, VA
2019-2023 Consolidated Plan

Public Hearing
June 4, 2019 7:00 p.m.

	Name (please print legibly)	Organization	E-mail Address & Phone Number
1	Lance Barton	Staunton - Augusta - Waynesboro Habitat For Humanity	director@habitatsaw.org 540-280-5240
2	Judy Burner	Valley Independent Living	judyburner@gmail.com 540-885-4046
3	Salome Baugher	VSH	baugher@verizon.net 540 255-5416
4	Ben Bristall	None	ben@bristall.com 540 685-7267
5	Bill Willett	None	willett1@hotmail.com
6	Mark Armstrong	—	markarmstrong@gmail.com
7	Debra Williams	—	tawnymy17@aol
8	Elaine Rackley	Breaking Through News	erackley@breakingthrough.com
9	Judith Wiegand	Resident	judithwiegand@aol.com
10	Jane Dodd	NRC 25	jdodd@nrc25.com

	Name (please print legibly)	Organization	E-mail Address & Phone Number
1	Duane Barron	Public Defender /	dbarron@sta.cdc.virginia.gov
2	Lorrain Jones		Lorraine Jones 48@yahoo.com
3	Andrea Oakes	Staunton City Council	aoakes66@liberty.edu
4			
5			
6			
7			
8			
9			
10			

City of Staunton, VA
2019-2023 Consolidated Plan

Affordable Housing Providers Meeting

Name (please print legibly)	Organization	E-mail Address & Phone Number
Philip Holbrook	Renewing Homes of Greater Aug.	renewinghomesg@gmail.com (540) 421-9235

City of Staunton, VA
2019-2023 Consolidated Plan

City Staff and Departments Meeting

Name (please print legibly)	Organization	E-mail Address & Phone Number
Thomas C. Sliwoski	Public Works Director	540-332-3892 Sliwoskitc@ci.staunton.va.us
Ruth Jones Turner	City of Staunton - Communications Mgr.	540-332-3838 turnerrj@ci.staunton.va.us
Steve Rosenberg	City of Staunton - Deputy City Manager	rosenbergsl@ci.staunton.va.us
Chris Tuttle	Director Parks & Recreation	tuttlecj@ci.staunton.va.us

City of Staunton, VA
2019-2023 Consolidated Plan

Community Foundation Groups Meeting

Name (please print legibly)	Organization	E-mail Address & Phone Number
CRISTINA CASADO	COMMUNITY FOUNDATION OF THE CENTRAL BLUE RIDGE	CCASADO@CFCBR.ORG
LANCE BARTON	Habitat For Humanity	director@habitatsaw.org

City of Staunton, VA
2019-2023 Consolidated Plan

Continuum of Care/Homeless/Health and Human Services Providers Meeting

Name (please print legibly)	Organization	E-mail Address & Phone Number
Judy Burtner	Valley Supportive Housing	judyburtner@gmail.com 540-885-4141
Susan Richardson	Valley Mission	susanrichardson@valleymission.net 540-886-4673
David Rissmeyer	Valley Supportive Housing	vsh@valleysupportivehousing.org 414-2028
Janice Gentry	Valley Program for Aging Services	janice@vpas.info 540-949-7141
Lydia Campbell	Valley CSB	lcampbell@vcsb.org 540-887-3200 x71602
JEFF MIRACLE	UNITED WAY of GREATER AUGUSTA	jeff.miracle@unitedway.org 540-885-1229
JUAN PABLO BERRIZBEITIA	BLUE RIDGE CASA FOR CHILDREN	JUAN PABLO@BLUE RIDGE CASA.ORG 540.217.2272

City of Staunton, VA
2019-2023 Consolidated Plan

Land Use and Planning/Zoning/Code Enforcement/Lead-Based Paint/Emergency Management

Name (please print legibly)	Organization	E-mail Address & Phone Number
Nickie Mills	City of Staunton	332 3858 millsnd@ci.staunton.va.us
John Glover	City of Staunton	332-3862 gloverjw@ci.staunton.va.us
Perry Weller	City of Staunton	332-3720 wellerpw@ci.staunton.VA.us
Rodney Rhodes	City of Staunton	332-3862 RhodesRS@ci.staunton.VA.us

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Member:** **Billy Vaughn**
Item #	**3**	
Ordinance #		
Department:	**Community Development**	
Council Vision:	**Built Environment**	
Subject:	**Presentation on U.S. Environmental Protection Agency (EPA) Brownfields Program**	

Background: The U.S. Environmental Protection Agency (EPA) Brownfields Program is a 20-year plus program that has been instrumental in revitalizing communities across the Commonwealth of Virginia. The purpose of the program is to return vacant or underutilized properties to productive reuse by providing funds for initial assessments and planning that will serve to incentivize investment and jumpstart redevelopment and area-wide revitalization of communities.

While EPA offers multiple types of grants, the City has an opportunity to apply for a Community-Wide Brownfields Assessment Grant totaling $300,000, which would be funded over three years. This would include funding for sites potentially impacted by both hazardous substances and petroleum. Activities covered by the funding include direct costs associated with:

- community engagement, including targeted, site specific efforts as well as broader community education about the program and its benefits;
- brownfields inventory, including initial site characterization, prioritization, access coordination and eligibility determinations;
- environmental site assessments (ESAs), including Phase I and Phase II ESAs, along with associated work plans required by the program;

- planning for site remediation and/or redevelopment, which can include target area or site specific planning, such as marketing/feasibility studies and concept plans; and
- grant administration and required federal reporting.

No direct match is required of the City for this grant. Communities typically provide in-kind services toward grant oversight and contract with a qualified environmental consultant to carry out most of the administrative and technical aspects of the program.

Initial discussions with Lori Kroll, Community Resource Specialist with Draper Aden Associates, revealed that the West Beverley Street corridor may be an area that would potentially benefit from the grant program. An application for this area would be strengthened by the active and engaged community group, West End Alliance, which may be willing to champion revitalization initiatives.

The grant program announcement is anticipated around October 1, 2019, with proposals due by December 1, 2019. Grant awards are usually announced in the spring, followed by development and execution of a federal cooperative agreement over the summer. Funds would become available October 1, 2020. The 3-year grant cycle will end September 30, 2023.

Ms. Kroll will attend Council's work session on August 8, 2019, to provide a brief presentation outlining the potential benefits and possible uses of the grant funds.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Steve Rosenberg** **City Manager** **Chris Tuttle** **Parks and Recreation Director** **Phil Trayer** **Chief Finance Officer**
Item #	**4**	
Ordinance #		
Department:	**Parks and Recreation** **Finance**	
Council Vision:	**Culture** **Responsive, Efficient Government**	
Subject:	**Gypsy Hill Golf Course**	

Background: During development of the FY2020 budget, members of Council discussed the possible future closure of the Gypsy Hill Golf Course. As reflected in the minutes of Council's work session on April 18, 2019:

> Council members and staff engaged in a discussion concerning the possible closure of Gypsy Hill Golf Course. A consensus was reached to explore the possibility during FY2020, with any closure to occur in a subsequent fiscal year.

To afford Council members an opportunity to continue discussion of such a possibility, this matter is included on Council's work session agenda for August 8, 2019.

Attached to this briefing is a summary that includes a brief history of the golf course, details about competing courses and closures in Virginia and information about national trends in the sport. Also attached is a financial analysis of the golf course, including revenues and expenses over the last six fiscal years. Of further note, staff anticipates development of a master plan to incorporate the course, if closed, into the larger park, would cost somewhere in the range between $80,000 and $100,000.

Parks and Recreation Director Chris Tuttle and Chief Finance Officer Phil Trayer will attend the work session and be available to brief Council and answer questions.

City Manager's Recommendation: Receive the staff briefing and provide guidance and direction to staff.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

History of Gypsy Hill Golf Course

Gypsy Hill Golf Course was established in 1919, as a nine-hole course. The second nine holes were added in the 1960s. The course is one of the oldest in the Shenandoah Valley; it has three of its original 1919 holes still in play.

The course is a Par 71 and open to the public year-round, weather permitting. Gypsy Hill Golf Course has a challenging layout with slightly undulating greens and lots of elevation changes. The facility includes a golf pavilion (available for private events) and stocked pro shop, and provides clinics and individual lessons.

Golf course staff include a sanctioned PGA professional, greens superintendent, two full-time maintenance workers and one seasonal employee.

Golfing Options Close to Staunton

	Green Fees	Weekend Rate
Heritage Oaks (Harrisonburg)	$44	$48
Vista Links (Buena Vista)	$32	$37
Lakeview (Harrisonburg)	$35	$40
Old Trail (Crozet)	$65	$85
Pack Saddle (Keezletown)	$42	$47
Ingleside (Staunton)	$32	$36
Ironwood (Staunton)	$36	$45
Waynesboro (Waynesboro)	$35	$40 (incl Fri)
Meadow Creek (Charlottesville)	$44	$49
Gypsy Hill (before 11:00 a.m.)	$25	$25
Gypsy Hill (after 11:00 a.m.)	$20	$20

Golf Course Closures in Virginia since 2005

Course	Location
Cannon Ridge	Fredericksburg
King Carter	Irvington

General Ridge	Manassas Park
Prince George	Prince George
Goose Creek	Leesburg
Highland Springs	Highland Springs
Hill Top	Alexandria
Kastle Green	Bealeton
Rivers Bend	Chester
The Colonial	Williamsburg
Osprey at Belmont Bay	Woodbridge
Virginia Oaks	Gainesville
River's Bend	Richmond
Virginia National Golf Club	Bluemont

National Golf Trends

- More than 200 golf courses closed since 2017, across the country, while only 15 new ones opened, according to the National Golf Foundation.

- Many closures are due to oversupply of courses fueled by the infamous National Golf Foundation's edict "[b]uild a course a day to keep up with demand." Oversupply causes price drops and business failures in any industry.

- Golf's core audience is aging, and the younger generation has a massive increase in other recreational options. When Tiger Woods entered the professional tour, golf saw a significant increase in youth participation that has since waned.

- According to the National Golf Foundation, a high of 30.6 million golfers in 2003, had been reduced to 24.7 million by 2014. The number of golfers between ages 18 and 34 has declined by 30 percent over the past 20 years.

City of Staunton - Gypsy Hill Golf Analysis

Statistics	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2019 YTD
Golf Rounds	**8,555**	**7,796**	**6,871**	**6,133**	**6,133**	**7,101**
Members	**111**	**63**	**45**	**62**	**62**	**59**

Revenues

41712	Sale of Salvage & Surplus	$ -	$ 185	$ 0	$ -	$ -	$ -
41750	Misc Revenue	$ 33	$ 34	$ 24	$ -	$ -	$ -
41631	Membership Fees	$ 15,683	$ 13,767	$ 13,283	$ 11,050	$ 12,000	$ 7,483
41639	Cart Rentals	$ 69,102	$ 67,906	$ 57,033	$ 47,779	$ 57,000	$ 45,709
41640	Green Fees	$ 36,112	$ 37,009	$ 33,528	$ 31,543	$ 33,000	$ 35,655
*	**Total Revenue**	$ 120,930	$ 118,901	$ 103,868	$ 90,372	$ 102,000	$ 88,848

Expenses

Operations		**FY2015 Actual**	**FY2016 Actual**	**FY2017 Actual**	**FY2018 Actual**	**FY2019 Budget**	**FY2019 YTD**
51006	Salaries	$ 46,675	$ 48,458	$ 49,547	$ 50,784	$ 52,662	$ 52,368
51510	Part - Time Help	$ 11,629	$ 13,046	$ 13,627	$ 11,709	$ 13,500	$ 11,002
51530	Overtime	$ -	$ 43	$ 9	$ -	$ -	$ -
52001	Group Life Insurance - VRS	$ 553	$ 574	$ 643	$ 665	$ 690	$ 685
52005	Health Insurance	$ 14,254	$ 15,797	$ 15,286	$ 11,626	$ 11,680	$ 11,262
52010	Social Security	$ 4,200	$ 4,424	$ 4,591	$ 4,598	$ 4,994	$ 4,667
52020	Retirement VRS	$ -	$ 8,646	$ 7,307	$ 7,563	$ 7,157	$ 7,105
52022	Pension Expense	$ 5,698	$ (4,709)	$ (1,966)	$ -	$ -	$ -
52030	Unemployment Insurance - VEC	$ 100	$ 64	$ 38	$ 25	$ 60	$ 23
53001	Advertising	$ 500	$ 500	$ -	$ -	$ 5,000	$ 2,700
53101	Main/Repair - Office Equipment	$ 434	$ 432	$ 414	$ 432	$ 600	$ 396
55001	Telephone	$ 523	$ 568	$ 296	$ 298	$ 300	$ 296
55002	Dues & Subscriptions	$ 499	$ 499	$ 499	$ 504	$ 500	$ 501
55015	Utilities - Elec tric	$ 1,813	$ 1,127	$ 2,281	$ 2,027	$ -	$ 1,855
55405	Office Supplies	$ 74	$ -	$ 245	$ -	$ -	$ -
55415	Materials/ Supplies	$ 730	$ 92	$ 55	$ 43	$ 200	$ 36
55481	Gas & Oil	$ 11,886	$ 6,293	$ 4,591	$ 8,964	$ 6,000	$ 9,007
55497	Rental of Equipment		$ 900	$ 900	$ -	$ 5,000	$ 2,420
55498	Software License Fees	$ 263	$ 733	$ 907	$ 797	$ -	$ -
55850	Depreciation Exp	$ 32,138	$ 32,138	$ 32,138	$ 32,138	$ 32,138	$ 32,138
	Operations Costs	**$ 131,969**	**$ 129,622**	**$ 131,408**	**$ 132,172**	**$ 140,481**	**$ 136,461**

Park Maintenance Allocation

**	Allocation	$ 238,769	$ 239,965	$ 230,183	$ 289,697	$ 283,523	$ 283,523
	Park Maintenance Allocation Costs	**$ 238,769**	**$ 239,965**	**$ 230,183**	**$ 289,697**	**$ 283,523**	**$ 283,523**

	Risk Management	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2019 YTD
	52004 OPEB Expense	$ -	$ -	$ -	$ 176	$ -	$ -
	52022 Pension Exp GASB 68	$ -	$ -	$ -	$ (7,388)	$ -	$ -
**	52025 Workers Compensation	$ 1,134	$ 1,120	$ 1,046	$ 1,461	$ 1,461	$ 1,461
**	55101 Fire & Multi Peril Insurance	$ 850	$ 381	$ 655	$ 576	$ 576	$ 576
	Risk Management Costs	**1984**	**$ 1,501**	**$ 1,701**	**$ 2,037**	**$ 2,037**	**$ 2,037**

	Debt	FY2015 Actual	FY2016 Actual	FY2017 Actual	FY2018 Actual	FY2019 Budget	FY2019 YTD
	59600 Refunding Principal	$ -	$ -	$ -	$ -	$ -	$ -
	59601 Refunding Interest	$ 21,356	$ 20,742	$ 19,858	$ 19,070	$ 18,056	$ 18,056
	Debt Service Costs	**$ 21,356**	**$ 20,742**	**$ 19,858**	**$ 19,070**	**$ 18,056**	**$ 18,056**
	Total Expense	**$ 394,078**	**$ 391,830**	**$ 383,150**	**$ 442,976**	**$ 444,097**	**$ 440,077**
	Net Income / (Loss)	**$ (273,148)**	**$ (272,929)**	**$ (279,282)**	**$ (352,604)**	**$ (342,097)**	**$ (351,230)**

* Does not included General Fund Interfund Loan

** Non Budgeted Estimated FY19 Expenses

City of Staunton, Virginia

General Obligation - Golf Course Irrigation Project

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I
08/01/2019	-	-	8,603.13	8,603.13
02/01/2020	20,000.00	4.000%	8,603.13	28,603.13
08/01/2020	-	-	8,203.13	8,203.13
02/01/2021	20,000.00	4.000%	8,203.13	28,203.13
08/01/2021	-	-	7,803.13	7,803.13
02/01/2022	25,000.00	4.000%	7,803.13	32,803.13
08/01/2022	-	-	7,303.13	7,303.13
02/01/2023	25,000.00	4.125%	7,303.13	32,303.13
08/01/2023	-	-	6,787.50	6,787.50
02/01/2024	25,000.00	4.125%	6,787.50	31,787.50
08/01/2024	-	-	6,271.88	6,271.88
02/01/2025	25,000.00	4.125%	6,271.88	31,271.88
08/01/2025	-	-	5,756.25	5,756.25
02/01/2026	25,000.00	4.125%	5,756.25	30,756.25
08/01/2026	-	-	5,240.63	5,240.63
02/01/2027	25,000.00	4.125%	5,240.63	30,240.63
08/01/2027	-	-	4,725.00	4,725.00
02/01/2028	30,000.00	4.125%	4,725.00	34,725.00
08/01/2028	-	-	4,106.25	4,106.25
02/01/2029	30,000.00	4.125%	4,106.25	34,106.25
08/01/2029	-	-	3,487.50	3,487.50
02/01/2030	30,000.00	4.125%	3,487.50	33,487.50
08/01/2030	-	-	2,868.75	2,868.75
02/01/2031	30,000.00	4.250%	2,868.75	32,868.75
08/01/2031	-	-	2,231.25	2,231.25
02/01/2032	35,000.00	4.250%	2,231.25	37,231.25
08/01/2032	-	-	1,487.50	1,487.50
02/01/2033	35,000.00	4.250%	1,487.50	36,487.50
08/01/2033	-	-	743.75	743.75
02/01/2034	35,000.00	4.250%	743.75	35,743.75
Total	415,000.00		151,237.56	566,237.56

Fixed Assets - Golf Course

Asset Description	Acquisition Date	Acquisition Cost	Useful Life	Depreciation @ 06/30/19	Book Value @ 06/30/19
BLDG: GOLF SHOP GYPSY HILL PARK	1/1/1919	7,400	50	7,400	-
BLDG: GOLF CART STORAGE 40X80 3200 SQFT	6/1/1986	26,571	50	17,537	9,034
MOWER: 7 GANK HYDRAULIC LIFT MOWING UNIT	8/1/1993	17,253	5	17,253	-
BLDG: FRAMED PICNIC SHELTER	6/30/1998	27,607	50	11,531	16,075
TRACTOR: 1998 MODEL 4600 W/#460 LOADER	10/31/1998	19,978	10	19,978	-
MOWER: GREENSMASTER 3100	11/30/1998	15,248	10	15,248	-
TRACTOR: 1999 4-WH TURF TRUCKSTER; 60""	11/30/1999	14,335	10	14,335	-
GOLF COURSE WALL	6/30/2008	19,115	20	10,593	8,522
PARKING LOT-PAVING	6/30/2008	25,800	20	14,298	11,503
IRRIGATION SYSTEM	6/30/2008	576,125	20	319,269	256,856
GOLF COURSE 114 ACRES-GYPSY HILL PARK	1/1/1976	24,694	100	-	24,694
Total		**774,126**		**447,442**	**326,684**

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Chris Tuttle, Parks and Recreation Director** **Steve Rosenberg, City Manager** **Cynthia Burnett, Interim Assistant City Manager**
Item #	**5 & G**	
Ordinance #		
Department:	**Parks and Recreation City Manager**	
Council Vision:	**Culture Responsive, Efficient Government**	
Subject:	**Request by Staunton-Augusta County African American Research Society to Name Certain Rooms, a Street and a Flower Garden at Montgomery Hall Park to Honor Charles J. Waller, John Chiles, Alonzo E, Harden, Kenneth L. Jones, Patsye B. Robinson and Bertie T. Huggard**	

Background: Council Procedure Memorandum No. 14, reaffirmed by City Council on July 2, 2018, establishes a policy by which Council receives and approves requests to name public facilities in the City. A copy of the memorandum is attached to this briefing.

In accordance with the memorandum, the Staunton-Augusta County African American Research Society, by letter dated May 14, 2019 (a copy of which is attached), has requested that specific rooms, a garden, and a street at Montgomery Hall Park be named to honor certain local African American citizens who made significant contributions to the City. Brief biographies of the honorees, provided by the Society, follow:

Dr. Charles J. Waller: (March 2, 1898 – August 24, 1969)
Dr. Waller was a doctor in Staunton and surrounding areas for over 49 years. Due to his race, he was initially denied privileges at the former King's Daughters Hospital (KDH). However, in 1968, he was named president of the KDH medical staff. He advocated for a park for the youth, speaking many times to City Council, and he served as a board member and president of Montgomery Hall Park. He was an outstanding spokesperson for the African American community.

Dr. John Chiles: (September 25, 1896 – August 12, 1975)
Dr. Chiles was a spokesman, community leader, and citizen of the Staunton area who provided his time and financial support to many civic projects. He was appointed Acting Principal of D. Webster Davis School and was the first African American to serve on the Staunton School Board. He served on the Council to Staunton Inter-Racial Committee. Dr. Chiles organized the first Little League at Montgomery Hall Park and assisted in the park's bowling alley being remodeled, and establishing a Red Cross Room in the main building.

Alonzo E. Harden: (October 11, 1895 – October 4, 1993)
Mr. Harden was a contractor who built over 100 homes in Staunton and surrounding areas. He was the main contractor for repairing the two African American Schools—D. Webster Davis and T.C. Edmonds. He served as a Montgomery Hall Park board member. He gave freely of his time and financial resources to help repair Montgomery Hall Park buildings.

Kenneth L. Jones: (October 26, 1905 – December 1, 2004)
Kenneth L. Jones was a funeral director for 49 years in Staunton and surrounding area. Mr. Jones was a NAACP member and provided support to the integration of the Staunton bus and train systems. He was the keynote speaker at the dedication of the Montgomery Hall Park pool in 1950.

Patsye B. Robinson: (March 25, 1945 – January 8, 2017)
Ms. Robinson was a spokesperson for the community and Booker T. Washington alumni to fight to save Montgomery Hall Park. For over four and one-half years she worked toward that end, she wrote grants, and helped to design the park. She was the guest speaker in 2015, when the African American historical marker was dedicated at the park.

Bertie T. Huggard: (January 28, 1931 – September 17, 2000)
Ms. Huggard was a devoted NAACP member who canvassed door-to-door to register African-Americans to vote. She worked at the NAACP state and national level, she helped coordinate the Martin Luther King March on Washington, D.C. in 1963, and then worked to coordinate a local march for civil rights.

The Society requests specifically that (a) in the Irene Givens Administration Building in Montgomery Hall Park the conference room be named the "Dr. Charles J. Waller Conference

Room," the activity room be named the "Dr. John Chiles Activity Room," the administrative office be named the "Alonzo E. Harden Administrative Office" and the kitchen be named the "Bertie T. Huggard Kitchen," (b) the loop from Montgomery Avenue through the park and around the Irene Givens Administration Building be named "Kenneth L. Jones Drive," and (c) the garden surrounding the park's front sign be named the "Patsye B. Robinson Garden."

Photographs of the various facilities which are the subjects of the request are also attached.

City Manager's Recommendation: Recommend City Council consider the request to name facilities as described.

Suggested Motion: I move that City Council approve the naming of certain locations within Montgomery Hall Park as follows:

- in the Irene Givens Administration Building in Montgomery Hall Park, the conference room be named the "Dr. Charles J. Waller Conference Room," the activity room be named the "Dr. John Chiles Activity Room," the administrative office be named the "Alonzo E. Harden Administrative Office" and the kitchen be named the "Bertie T. Huggard Kitchen;"

- the loop from Montgomery Avenue through Montgomery Hall Park and around the Irene Givens Administration Building be named "Kenneth L. Jones Drive;" and

- the garden surrounding Montgomery Hall Park's front sign be named the "Patsye B. Robinson Garden."

City Manager: Steven L. Rosenberg

COUNCIL PROCEDURE MEMORANDUM NO. 14

SUBJECT: Naming of Public Facilities

It shall be the policy of City Council to receive and approve requests to name public facilities as hereafter specified:

1. The naming of a public facility shall be in honor of an individual, group, business or organization that has made an exceptional contribution to the City of Staunton, the Commonwealth of Virginia or the United States. This would include:

    A. Individuals, groups, businesses or organizations that have made a major donation of land or funds for the facility equal to at least 50% of the total cost of the project.

    B. Individuals, still living, who have, through dedicated and unpaid service, made a significant contribution to the quality of life of Staunton residents.

    C. Individuals who have been deceased at least two years and who have made significant contributions to the quality of life of Staunton residents, or significant contribution to the Commonwealth of Virginia or the United States.

2. A public facility shall include any building, park, place, street, trail, etc.

3. Generally, a facility shall be named in a manner that describes its function (e.g. Landes Park, Booker T. Washington Community Center).

4. Any individual, group, business or organization may petition the City Council to name a public facility.

5. A petition made to the City Council to name a public facility shall include the following information:

    A. The full name of the individual, group, business or organization making the nomination.

    B. The full name of the individual, group, business or organization being nominated.

    C. If the nomination is for a deceased individual, the date of birth and death.

D. The association, if appropriate, with the public facility or place to be named.

E. A brief biography of the individual or a description of the group, business or organization, including all other information relevant to the nomination.

F. Any recommendation for the installation of a permanent memorial or plaque may be included with the above information.

6. The City Council may, at its discretion, designate or change a name for a new or existing public facility, consistent with the requirements of this policy, and may withdraw the name or rename a facility at any time.

7. Official names of facilities, places, parks, etc. shall be used in all City communications, maps, plans, documents, signs and other means of identification.

REAFFIRMED: July 2, 2018

The Staunton-Augusta County African American Research Society
510 Gooch Street
Staunton, Virginia 24401
May 14, 2019

Staunton City Hall
Mr. Steven Rosenberg
116 Beverley Street
Staunton, Virginia 24401

Dear Mr. Rosenberg:

In accordance to the mission of the Staunton-Augusta County African American Historical Society in saving and preserving local Black History, we would like to propose to honor five Icons from this community who gave much to the City of Staunton and Montgomery Hall Park. During the Segregation Era, these individuals were overlooked. We owned the entire park and had no need to put anyone's name on anything at the time.

Please give our Negro Community this pride in the Black Historical Park and give these individuals their rightful place in history:

Dr. Charles Waller name be placed on the Conference Room door
Dr. John Chiles name be placed on the Activity Room door
Bertie T Huggard name be placed on the Kitchen door
Vice Mayor Kenneth L. Jones name be placed on a street in the park
Alonzo E Harden – Administrative Office
Patsye B. Robinson – a rose/flower garden dedicated in her honor

Thank you,

Susie B. King

Susie B. King, President
Susiebrent37@gmail.com
(540) 885-6968

Sheila Ahmadi, Vice President

Notable Staunton Members who were instrumental in the History of Montgomery Hall Park

Dr. Charles J. Waller

Dr. Charles J. Waller was born March 2, 1898 and died August 24, 1969. Dr. Waller served the Staunton and surrounding community for over 49 years as a doctor. He was elected President of the Medical Staff of the former King's Daughters" Hospital in 1968 where he was initially denied privileges based upon his race

He was a Board Member and President of Montgomery Hall Park. He spoke at Staunton City Council meetings to advocate for a park for youth.

He was an outstanding spokesperson for the African-American community.

Dr. John Chiles

Dr. John Chiles was born September 25, 1896 and died August 12, 1975. He was a superb spokesman, community leader, and citizen of the Staunton area. He worked on many civic causes and gave his time and financial support to them. In 1936, he was appointed by City Council to the Staunton Inter-Racial Committee. Dr. Chiles and his wife Annabelle Steele Chiles advocated to have the city repair Montgomery Hall Park. Mrs. Chiles was appointed Acting Principal of D. Webster Davis School succeeding Mr. Joseph C. Awkward who was called into the military.

Dr. Chiles was instrumental in having Montgomery Hall Park's bowling alley remodeled and establishing the Red Cross Room in the Main Building. He organized the first Little League at the Park. He was the first African-American to serve on the Staunton School Board.

Mr. Alonzo Harden

Mr. Alonzo Harden was born October 11, 1895 and died October 4, 1993. He was a building contractor who built over 100 homes in the Staunton, Augusta County, and Lexington areas. He was the main Contractor for repairing the two African American schools—D. Webster Davis and T. C. Edmonds.

He was a Montgomery Hall Park Board Member. He gave freely of his time and financial resources to help repair the Park building.

Mr. Kenneth L. Jones

Mr. Kenneth L. Jones was born October 26, 1905 and died December 1, 2004. He was a Funeral Director for 49 years in Staunton and Augusta County, Virginia. He was the main speaker for the Montgomery Hall Park Pool in 1950. He financially supported various community projects. Mr. Jones was a lifetime member of the NAACP and provided support in the integration of the bus and train system In Staunton.

Patsye Robinson

Mrs. Patyse Robinson was born March 25, 1945 and died January 8, 2017. She was appointed to be spokesperson for the Community and Booker T. Washington Alumni to fight to save

Notable Staunton Members who were instrumental in the History of Montgomery Hall Park Continued

Patsye Robinson

Montgomery Hall Park. She spoke before Staunton City Council for 4 ½ years in this endeavor. She assisted in writing grants and helping to design the Park. Of the designs, Phase I was the only one completed. This included the development of the Upper Park, four shelters, and the waling trail. This was accomplished from 1969-1970. In 2015, an African American historical marker was dedicated at the Park, and she was the guest speaker. She also assisted in writing the Montgomery Hall Park History booklet.

Bertie T. Huggard

Mrs. Bertie T. Huggard was born January 28, 1931 and died September 17, 2000. As a member of the NAACP, she canvassed door-to-door to register African Americans to vote. She was a lifetime member of the NAACP. She represented the NAACP on a state and regional level to help with Martin Luther King's March on Washington in 1963 and attended the March. She also later worked on a local March several months later in Staunton for civil rights. She was an ardent NAACP worker in the Staunton and Waynesboro areas for supporting equal rights And advocating for hiring African Americans into the local job industry.

Attachment #3



Activity Room


No Smoking


MONTGOMERY
HALL PA

Kitchen

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Member:** **Chris Tuttle**
Item #	**6**	
Ordinance #		
Department:	**Parks and Recreation**	
Council Vision:	**Culture**	
Subject:	**Presentation by Rotary Club of Staunton Concerning Construction of Shelter at Montgomery Hall Park**	

Background: Hal Aaslestad of Rotary Club of Staunton will attend Council's work session on August 8, 2019, to brief Council on a community project of the club planned for Montgomery Hall Park.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Doug Guynn** **City Attorney** **City Council**
Item #	**7**	
Ordinance #		
Department:	**City Attorney**	
Subject:	**Closed Meeting for (a) Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to (i) Specific Land Use and Zoning Matters; and (ii) a Claim Involving a Former Employee of One of the City's Departments or Agencies; and (b) for Discussion or Consideration of the Possible Acquisition of Real Property(ies) or Interests in Real Property(ies) for Public Purposes, Where Discussion in an Open Meeting Would Adversely Affect the Bargaining Position or Negotiating Strategy**	

Suggested Motion:

Before the closed meeting: I move to enter a closed meeting for (a) consultation with legal counsel for necessary legal-related advice and discussion pertaining to (i) specific land use and zoning matters; and (ii) a claim involving a former employee of one of the City's departments or agencies, pursuant to Virginia Code § 2.2-3711(A)(8); and (b) for discussion or consideration of the possible acquisition of real property(ies) or interests in real property(ies) 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).

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

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

in the closed meeting motion were heard, discussed or considered in the meeting.

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

City Council
WORK SESSION
June 13, 2019
5:00 p.m.

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

The Mayor called the meeting to order at 5:00 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.

Vice Mayor Kier moved to approve the revised Work Session agenda and the revised Regular Meeting agenda as presented.

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

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

2. 2018 Virginia Dam Safety, Flood Prevention and Protection Assistance Grant Update – West Beverley Corridor Flood Study

John Glover, Building Official, stated Council was briefed in March of 2018 regarding a portion of the floodplain from 139 Park Boulevard to the intersection of West Beverley Street and Morris Mill Road is designated by the Federal Emergency Management Agency (FEMA) as Zone A. All other floodplains in the City are designated as Zone AE. In Zone A, the floodplain is mapped but no Base Flood Elevations (BFE) are given. Mr. Glover stated flood insurance premiums could be reduced by going from Zone A to AE.

Mr. Glover stated an updated flood study would provide BFE's for this corridor, thus alleviating higher flood insurance premiums and other property owners' challenges with developing or re-developing their properties. The boundaries of the flood zone would also likely be altered, based on improved information collected as a part of such a study. One result may be the removal of certain properties, or portions of properties, from the flood zone, and the addition of other properties, or portions of them, to the flood zone.

Staff determined that the Virginia Dam Safety, Flood Prevention and Protection Assistance Grant program, administered by the Virginia Resources Authority, in cooperation with the Virginia Department of Conservation and Recreation, would be an appropriate source of funding. At City Council's meeting on March 22, 2018, staff proposed an application for such a grant, with a required local match of 50%, not to exceed $75,000.

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Mr. Glover stated on August 1, 2018 the grant was awarded to the City. He noted a contract to perform the study was awarded to Timmons Group (Timmons), and the project commenced in January, 2019. Staff met with the West End Alliance on March 12, 2019, to provide an update on the study. A draft study report was reviewed and approved by staff for submission to FEMA, as required, earlier this month.

Mr. Glover stated it is anticipated the results of the study will indicate that a significant number of property owners are to be removed from the floodplain and only a few will be added. He noted many other property owners who may not be removed will have better data that may facilitate Letter of Map Amendments (LOMA) by FEMA to remove their properties from the floodplain or Elevation Certificates (EC) that could support a reduction of their flood insurance premiums. Mr. Timmons will now submit a Letter of Map Revision (LOMR) request to FEMA, with FEMA's approval expected within a six- to nine-month period. Mr. Glover stated the process will likely extend beyond the grant deadline of August 1, 2019; if so, the grant manual allows the City to request an extension of time in the case of a pending FEMA action. Staff intends to update affected property owners at the July 9, 2019 West End Alliance meeting. Mr. Glover stated the City would send letters to all affected property owners.

Ms. Mead asked Mr. Glover to review the numbers regarding the number of property owners affected. He stated approximately 20 property owners were completely removed, approximately 25 looked like good candidates for some form of relief through a LOMA or EC, and 5 or 6 new properties would be added to the flood plain. He stated this could change after review by FEMA. Mr. Glover stated potential new property owners would be invited to attend the West End Alliance meeting on July 19, 2019.

Ms. Oakes stated this was good news.

Mr. Holmes asked if there was a way to mitigate flooding in that area. Nickie Mills, City Engineer, stated the biggest contributor is impervious area and the Storm Water ordinance allows the City to collect fees from property owners based on that area. He noted the City is trying to maximize the benefit of looking at different options.

Mr. Glover stated property owners who were in the flood plain previously and stayed in it post study, owners should get relief on their flood insurance with the new AE floodplain designation.

Mayor Dull stated FEMA has not taken into account any of the Storm Water projects the City has done over the years. She noted this sounds like good news.

3. <u>Presentation of Proposed Comprehensive Plan 2018 - 2040</u>

Rodney Rhodes, Senior Planner, stated the *Comprehensive Plan 2010 -2030* updated has been ongoing for approximately three years. He noted it has been done in conjunction with a contract through the Central Shenandoah Planning District Commission (CSPDC). He noted a public hearing has been advertised and scheduled for tonight's Regular meeting.

City staff and the Central Shenandoah Planning District Commission (CSPDC) staff worked with a Citizen's Advisory Committee for approximately 20 months on an update of the City's Comprehensive Plan. The purpose of the Committee was to guide the development of the update on a section-by-section basis and solicit input from citizens. The committee met monthly and held

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a public input open house. Rebecca Joyce and Tracy Hibbitts were the CSPDC staff members assigned to the project and made a presentation to Council members regarding notable changes to the Comprehensive Plan.

A draft Plan was introduced to the Planning Commission at its regular meeting on June 21, 2018. During the past year, the Planning Commission reviewed key aspects of the Plan, most notably the Future Land Use Map and the Goals and Objectives Chapter. During this review, the Commission conducted field trips and held four public work sessions. The changes noted during this review have been incorporated into the draft Plan.

At the May 16, 2019 meeting of the Planning Commission meeting, PDC staff provided an overview of the draft Comprehensive Plan and the changes that have been made during Planning Commission's review.

At its May 16 meeting, the Planning Commission held a public hearing on the draft Comprehensive Plan. One person spoke in favor of adoption, and no one spoke in opposition. On a 4-0 vote, the Commission voted to recommend approval of the draft Plan, concurring with staff's recommendation.

Ms. Hibbitts provided an overview of the format changes and goals and objectives included in the Comprehensive Plan. She noted these are reviewed every 5 years with the last plan being adopted in 2012.

Ms. Joyce reviewed the Comprehensive Plan's Priority Initiatives as well as Goals and Objectives for Council members.

Mr. Rhodes and Billy Vaughn, Director of Economic Development, provided a PowerPoint presentation regarding the Future Land Use Map. They explained the process conducted by staff as well as recommended changes on how to direct growth in the city.

Dr. Harrington asked Mr. Rhodes to explain the process involved regarding proposed changes to the Future Land Use Map. Steve Rosenberg, Deputy City Manager, clarified further regarding public input concerning the proposed changes. Mr. Rhodes stated the Future Land Use Map is used as a guide for the direction that the City would work towards in the future.

Mr. Holmes asked for clarification regarding the zoning district on Springhill Road.

Mr. Rhodes stated it was staff's recommendation, after the public hearing was conducted at the Regular meeting, to schedule a separate work session where any comments made could be review and addressed.

This will be Item E on the Regular meeting agenda.

4. <u>Discussion of the Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development as a HUD Entitlement Community</u>

Billy Vaughn, Director of Economic Development, stated on February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that

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it has been designated as a new entitlement community starting with the federal fiscal year 2019. Under this program designation, the City will receive annual allocations from HUD. In a letter dated April 15, the City was notified that Congress appropriated $354,433 for its FY 2019 allocation.

Bill Wasielewski, Principal-in-Charge and Project Manager for Mullin & Lonergan Associates (M&L) provided an overview of the draft Citizen Participation Plan to Council members. The draft plan is scheduled for Council's consideration during the regular meeting.

Mr. Wasielewski stated input received from the community indicated a need for rehabilitation of housing for low to moderate income persons, a need for affordable home buyer type programs, sidewalk improvements, needs from homeless shelters, and affordable housing. He noted this information would be reviewed with the idea of drafting and putting the plan on public display around July 1, 2019 for 30 days.

In addition to the stakeholder meetings, a public needs meeting was held on Tuesday, June 4, 2019, at 7:00 p.m. at Montgomery Hall Park Activity Room, to gather input from the community at large. Residents have also been invited to weigh-in on the City's community development needs in a community needs survey.

Ms. Mead asked if the link provided on the stakeholder meeting agenda was still operational. Mr. Wasielewski stated it was still operational and would continue for the next month.

Mr. Wasielewski stated a Citizen Participation Plan is required to be adopted by the City and noted a draft has been on public display for approximately two weeks. He noted this a federal regulatory requirement under the CDBG program. He further explained the timeline required for the program.

Mr. Vaughn stated a meeting was held today trying to establish a budget for projects based on un-put received from the stakeholders and needs of the various organizations.

Mr. Wasielewski stated plan, if approved by City Council, would be submitted to HUD for review and approval.

Vice Mayor Kier commended staff and Mr. Wasielewski for obtaining the funding. He asked if this funding would be used in conjunction with other City funds. Mr. Vaughn stated it might be possible to move projects forward if assistance was received from HUD. He did note this was a 5-year plan.

Mayor Dull noted the need for a section of sidewalk on W. Beverley Street.

Ms. Mead asked if there was an opportunity to leverage the money with partnership groups. Mr. Wasielewski stated this would expand services and activities throughout the community.

This will be Item F on the Regular meeting agenda.

5. <u>Discussion of Staunton City Council Vision and 3-Year Priorities</u>

Steve Owen, City Manager, stated on November 1 and 2, 2018, and April 22, 2019, City Council conducted a retreat, facilitated by A. Tyler St. Clair. During the retreat, Council updated its vision

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statement and adopted new three-year priorities. He noted the final drafts of the two documents were provided to Council members. Mr. Owen stated the main changes had been to extend the vision timeline from 2030 to 2040. He noted the vision itself did not change that much. The three-year workplan changed to reflect the items that had either been completed or were no longer relevant. Mr. Owen stated it also included language that held staff accountable for reporting back to Council.

Mr. Owen stated subject to further refinement, these items are included on the agenda for Council's regular meeting for consideration.

This will be Item G on the Regular meeting agenda.

6. Discussion of an Ordinance to Amend the FY2020 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One

Mr. Owen noted this is a two-step process requiring an ordinance to be introduced first to amend the budget and then would be approved at another meeting. He noted since Council adopted the budget in late April, the General Assembly's budget had been adopted. He introduced the City's new Chief Financial Officer, Phil Trayer.

Mr. Trayer stated the first budget amendment for fiscal year 2020 equals $224,500. He noted it would fund three new positions – two in the Commonwealth Attorney's Office and one in the Circuit Court Clerk's office. In addition, certification increases funded by the Compensation Board has been awarded to staff within the Clerk's Office, the Commissioner of Revenue Office, and the Treasurer's Office. Mr. Trayer stated the funding source from the State is $162,447 and the local portion is $62,053. He noted the majority of the local funding would be received from revenue sources and court recovery fees, primarily court fines that have been trending upwards.

Mr. Owen thanked staff who worked on this amendment. He noted the General Assembly also passed a mandate stating if any police department in the Commonwealth has body worn cameras that the Commonwealth Attorney's office is due at least one new prosecutor fully funded by the locality unless other arrangements are made. Mr. Owen stated a public hearing would not be required since this is less than 1% of the approved budget.

This will be Item I on the Regular meeting agenda.

7. Closed Meeting for Consultation and Discussion with Legal Counsel for Necessary Legal Advice Regarding (a) the Role of the City Attorney as to One or More City Agencies or Authorities, (b) Specific Land Use Matter; (c) Procedural and Substantive Contractual-Related Aspects for the Position of City Manager; and (d) Discussion and Consideration Regarding the Appointment and Employment for the Position of City Manager

Ms. Oakes moved that Council enter a closed meeting for the following purposes:

1. Consultation and discussion with legal counsel for necessary legal advice regarding the role of the city attorney as to one or more city agencies or authorities, pursuant to Virginia Code Section 2.2-3711(A)(8);
2. Consultation and discussion with legal counsel for necessary legal advice regarding a specific land use matter, pursuant to Virginia Code Section 2.2-3711(A)(8);

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3. Consultation and discussion with legal counsel for necessary legal advice regarding procedural and substantive contractual-related aspects for the position of city manager, pursuant to Virginia Code Section 2.2-3711(A)(8); and
4. Discussion and consideration regarding the appointment and employment for the position of city manager, pursuant to Virginia Code Section 2.2-3711(A)(1).

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

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

Ms. Oakes 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. Curren and carried unanimously as follows:

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

The work session adjourned at 7:17 p.m.

_____

Suzanne F. Simmons
Clerk of Council

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REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, June 13, 2019
7:30 p.m.
Council Chambers

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

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 stated several Council members attended the Community Foundation Grant awards. She stated she had the honor of singing for the first time at Praise in the Park. Mayor Dull and Ms. Oakes attended the annual United Way meeting and awards. She attended the SDDA "Celebration of Lights" meeting.

Mayor Dull reminded everyone of Flag Day on June 14, 2019. She noted the Valley Amateur Radio Club and the Massanutten Amateur Area Club are having a National Field Day event on June 22-23, 2019. Mayor Dull congratulated Ryzing Technologies on receiving a grant for robotic technology.

Mayor Dull and Council members presented Steve Owen, City Manager, with gifts and acknowledged his retirement and years of service to the City.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Mead read from a recent article in the Washington Post regarding Staunton native, Dr. Francis Collins, Director of NIH. She noted she attempted to attend a meeting in Roanoke with members of the Staunton, Augusta, Waynesboro Walk / Bike Summit, but had to cancel due to a traffic accident. Ms. Mead welcomed the Lead Virginia group to Staunton for a two-day meeting. She noted she'd recently visited an Augusta County hemp farm.

Vice Mayor Kier moved to make the following appointments:

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Blue Ridge Community College Board – To reappoint Dave Metz to an additional four-year term beginning July 1, 2019 and expiring June 30, 2023.

CAPSAW – To reappoint Andrea Oakes and Janet Ewing to additional two-year terms beginning July 1, 2019 and expiring June 30, 2021.

Historic Preservation Commission – To reappoint Alexander Avery and Deneen Brannock to additional three-year terms beginning July 1, 2019 and expiring June 30, 2022.

Recreational Advisory Commission – To reappoint Geraldine Hamilton to an additional three-year term beginning July 1, 2019 and expiring on June 30, 2022.

Shenandoah Valley Partnership – To reappoint Billy Vaughn to an additional two-year term beginning July 1, 2019 and expiring June 30, 2021.

Valley Community Services Board – To reappoint Cynthia Burnett and Linda Czyzyk to additional three-year terms beginning July 1, 2019 and expiring June 30, 2022.

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

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

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of May 9, 2019.

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

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

Ms. Oakes moved to approve the work session and regular meeting minutes of May 23, 2019.

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

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

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Ms. Oakes moved to approve the special called meeting minutes of May 29, 2019, Part (I) and Part (II)

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

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

REGULAR MEETING

A. Public Hearing and Consideration of a Request by 212 Sunset Avenue LLC, to Vacate and Abandon and Alley Lying Behind Lots 1 through 8 of the J.H. Earman and S.N. Bagby Lots, known as 331 Churchville Avenue, 19 Arlington Street, 23 Arlington Street, 31 Arlington Street, and 35 Arlington Street, Staunton, Virginia

Rodney Rhodes, Senior Planner, stated this is a request by 212 Sunset Avenue LLC, to vacate an alley that runs parallel to Arlington Street from Donaghe Street and intersects with an undeveloped portion of Frazier Street. This alley was originally platted in Augusta County in 1876. In 1888, the owners of lots 1 through 8 surrendered their rights to the street/alley and agreed that the northern boundary line of the street/alley was to be held, treated, and regarded as the northern boundary line of lots 1 through 8. The property was then annexed into the City in 1905. In the course of its research, staff has not located any ordinance or found any indication that the Augusta County Board of Supervisors or Staunton City Council has ever taken action to vacate the alley.

Mr. Rhodes stated the original application in April, 2019 was to vacate the alley between lots 7 and 8. At that time, and based on the recommendation of staff, Planning Commission asked the applicant to revise the application to include the entire alley and voted 5-0 to table the request to allow the applicant time to amend the application. 212 Sunset Avenue LLC, made the requested revisions to the application which was re-advertised for public hearing.

Mr. Rhodes stated at its meeting on May 16, 2019, the Planning Commission held a public hearing on the matter. No one spoke in opposition to the request. On a 4-0 vote, the Commission voted to recommend approval of the alley vacation, concurring with staff's recommendation.

The Public Hearing was opened.

Boyce Brannock, representative for the applicant, stated there has been no opposition to their request and there are no utilities through the alley.

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

Dr. Harrington moved that Council adopt the proposed ordinance and approve the vacation of an alley lying behind lots 1 through 8 of the J.H. Earman and S.N. Bagby lots, as recommended by the Planning Commission.

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

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

Ordinance No. 2019-26

AN ORDINANCE VACATING AND ABANDONING ALL OF THAT 16.5 FOOT ALLEY PLATTED WITH LOTS 1 THROUGH 8 OF THE J.H. EARMAN AND S.N. BAGBY LOTS EXTENDING FROM AN UNDEVELOPED PORTION OF FRAISER STREET TO CHURCHVILL AVENUE

Recitals

A. An application for alley vacation has been filed by 212 Sunset Avenue LLC pursuant to §15.2-2272 of the Code of Virginia, 1950, as amended, to have all of that certain alley as hereinafter described, vacated and abandoned by the City of Staunton, Virginia;

B. A plat showing the aforesaid alley to be vacated and abandoned is attached hereto as Exhibit A;

C. The requirements of said section have been met along with those of §15.2-2204 of the Code of Virginia, 1950, as amended, and the Planning Commission of the City of Staunton, Virginia has recommended vacating said alley;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton**,** Virginia, that the following alley, to wit: all that certain public alleyway extending from Frazier Street westward to and terminating at its intersection with Churchville Avenue across the lands of 212 Sunset Avenue LLC, Mary E. Tate, Harry M. Kimbo *et al*, Otis Michael Johnson and Parkway Christian Church, being a portion of the J. H. Earman and S. N. Bagby Lots more particularly described as follows:

All that certain area lying in the City of Staunton, Virginia containing 9,740 square feet, as more particularly designated and described on a plat entitled, "Sketch Showing a 16.5' Alley to be Vacated J. H. Earman and S. N. Bagby Lots (Subdivision) Staunton, VA" dated April 23, 2019, made by Thomas W. Dorr, Land Survey with EGS & Associates, Inc.be and it hereby is

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VACATED, CLOSED and ABANDONED with reservation to the City of Staunton of any existing utility lines located in the alley, with ownership of the area of the vacated alley determined in accordance with applicable law.

Introduced: June 13, 2019
Adopted: June 13, 2019
Effective Date: June 13, 2019

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

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

B. Public Hearing and Consideration of a Request by Mary Baldwin University, for a Special Use Permit Under the Provisions of SCC 18.90.030, Uses Permitted on Review, of the HE-1, Higher Education District, of Title 18 Zoning, of the Staunton City Code

Mr. Rhodes stated Mary Baldwin University is requesting Special Use Permits to use two dwellings that it owns at 245 Sycamore Street and 249 Sycamore Street for student housing. The University purchased 245 Sycamore Street in 1988, and 249 Sycamore Street in 1987. Mr. Rhodes stated approval from the City was given in 1989 to operate the properties as boarding houses which the University continued to do so until the early 2000's.

Mr. Rhodes stated both properties were rezoned in 2002, to HE-1, Higher Education District, in a City-initiated rezoning of all properties owned by Mary Baldwin University. Since that time, it appears that the properties have continued to be used as single-family dwellings. In April, Mary Baldwin University officials approached the City about the possibility of obtaining building permits to change the use of the properties, which has prompted the Special Use Permit application.

Mr. Rhodes stated the properties are located at the end of Sycamore Street adjacent to the Mary Baldwin University campus. Zoning to the north, south, and west is HE-1, Higher Education District, with R-4, High Density Residential District, to the east. The table below shows the size, number of bedrooms, and proposed occupancy for each dwelling.

Address	**Living Area** (according to the City real estate records)	**# of Bedrooms** (according to the applicant)	**Proposed Occupancy**
245 Sycamore St	1,728 square feet	4 bedrooms	6 persons (2 singles and 2 doubles)
249 Sycamore St	1,448 square feet	5 bedrooms	7 (3 singles and 2 doubles)

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Mr. Rhodes stated staff conducted a review of the requests, and the following concerns were noted:

1. Conversion of the properties to student housing is a change of use under the Uniform Statewide Building Code from R-5 to R-2, and a building permit is required. Building Code requirements include:

   A fire sprinkler system
   A fire alarm system
   Smoke alarms

2. The Fire and Rescue Department has expressed concerns with fire truck access to both properties because of the narrow conditions that exist on Sycamore Street.

Mr. Rhodes stated staff proposed a series of conditions that would help to lessen conflicts and promote compatibility with the single-family residential uses to the east:

1. The number of students permitted to be housed at 245 Sycamore Street shall not exceed six.
2. The number of students permitted to be housed at 249 Sycamore Street shall not exceed seven.
3. All residents of the properties shall have Mary Baldwin University parking permits and should be required by the University to park on campus.
4. Pedestrian access points should be encouraged from campus rather than Sycamore Street. A sealed surface walkway must be installed connecting 245 Sycamore to campus such as the ones already installed for 249 Sycamore.
5. The applicant must obtain all necessary building permits and comply with the Virginia Uniform Statewide Building Code for the change of use.
6. Failure to comply with any of these conditions will result in immediate revocation of the Special Use Permit.

At its meeting of May 16, 2019, the Planning Commission held a public hearing on the matter. Five people spoke in opposition to the request, stating concerns with increased occupancy, traffic volume and speed, littering on the street and noise. On 4-0 votes, the Commission voted unanimously to recommend approval of the Special Use Permits, with the conditions recommended by staff and an additional condition limiting the SUP for one school year. Mr. Rhodes stated the SUP would expire on May 31, 2020.

Mr. Rhodes stated proposed changes to condition 3 now would read "All residents of the properties shall have a Mary Baldwin University parking permit and must be required by the University to park on campus". He noted this parking restriction shall be monitored and enforced by Mary Baldwin University. Mr. Rhodes stated he'd been speaking with representatives from the University and they are agreeable to all of the conditions recommended by staff, by the Planning Commission granting the SUP for one school year, and also for the proposed clarification in condition 3.

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Mr. Rhodes stated these are for two separate applications, but only one public hearing could be conducted; however, there would need to be two separate motions.

Mayor Dull stated only one public hearing would be conducted.

The Public Hearing was opened.

Dr. Ernest Jeffries, Vice President of Student Engagement at Mary Baldwin University, stated there has been a change to a total of 12 students to be housed at 245 and 249 Sycamore Street. He stated the University feels this is a reasonable request and would have minimal impact for nearby residents. Dr. Jeffries stated the University has conducted meetings with residents to address their concerns such as installing a speed bump, improving signage, adding lighting and trash receptacles, trimming overgrowth, and reaching out to the City for increased traffic and parking control along the street. He noted a sidewalk will be built to connect the Sycamore Street houses to an adjacent on-campus parking lot.

Josh Kerton, 243 Sycamore Street, stated he was speaking on behalf of Sycamore Street residents. He noted they were opposed to the Special Use Permit and highlighted their more pressing concerns. He acknowledged the University has only recently taken steps to address their concerns such as safety, traffic, litter, and other issues. However, residents are concerned these problems will only increase in quantity and severity as well as impact the quality of life for the residents. Mr. Kerton stated the residents are asking City Council to deny the Special Use Permit.

Alexandra Pitts and Betsy Eisner, residents of Sycamore Street, stated she wanted to correct Dr. Jeffries' statement and that there are only 8 houses on Sycamore Street, 4 of which are owned by Mary Baldwin University. She also noted the statement from Mr. Rhodes stating City Council approved boarding houses on Sycamore Street 20 years ago was not true and that it had been turned down. Ms. Pitts stated the University had only made changes after residents contacted them. She stated residents had sent a zoning question regarding 245 Sycamore Street to Mr. Rhodes. She noted residents do not agree with Mr. Rhodes response and they plan to appeal his response.

Mayor Dull asked the Sycamore Street residents if they had received answers to their unanswered questions that City staff had coordinated with Mary Baldwin University. Mr. Owen stated, as far as he knew, Mr. Rhodes sent that to residents for whom he had email addresses.

Linda Hill, 235 Sycamore Street, stated she has lived there for 24 years and during that time the University has not maintained the four houses they own. She noted the only repair has been replace the roof on the 237 Sycamore Street dwelling. She stated she felt the University is not a good neighbor.

Dr. Curren stated he was interested in the question on how responsive the University had been to the residents over the two-decade period. He asked for more examples of encounters residents had of inquiries made and how the University responded to those.

Ms. Pitts stated she's had dealings with the University regarding traffic, parking, a hit and run on her vehicle and noted nothing was done. She stated residents have asked the University to trim

trees and to ask students not to walk in the middle of the street. She noted students have told her they believe Sycamore Street is part of the campus. She stated the University has never applied for a Certificate of Appropriateness from the Historic Preservation Commission. She notes they pick up trash almost daily. Ms. Pitts referred to a traffic study done in October, 2018 and during a 5-day period there were 2,128 cars on Sycamore Street. She's asking if the speed limited can be lowered. She stated she's received help from the City, not the University.

Ms. Eisner stated the University has taken a "Band-Aid" approach to fix problems.

Ms. Pitts stated residents had asked if there were going to be Room Advisors living in the houses. She questioned who residents can contact when issues arise. She also questioned safety issues in the houses and being up to code.

Dr. Curren asked for clarification on whether the University made plans to put these students in the houses before applying for the Special Use Permit.

Ms. Pitts stated the University did and that her husband had written a letter to the University informing them they had to apply for the Special Use Permit, which they did several weeks later.

Dr. Curren asked Ms. Pitts if the University notified them on their own. Ms. Pitts stated they were not notified by the University and found out from a student. She noted the University sent a letter to meet the students even though the Special Use Permit had not been approved.

Dr. Harrington asked Dr. Jeffries if he had any response to the resident's concerns based on what he'd learned in the last month or so or anything that would allay any of those concerns.

Dr. Jeffries noted that while he was new to the job, the University is moving things in a different direction now. He stated the University didn't respond to resident's concerns at first because the University had not solidified their plans. Dr. Jeffries stated the housing assignment process was still in progress. He noted the University would be very serious on making sure that this proposal works for everybody and gave examples of what is being planned.

Dr. Harrington asked Dr. Jeffries about the comments made regarding the conditions of the houses. Dr. Jeffries referred this to Keith Callihan, Associate Vice President of Facilities.

Mr. Callihan stated the University has been speaking with building officials and have agreed to the conditions recommended by staff. He noted all issues would be addressed before students are placed in the houses including fire sprinklers and sidewalks.

Mayor Dull asked Mr. Callihan if the University is required to go through the Historic Preservation Commission in order to perform exterior work on the houses.

Mr. Callihan stated there was a consideration there, but it depended on how much the houses would be changed and he would contact City staff regarding that.

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Mr. Holmes stated the University had followed historic guidelines when making repairs previously on the Alumni house.

Liesel Crosier, Associate Vice President for External Affairs, stated in the course of applying for the Special Use Permit and engaging with the residents, it has been established that she would be the contact person for Sycamore Street residents. She noted they have shared concerns and would address the issues going forward both with students and staff.

Ms. Hill stated there were two previous attempts by the University to turn houses on Sycamore Street into dorms and they were both rejected by City Council. She noted this occurred before 1995. She noted she felt nothing has changed since that time and that the residents should be respected by the City. Ms. Hill voiced concern with parking for residents and lack of upkeep of the two houses over the past years.

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

Dr. Harrington moved that Council approve the Special Use Permit for 245 Sycamore Street, as recommended by the Planning Commission, with the following conditions:

1. The number of students permitted to be housed at 245 Sycamore Street shall not exceed six.
2. All residents of the property shall have a Mary Baldwin University parking permit and must be required by the University to park on campus. This parking restriction shall be monitored and enforced by Mary Baldwin University.
3. Pedestrian access points should be encouraged from campus rather than Sycamore Street. A sealed surface walkway must be installed connecting 245 Sycamore to campus such as the ones already installed for 249 Sycamore.
4. The applicant must obtain all necessary building permits and comply with the Virginia Uniform Statewide Building Code for the change of use.
5. Failure to comply with any of these conditions will result in immediate revocation of the Special Use Permit.
6. The Special Use Permit shall expire on May 31, 2020.

The motion was seconded by Mr. Holmes.

Dr. Curren stated he was concerned that the University may not have been the best neighbor to the residents over the last two decades or more. He noted that perhaps the maintenance on the two properties was not what it should have been and perhaps the University was not as responsive to the concerns of the neighbors; however, he stated he did support the growth of the University and is an important institution to the city. Dr. Curren stated he would support the 12-month Special Use Permit with the above conditions that he felt were very reasonable. He stated that he was only supporting the measure with the understanding that the residents keep the City informed of how things proceed. He noted he would be interested to see if there appears to be some improvement in the relationship between the residents and the University.

Ms. Oakes stated it is about mutual respect and noted she would like to see the two parties to be able to live in harmony. She noted this is a different Mary Baldwin University today than from

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twenty years ago. Ms. Oakes stated the one-year permit is a compromise and hoped that both parties could agree to. She noted she felt the University had their eyes opened up on this issue and was her belief that the University would be very conscientious of being a good neighbor to the citizens that reside on Sycamore Street. Ms. Oakes stated any concerns would be directed to Ms. Crosier as well as City Council. She asked residents to contact the University with any concerns as well as inform Council. Ms. Oakes stated at the end of the 12 months, Council may take a different viewpoint on the issue.

Dr. Harrington stated he was employed at Mary Baldwin University for 34 years and had a lot of respect for that institution. He stated he had confidence that the University can face and handle challenges such as they had over the years. Dr. Harrington stated he would vote in support of the measure.

Ms. Mead stated she'd asked for information regarding police calls to Sycamore Street over the last 5 years. She noted the average calls were 20 per year. Ms. Mead stated this environment is expensive to the City's Police Department, is an environment that is not conducive to good neighboring and felt this should be considered. She noted the University purchased residences on Sycamore Street in 1987, 1988, 1989, and 1990 and they had property rights as well. Ms. Mead stated she would support what had been proposed as a compromise.

Mayor Dull stated she saw the University having a good problem of seeing increased enrollment rates and with that history the University might be looking into building a dorm. She stated she felt this issue would be temporary to begin with. She stated she felt it was fair for residents who to contact at the University when there are problems and what to do on the City's side and that ordinances that apply to that street needed to be enforced. She asked that Council be invited to the social meeting set up between the University and the Sycamore Street residents.

The motion carried as follows:

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

C. Public Hearing and Consideration of a Request by Mary Baldwin University, for a Special Use Permit Under the Provisions of SCC 18.90.030, Uses Permitted on Review, of the HE-1, Higher Education District, of Title 18 Zoning, of the Staunton City Code

Dr. Harrington moved that Council approve the Special Use Permit for 249 Sycamore Street, as recommended by the Planning Commission, with the following conditions:

1. The number of students permitted to be housed at 249 Sycamore Street shall not exceed seven.

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2. All residents of the property shall have a Mary Baldwin University parking permit and must be required by the University to park on campus. This parking restriction shall be monitored and enforced by Mary Baldwin University.
3. The applicant must obtain all necessary building permits and comply with the Virginia Uniform Statewide Building Code for the change of use.
4. Failure to comply with any of these conditions will result in immediate revocation of the Special Use Permit.
5. The Special Use Permit shall expire on May 31, 2020.

The motion was seconded by Dr. Curren.

Ms. Mead stated she understood this residence would have at most six residents.

Dr. Harrington stated the University was allowed no more than seven residents.

The motion carried as follows:

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

D. Public Hearing and Consideration of a Request by TowerCo, for a Special Use Permit Under the Provisions of SCC 18.185, Telecommunications Facilities, of Title 18 Zoning, of the Staunton City Code

Mr. Rhodes stated TowerCo, on behalf of Shentel Wireless, is requesting a Special Use Permit to construct a new telecommunications tower and equipment compound at 2330 Morris Mill Road. The property is split zoned I-1, Light Industrial District, and I-2, Heavy Industrial District. He noted a Special Use Permit is required for the construction of new telecommunications towers in all zoning districts.

Mr. Rhodes stated the Staunton Zoning Code is rather specific as far as requirements for an application for a telecommunications tower and is regulated through Chapter 18.185 of the Zoning Code and referred to the staff briefing.

Mr. Rhodes stated the proposed monopole tower is 188 feet tall (including antennas) and will include a 50' x 50' fenced compound area for equipment. The facility will be approximately 322 feet from the nearest point of Morris Mill Road and 432 feet from the nearest residential structure. During its review, staff found the information provided to be complete and in general conformance with the requirements of Chapter 18.185. Mr. Rhodes stated the proposal is consistent with the Zoning Code goal of encouraging the placement of telecommunication facilities in nonresidential areas and in areas where the adverse impacts on the City are minimal.

Mr. Rhodes stated the Planning Commission conducted a public hearing at its meeting on May 16, 2019. One individual spoke in opposition to the request, stating he owned a tower nearby and questioned why Shentel had not collocated on his tower. Earlier in the Shentel representative's

presentation, the representative had addressed the issue, stating that the nearby tower lacked the structural capacity to hold the new equipment and was too close to Shentel's existing facility on the Beverley Manor Middle School property in Augusta County. Mr. Rhodes stated on a 4-0 vote, the Commission voted to recommend approval of the request, concurring with staff's recommendation.

The Public Hearing was opened.

Lori Schweller, representative for TowerCo, gave a PowerPoint presentation to Council members. She stated the proposed tower would provide increased additional capacity for overloaded sites due to increased consumer demand.

Ms. Mead asked for clarification regarding the maximum amount of antennas to be collocated on the tower. Ms. Schweller stated the minimum amount shown was due to the Zoning ordinance requirement. She noted a structure analysis would be done, and that provider's equipment is considered in a case by case evaluation.

Baldwin Jennings, 332 Sharon Lane, stated he supported the tower, but asked Council to have the towers removed when future technology makes them obsolete and no longer in use.

Mayor Dull stated there is language in the Special Use Permit for removal of the obsolete tower.

Ms. Schweller stated the City's Zoning ordinance provides if a site is not used for a certain period of time it must be removed and all of the leases for towers have the same type of removal requirement.

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

Ms. Mead moved that Council approve the Special Use Permit to locate a new telecommunications tower at 2330 Morris Mill Road, as recommended by the Planning Commission.

The motion was seconded by Mr. Holmes.

Vice Mayor Kier stated approximately 10 years ago in Nelson County there was a lot of contention about a telecommunications tower proposal.

The motion carried as follows:

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

E. Public Hearing of a Request by the City of Staunton, Pursuant to Virginia Code

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§ 15.2-2223 and Virginia Code § 15.2-2230, to Complete its Mandatory Update and Review of the Comprehensive Plan by Adopting the City of Staunton, Virginia, Comprehensive Plan 2018 – 2040

Mr. Rhodes stated tonight's public hearing had been duly advertised in accordance with State code and that the draft Comprehensive Plan had been posted on the City's website in accordance with State code.

Mr. Rhodes stated in February of 2012, City Council adopted the City's current *Comprehensive Plan 2010 -2030*. In 2016, the City of Staunton began the process of updating its Comprehensive Plan. The Code of Virginia requires that the Plan:

- be general in nature;
- serve as a guide to development;
- survey both the locality's assets and challenges;
- prepare the community for future changes in population size, employment base, environmental quality, and the demand for public services and utilities;
- identify citizen concerns, needs, and aspirations;
- establish clear goals for the future; and
- outline strategies or recommendations for accomplishing future goals.

City staff and the Central Shenandoah Planning District Commission (CSPDC) staff worked with a Citizen's Advisory Committee for approximately 20 months on an update of the City's Comprehensive Plan. The purpose of the Committee was to guide the development of the update on a section-by-section basis and solicit input from citizens. The committee met monthly and held a public input open house.

Rebecca Joyce and Tracy Hibbitts, CSPDC staff members, provided an overview of the notable changes in the draft Comprehensive Plan

A draft Plan was introduced to the Planning Commission at its regular meeting on June 21, 2018. During the past year, the Planning Commission reviewed key aspects of the Plan, most notably the Future Land Use Map and the Goals and Objectives Chapter. During this review, the Commission conducted field trips and held four public work sessions. The changes noted during this review have been incorporated into the draft Plan.

At its May 16 meeting, the Planning Commission held a public hearing on the draft Comprehensive Plan. One person spoke in favor of adoption, and no one spoke in opposition. On a 4-0 vote, the Commission voted to recommend approval of the draft Plan, concurring with staff's recommendation.

The Public Hearing was opened.

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

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Mayor Dull asked Council members to review the motion. She stated with no public input, and with no objection from Mr. Rhodes, Council would be in a position otherwise to entertain a motion to approve or deny.

Mr. Rhodes stated that was certainly up to City Council and noted the information was only received a week ago.

Dr. Harrington asked Mr. Rhodes for clarification regarding the motion. Mr. Rhodes stated this would be to adopt the new Comprehensive Plan.

Doug Guynn, City Attorney, stated his recommendation would be for Council to review this and address it at Council's meeting on July 11, 2019. He noted this would allow for public input.

Ms. Oakes moved that Council table the draft *City of Staunton, Virginia Comprehensive Plan 2018 -2040* until all public comments and Council questions can be addressed at a future work session.

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

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

F. Consideration of the Citizen Participation Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development as a HUD Entitlement Community

Billy Vaughn, Director of Economic Development, stated that on February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it has been designated as a new entitlement community starting with the federal fiscal year 2019. Under this program designation, the City will receive annual allocations from HUD. In a letter dated April 15, the City was notified that Congress appropriated $354,433 for its FY 2019 allocation.

Mr. Vaughn stated there are still a number of steps required and he is proposing that Council approve the Citizen Participation Plan. He noted this document outlines policies and procedures to maximize citizen involvement in the creation of a 5-Year Consolidation Plan and the 2019 Annual Action Plan which is due to HUD in August, 2019.

Mr. Vaughn stated details were given earlier at the work session meeting by Bill Wasielewski, Principal-in-Charge and Project Manager for Mullin & Lonergan Associates (M&L).

Dr. Harrington moved to adopt the Citizen Participation Plan, as presented.

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

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

G. Consideration of Staunton City Council Vision and 3-Year Priorities

Steve Owen, City Manager, stated on November 1 and 2, 2018, and April 22, 2019, City Council conducted a retreat, facilitated by A. Tyler St. Clair. During the retreat, Council reviewed and updated its vision statement and adopted new three-year priorities. He noted with only one new Council member there weren't many changes made to the vision statement. Mr. Owen stated one change involved the length of time that the vision incorporates from 2019-2030 to 2019-2040. He stated Council updated the three-year work plan that staff works from and provides a significant blueprint for staff and Council. Mr. Owen stated he was recommending that Council approve the vision statement.

Ms. Mead moved that City Council adopt the City Council Vision for 2030 and related 3-Year Priorities.

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

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

H. Consideration of an Ordinance to Amend the FY2019 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number Three

Phillip Trayer, Chief Financial Officer, stated the third budget amendment for fiscal year 2019 had been prepared for Council's review and discussion. The total budget amendment equals $274,448. At Council's regular meeting on May 23, 2019, Council introduced the ordinance. No public hearing is required or advertised because the amendment is less than one percent of the total adopted FY2019 budget.

School Budget Amendment—$274,448

The Education Fund amendment, totaling $224,448, appropriates $179,448 for additional state grant funds for math instructional programs at Shelburne Middle School, and $45,000 for general revenues for E-Rate reimbursement revenues to purchase computer supplies.

The Cafeteria Fund amendment appropriates $50,000 from the Chef Anne Foundation Grant to purchase a new point of sale system and food supplies for cafeteria operations.

Dr. Curren moved to adopt an ordinance amending the fiscal year 2019 budget by adding Budget Amendment Number Three, totaling $274,448.

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

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

(SEE ATTACHMENT 1)

I. Introduction of an Ordinance to Amend the FY2020 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One

Mr. Trayer stated the first budget amendment for fiscal year 2020 had been prepared for Council's review and discussion. The total budget amendment equals $224,500. The introduction is scheduled for tonight's meeting. Consideration of the ordinance is scheduled for July 11, 2019. No public hearing is required or advertised because the amendment is less than one percent of the total adopted FY2020 budget.

City Budget Amendment—$224,500

The General Fund amendment, totaling $224,500, appropriates $224,500 for additional state and recovered funds for additional positions within the Commonwealth Attorney's Office (two positions) and the Circuit Court Clerk's Office (one position). In addition, certification increases funded by the Compensation Board have been awarded to staff within the Clerk's Office, the Commissioner of the Revenue's Office, and the Treasurer's Office.

Ms. Oakes moved to introduce an ordinance amending the fiscal year 2020 budget by adding Budget Amendment Number One, totaling $224,500.

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

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

J. City Council to Consider Appointment and Employment of New City Manager

Mayor Dull stated under Staunton City Code Section 2.20.010, Council shall appoint a City Manager whenever there is a vacancy. With the impending retirement of Mr. Owen and consequently an upcoming vacancy, the City has undertaken a several month's long process to recruit a new City Manager to begin service in 2019 at such time and upon such terms as may be mutually agreed. After review of applicants, interviews, and further review and discussions in closed meetings, an informed consensus emerged on the choice. Council

discussed the matter even further during the earlier closed meeting following tonight's work session meeting.

Mayor Dull stated a background check, including references, had been conducted and was satisfactory. The Mayor and Vice Mayor, on behalf of Council, have been involved in an informal process to negotiate the terms of an employment contract. Council members were briefed further on the contract draft during tonight's closed meeting with concurrence now on the contract terms, Council desires to take a vote on the appointment of the new City Manager.

Vice Mayor Kier moved that City Council hereby appoint and employ Steven Rosenberg as the new City Manager of the City of Staunton, for an indefinite term to begin July 1, 2019 and that the Mayor be authorized to execute the Appointment-Employment Agreement, as reviewed and discussed in closed meetings, with such modifications and in final form as approved by the City Attorney.

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

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

Matters from the City Manager

Mr. Rosenberg thanked Council for the trust and confidence that they had placed in him.

Mayor Dull thanked Nancy Bowman for her help during the interview process.

Mr. Owen stated recognized and thanked City Council and staff for his years as City Manager.

Matters from the Public

Alexandra Pitts, 239 Sycamore Street, and Nancy Eisner, 231 Sycamore Street, stated they were requesting the City lower the speed limit on Sycamore Street to 15 mph. due to safety and traffic concerns.

Police Chief Williams thanked Mr. Owen for his service on behalf of the Staunton Police Department. He also congratulated Mr. Rosenberg.

Baldwin Jennings, 332 Sharon Lane, thanked Council for their support in appointing Mr. Rosenberg as the new City Manager. He thanked Mr. Owen for his support over the years.

There was no one else wishing to speak.

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Adjournment

There being no further business to come before Council, the meeting adjourned at 9:50 p.m.

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Suzanne F. Simmons
Clerk of Council

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Ordinance No. 2019-27

AN ORDINANCE TO AMEND

THE FY 2019 BUDGET ORDINANCE

FOR THE CITY OF STAUNTON

BY ADDING BUDGET AMENDMENT NUMBER THREE

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

EDUCATION FUND		
Anticipated Revenue		
General Revenue	$	45,000
Capital Grants and Contributions		179,448
Total Revenue	$	224,448
Appropriations		
Operations	$	224,448
Total Appropriations	$	224,448

CAFETERIA FUND		
Anticipated Revenue		
Capital Grants and Contributions	$	50,000
Total Revenue	$	50,000
Appropriations		
Operations	$	50,000
Total Appropriations	$	50,000

GRAND TOTAL BUDGET AMENDMENT NO 3	**$**	**274,448**

INTRODUCED: May 23, 2019

Approved this 13th day of June 2019

Effective Date: June 13, 2019

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

CERTIFIED: Carolyn W. Dull
Carolyn W. Dull
Mayor of Council

City Council
WORK SESSION
July 11, 2019
6:15 p.m.

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

Council Members Absent: Mayor Dull and Council Member Harrington.

The Vice Mayor called the meeting to order at 6:15 p.m. and the invocation/moment of silence was given by Ms. Oakes.

1. Consideration of Work Session and Regular Meeting Agendas

Steve Rosenberg, City Manager, noted both agendas for the meeting had been revised.

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

Dr. Curren moved to approve the Work Session agenda as revised and the revised Regular Meeting agenda as presented with no additions or changes.

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

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

2. Presentation on 2020 Decennial Census

Roseanne Vrugtman, a partnership specialist with the U.S. Census Bureau, gave a presentation to brief Council on the 2020 Decennial Census. The presentation included facts about the upcoming census and important changes for 2020, as well as potential challenges to and opportunities for the City related to the census. She stressed the importance of citizens participation and its benefits to the area regarding federal funding. Ms. Vrugtman noted the census will now include online or phone options for citizens to submit their responses.

Dr. Curren voiced concerns over electronic forms being submitted. Ms. Vrugtman stated the data is immediately encrypted and aggregated.

3. Discussion of Proposed Comprehensive Plan 2018 - 2040

Rodney Rhodes, Senior Planner, stated at the June 13, 2019 Council meeting, City staff, along with staff of the CSPDC, provided an overview of the notable changes in the draft Comprehensive Plan during City Council's work session on June 13, 2019. During the subsequent regular meeting, Council conducted a properly noticed public hearing on the draft Plan. No one spoke in opposition to the draft Plan. After the public hearing, Council tabled the matter until all public comments and Council questions could be addressed at a future work session. To date, staff has not received any

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questions.

The matter is on Council's work session agenda for July 11, 2019, for final discussion, and regular meeting agenda for the same date, for consideration of the resolution required for adoption of the Plan.

This will be Item C on the Regular meeting agenda.

4. Discussion of a Resolution Cancelling July 25, 2019 City Council Meeting

Steve Rosenberg, City Manager, stated, as discussed previously, there is a proposed resolution on the regular meeting agenda to cancel the July 25, 2019 meeting. He noted this is consistent with past practice. Department heads have indicated that they will have no matters requiring City Council action at the July 25 meeting. Accordingly, it is recommended that Council consider cancellation of its regular meeting on that date. State law requires the adoption of a resolution to cancel the meeting

This will be Item D on the Regular meeting agenda.

5. Discussion of an Ordinance Authorizing a Joint Consortium Entity of the Workforce Development Area Consortium to Grant All Powers Necessary and Proper for the Performance of Duties Under the Workforce Innovation and Opportunity Act

Mr. Rosenberg stated the Shenandoah Valley Workforce Development Board (SVWDB) has requested that the City, along with other localities, execute an updated consortium agreement, related to the functions performed by SVWDB under the federal Workforce Innovation and Opportunity Act of 2014 and related state law. From the SVWDB's website, the board is described as follows:

> The Shenandoah Valley Workforce Development Board (SVWDB) was established in 2000 to provide oversight and administration of the Workforce Innovation and Opportunity Act (WIOA) in the Shenandoah Valley. The Workforce Innovation and Opportunity Act guides the delivery of workforce development programs for adults, dislocated workers and youth throughout the United States, with the intent of establishing and maintaining an effective network of resources for businesses, workers and career seekers.
>
> Our regional board, one of 15 workforce boards throughout Virginia, serves the cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester, and the counties of Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren.

Mr. Rosenberg stated the proposed consortium agreement authorizes the mayor, together with the chief elected officials of the 15 other localities, to perform certain duties in connection with regional Workforce Development efforts undertaken by the board. He noted the duties are set forth in a series of federal laws that govern Workforce Development efforts and funding. Mr. Rosenberg stated the consortium agreement has been reviewed by the City's Attorney. He noted

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the approval by Council must be in the form of the adoption of an ordinance, but no public hearing is necessary.

Mr. Rosenberg stated Joan Hollen, Data and Communications Specialist for the SVWDB, was present to answer questions.

This will be Item E on the Regular meeting agenda.

6. Discussion of Draft Five-Year (FY2019-FY2023) Consolidated Plan Relating to the Administration of the Community Planning & Development Programs of the U.S. Department of Housing and Urban Development for the City of Staunton as a HUD Entitlement Community

Billy Vaughn, Director of Economic Development, stated on February 26, 2019, the City received official confirmation from the U.S. Department of Housing and Urban Development (HUD) that it has been designated as a new entitlement community starting with the federal fiscal year 2019. Under this program designation, the City will receive annual allocations from HUD. In a letter dated April 15, the City was notified that Congress appropriated $354,433 for its FY 2019 allocation.

Mr. Vaughn stated staff is working through a thirty-day review period of the draft plan and that the consultant is working on that. He noted without the review, Council could not take action at their meeting on August 8, 2019 and there is potential to losing the funding for the first year.

Mr. Vaughn stated in an effort to obtain input from various entities, a series of stakeholder meetings was held on June 4 and 5, 2019, in the Council Caucus Room. The following organizations, as well as numerous City departments, were invited to the meetings:

- Blue Ridge CASA
- Community Action Partnership of Staunton-Augusta-Waynesboro
- Community Foundation of Central Blue Ridge
- Community Housing Partners
- Greater Augusta Wellness Partnership
- Renewing Homes of Greater Augusta
- Staunton Augusta Waynesboro Habitat for Humanity
- Staunton Redevelopment and Housing Authority
- United Way of Greater Augusta
- Valley Community Services Board - Permanent Supportive Housing
- Valley Mission
- Valley Program for Aging Services
- Valley Supportive Housing

Mr. Vaughn stated the organizations, in order to meet guidelines, would need to complete programs or projects in one year's time. He explained to Council how funds would be distributed. Mr. Vaughn noted rehab work performed would only be done in the city of Staunton and only for low to moderate-income persons.

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Mr. Vaughn clarified to Ms. Mead on how HUD funds being used could move up projects. He noted 15% of the total funding is used for public services and 20% of the funding is for administration.

Vice Mayor Kier asked if there are repercussions if a project is not completed in a year's time. Mr. Vaughn stated organizations would not receive funds until the project is completed. Therefore, the City needs to target projects that can be completed in one year's time.

Mr. Vaughn stated the 30-day requirement will be met on August 1, 2019. He noted any comments or suggestions received would be placed in the citizen's participation portion of the document.

Mr. Holmes asked if it was possible to carry over unused funds to the next year. Mr. Vaughn stated a certain percentage was possible to roll over.

Ms. Mead stated in reviewing the plan, the emphasis seemed to be that the number one issue, in terms of affordable housing, is cost. She noted 16% of households in the city are paying more than 50% of gross income on housing. Ms. Mead stated her fundamental concern was that this did not seem to address that specific issue. She noted Mr. Vaughn had a very short period of time to make recommendations to Council.

Mr. Vaughn explained the consultant has two plans. One being a 5-year plan as well as an annual plan.

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

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Suzanne F. Simmons
Clerk of Council

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REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, July 11, 2019
7:30 p.m.
Council Chambers

PRESENT:	**Ophie A. Kier, Vice Mayor**
	R. Terry Holmes
	Erik D. Curren
	Andrea Oakes
	Brenda O. Mead
ABSENT:	**Mayor Carolyn W. Dull**
	James L. Harrington
ALSO PRESENT:	**Steven Rosenberg, City Manager**
	Douglas L. Guynn, City Attorney
	Suzanne F. Simmons, Clerk of Council

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

MAYOR'S REPORT

Mayor Dull was absent at tonight's meeting. Vice Mayor Kier stated he had nothing to report.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Oakes moved to make the following appointments:

Cable TV Commission – To appoint James Spitzer to a three-year term beginning July 1, 2019 and expiring June 30, 2022.

Landscape Advisory Board – To appoint Rebecca Harmon to a three-year term beginning July 1, 2019 and expiring June 30, 2022.

Lewis Creek Committee – To appoint Robert Clemmer to a three-year term beginning July 1, 2019 and expiring June 30, 2022.

Bicycle and Pedestrian Advisory Committee – To appoint Dr. Dan Wright and Trafford McRae to two-year terms beginning July 1, 2019 and expiring on June 30, 2021.

Recreational Advisory Commission – To appoint Michele Edwards to a three-year term beginning July 1, 2019 and expiring June 30, 2022.

Youth Commission – To appoint Erika Bischof to fill the unexpired term of Lisa Craig beginning July 1, 2019 and expiring September 30, 2020.

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Valley Community Services Board – To appoint Anna Leavitt to a three-year term beginning July 1, 2019 and expiring June 30, 2022.

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

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

REGULAR MEETING

A. Presentation of Sub-regional Library of the Year Award

Sarah Skrobis, Director of Library Services, thanked the City for its ongoing support of the Talking Book Center and recognized several board members present at the meeting.

Ms. Skrobis stated the National Library Service for the Blind and Physically Handicapped (NLS) awarded the Talking Book Center the Sub-regional Library/Advisory and Outreach Center of the Year Award on Thursday, May 16 at a ceremony in Washington, D.C. at the Library of Congress. Those in attendance included Rep. Ben Cline, Director of the NLS Karen Keninger, and Librarian of Congress Dr. Carla Hayden.

The Network Library Awards were created by NLS in 2005. A committee of librarians and consumer-organization representatives selects finalists from nominated libraries based on mission support, creativity, innovation in providing service and demonstrated reader satisfaction. The winner is selected by the NLS director from finalists determined by a panel of network librarians and community leaders.

The NLS specifically cited the Talking Book Center's outreach efforts, including the relaunch of the monthly newsletter, participation in the Queen City Mischief and Magic festival, and a hands-on showcase of NLS services dating back to 1931. The Talking Book Center was honored with a plaque and a cash prize of $1,000.

Vice Mayor Kier congratulated and thanked the employees for all of their hard work.

B. Consideration of an Ordinance to Amend the FY2020 Budget Ordinance for the City of Staunton by Adding Budget Amendment Number One

Cindy Fitzgerald, Assistant Director of Finance, stated the first budget amendment for fiscal year 2020 has been prepared for Council's review and discussion. The total budget amendment equals $224,500. At Council's regular meeting on June 13, 2019, Council introduced the ordinance. No public hearing is required or advertised because the amendment is less than one percent of the total adopted FY2020 budget. Consideration of the ordinance is scheduled for tonight's Council meeting.

City Budget Amendment—$224,500

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The General Fund amendment, totaling $224,500, appropriates $224,500 for additional state and recovered funds for additional positions within the Commonwealth Attorney's Office (two positions) and the Circuit Court Clerk's Office (one position). In addition, certification increases funded by the Compensation Board have been awarded to staff within the Clerk's Office, the Commissioner of the Revenue's Office and the Treasurer's Office.

Ms. Mead moved to adopt an ordinance amending the fiscal year 2020 budget by adding Budget Amendment Number One, totaling $224,500.

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

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

(SEE ATTACHMENT 1)

C. Consideration of Resolution of the Council of the City of Staunton, Virginia Further Memorializing Approval of the Proposed City of Staunton, Virginia, Comprehensive Plan 2018 - 2040

Rodney Rhodes, Senior Planner, stated City staff and the Central Shenandoah Planning District Commission (CSPDC) staff worked with a Citizen's Advisory Committee for approximately 20 months on an update of the City's Comprehensive Plan. The purpose of the Committee was to guide the development of the update on a section-by-section basis and solicit input from citizens. The committee met monthly and held a public input open house. Rebecca Joyce and Tracy Hibbitts were the CSPDC staff members assigned to the project.

A draft Plan was introduced to the Planning Commission at its regular meeting on June 21, 2018. During the past year, the Planning Commission reviewed key aspects of the Plan, most notably the Future Land Use Map and the Goals and Objectives Chapter. During this review, the Commission conducted field trips and held four public work sessions. The changes noted during this review have been incorporated into the draft Plan.

City staff, along with staff of the CSPDC, provided an overview of the notable changes in the draft Comprehensive Plan during City Council's work session on June 13, 2019. During the subsequent regular meeting, Council conducted a properly noticed public hearing on the draft Plan. No one spoke in opposition to the draft Plan. After the public hearing, Council tabled the matter until all public comments and Council questions could be addressed at a future work session. To date, staff has not received any questions.

Mr. Rhodes stated staff recommends Council adopt the resolution and approve the Comprehensive Plan 2018 – 2040.

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Dr. Curren moved that Council adopt the resolution and approve the *City of Staunton, Virginia Comprehensive Plan 2018 - 2040*, as recommended by the Planning Commission.

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

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

RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
FURTHER MEMORIALIZING APPROVAL
OF THE PROPOSED CITY OF STAUNTON, VIRGINIA,
COMPREHENSIVE PLAN 2018 – 2040

Recitals

A. The provisions of Virginia Code, Section 15.2-2223, requires the Planning Commission to prepare and recommend a Comprehensive Plan to the governing body for the physical development of the territory within its jurisdiction;

B. The Staunton City Council adopted the current *City of Staunton, Virginia, Comprehensive Plan 2010 – 2030* at its February 23, 2012 meeting;

C. Under the provisions of Virginia Code, Section 15.2-2230, at least once every five years the Planning Commission must review the existing *Comprehensive Plan* and determine whether it is advisable to amend the plan;

D. The Staunton Planning Commission has reviewed the existing *2010-2030 Comprehensive Plan* and determined, with the input of staff and an advisory committee, that it should be revised and updated;

E. The Staunton Planning Commission also conducted a properly advertised public hearing at its May 16, 2019 meeting regarding the recommended changes and after that hearing, voted to recommend approval of the proposed *2018-2040 Comprehensive Plan* to City Council, consistent with the provisions of Virginia Code, Section 15.2-2225;

F. These matters have been properly advertised, heard, and considered; and

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

Action

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA that it formally adopts the *City of Staunton, Virginia, Comprehensive Plan 2018 – 2040*.

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Adopted: June 13, 2019

/s/ Ophie Kier
Ophie Kier, Vice Mayor

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

D. Consideration of a Resolution Cancelling July 25, 2019 City Council Meeting

Steve Rosenberg, City Manager, stated Council had previously discussed the possibility of cancelling the second meeting scheduled for July 25, 2019. Department heads have indicated that they will have no matters requiring City Council action at the July 25 meeting. Accordingly, it is recommended that Council consider cancellation of its regular meeting on that date. State law requires the adoption of a resolution to cancel the meeting.

Mr. Holmes moved to adopt the proposed resolution cancelling City Council's July 25, 2019 meeting.

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

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

RESOLUTION
CANCELLING THE JULY 25, 2019
CITY COUNCIL MEETING

WHEREAS, according to its July 2, 2018 resolution, Council established its regular meeting schedule for the period of July 2018 through June 2020;

WHEREAS, Section 6 of Chapter II of the Charter for the City of Staunton provides that Council shall meet at such times as may be prescribed by ordinance or resolution provided that it hold at least one regular meeting each month;

WHEREAS, Section 2.10.070 of the Staunton City Code provides that Council will hold regular meetings on the second and fourth Thursday of each month and at any other time to which it may be regularly adjourned or postponed; and

WHEREAS, Council had determined that it would serve the best interests of the City to cancel its July 25 meeting;

DRAFT

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Staunton, Virginia that its regularly scheduled July 25 meeting shall be and hereby is cancelled, with Council next reconvening at such time as may be designated by published agenda for such meeting, to be held at City Hall, 116 West Beverley Street, Staunton, Virginia; and that the Clerk of Council is directed to post an attested copy of this resolution at such location in City Hall where official notices are posted and to take such further actions as deemed appropriate to give notice of this change.

Adopted this 11th day of July, 2019.

/s/ Ophie Kier
Ophie Kier, Vice Mayor

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

E. Consideration of an Ordinance Authorizing a Joint Consortium Entity of the Workforce Development Area Consortium to Grant All Powers Necessary and Proper for the Performance of Duties Under the Workforce Innovation and Opportunity Act

Mr. Rosenberg stated the consortium agreement is related to the Shenandoah Valley Workforce Development Board (SVWDB). He noted the City is a participating locality along with 15 other localities in the Shenandoah Valley. The proposed agreement authorizes the mayor, together with the chief elected officials of the 15 other localities, to perform certain duties in connection with regional Workforce Development efforts undertaken by the board. Mr. Rosenberg stated these duties are set forth in federal statutes and related state laws that dictate certain requirements to be fulfilled by the chief elected officials of the localities.

Mr. Rosenberg stated the agreement has been reviewed by the City Attorney. The approval is by adoption of an ordinance and no public hearing is necessary.

Mr. Rosenberg stated Joan Hollen, Data and Communications Specialist for the SVWDB, is available to answer questions.

Ms. Oakes moved that City Council adopt an ordinance authorizing approval of the consortium agreement among Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro and the City of Winchester, related to the Shenandoah Valley Workforce Development Board and the associated Shenandoah Valley Chief Elected Officials Consortium, and further authorizing the Mayor to execute the agreement with such modifications and in final form as approved by the City Attorney.

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

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

Ordinance No. 2019 -29

AN ORDINANCE AUTHORIZING A JOINT CONSORTIUM ENTITY OF THE WORKFORCE DEVELOPMENT AREA CONSORTIUM, AMONG *AUGUSTA COUNTY, BATH COUNTY, THE CITY OF BUENA VISTA, CLARKE COUNTY, FREDERICK COUNTY, THE CITY OF HARRISONBURG, HIGHLAND COUNTY, THE CITY OF LEXINGTON, PAGE COUNTY, ROCKBRIDGE COUNTY, ROCKINGHAM COUNTY, SHENANDOAH COUNTY, THE CITY OF STAUNTON, WARREN COUNTY, THE CITY OF WAYNESBORO, AND THE CITY OF WINCHESTER*, VIRGINIA, GRANTING SUCH ENTITY ALL POWERS NECESSARY AND PROPER FOR THE PERFORMANCE OF DUTIES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT AND TERMINATING ALL PRIOR ORDINANCES AND RESOLUTIONS FOR SUCH PURPOSES

Recitals

1. The federal Workforce Innovation and Opportunity Act of 2014 (Public Law 113-128, 29 U.S.C. § 3101 *et seq*.) (Act), provides federal funding to states for the delivery of workforce training and other services;

2. Among other things, the Act, together with implementing state law, Virginia Code § 2.2-2470 *et seq*., requires the Governor to designate local workforce development areas to deliver workforce development services within the state;

3. The Governor has designated ***Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro, and the City of Winchester,*** Virginia (the Member Jurisdictions) as the Area IV Workforce Innovation and Opportunity Act Area;

4. The Member Jurisdictions most recently entered an agreement effective July 1, 2015, to jointly administer the Workforce Innovation and Opportunity Act programs and have operated programs continuously;

5. Va. Code § 15.2-1300 provides that local governments may enter into agreements for joint or cooperative exercise of any power, privilege, or authority which each is capable of exercising individually;

6. The Member Jurisdictions desire to continue to recognize a joint entity under the Act and, under Va. Code § 15.2- 1300, jointly exercise their powers through the Shenandoah Valley Chief Elected Officials Consortium (the Consortium) under a new agreement for Virginia's Area IV Local Workforce Development Area, and the Consortium which will perform the duties incumbent on them individually under the Workforce Innovation and Opportunity Act;

7. The continued existence and operation of a joint entity will permit the delivery and oversight of workforce services in a manner that will help ensure discharge of their responsibilities and accountability to the governing bodies of the Member Jurisdictions; and

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton**,** Virginia that Council hereby:

A. terminates any other ordinance and resolution creating a local joint entity for the purpose of operating federally funded workforce training programs;

B. approves entering into the Shenandoah Valley Chief Elected Officials Consortium Agreement (Agreement) which is annexed and incorporated by reference as a part of this Ordinance; and

C. authorizes the Mayor to execute the Agreement on its behalf and to take all actions in pursuance of the Agreement.

This Ordinance shall be effective immediately upon the last of the Member Jurisdictions to adopt substantially this form of ordinance.

Introduced: July 11, 2019

Adopted: July 11, 2019

/s/ Ophie Kier
Ophie Kier,Vice Mayor

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

F. Consideration of Resolution of the Council of the City of Staunton, Virginia to Terminate the Appointment of the Former City Manager, Stephen F. Owen, as Shenandoah Valley Juvenile Detention Center Commission Board Member and Concurrently Appoint the Current City Manager, Steven L. Rosenberg, as the City's Representative Member on the Commission Board

DRAFT

Vice Mayor Kier stated this was a housekeeping item for Council since Steve Owen, former City Manager, had retired.

Mr. Rosenberg stated the City Attorney's office had prepared the draft motion with this item being added to the agenda.

Mr. Holmes moved to adopt the Resolution appointing Steven Rosenberg, successor City Manager, to the Shenandoah Valley Juvenile Detention Center Commission Board.

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

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

RESOLUTION
OF THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA
TO TERMINATE THE APPOINTMENT OF THE FORMER CITY MANAGER, STEPHEN F. OWEN AS SHENANDOAH VALLEY JUVENILE DETENTION CENTER COMMISSION BOARD MEMBER AND CONCURRENTLY APPOINT THE CURRENT CITY MANAGER, STEVEN L. ROSENBERG, AS THE CITY'S REPRESENTATIVE MEMBER ON THE COMMISSION BOARD

Recitals

A. The Shenandoah Valley Juvenile Detention Center Commission (the Commission) is a public body corporate duly formed under the provisions of Article 13, Chapter 11, of Title 16.1 of the Code of Virginia to operate a juvenile detention center;

B. The City of Staunton, Virginia, is a member jurisdiction of the Commission;

C. Under the March 1, 2000 Restated and Amended Bylaws of the Commission (the Bylaws), "[a]ll Commission powers shall be exercised by or under the authority of, and the business and affairs of the Commission shall be managed under the direction of, the Commission Board," and "[t]he Commission Board shall be comprised of one representative from each Member Jurisdiction," with "each Member Jurisdiction giv[ing] due consideration to the appointment of the chief administrative officer of the unit of local government;"

D. The Bylaws authorize the local governing body of a member jurisdiction to remove its regular member at any time by written notice to the Commission, provided that a replacement member is appointed concurrently with the effectiveness of such removal;

E. Stephen F. Owen retired as City Manager for the City of Staunton, effective June 30, 2019;

F. Steven L. Rosenberg was appointed successor City Manager by Staunton City Council at its June 13, 2019 regular meeting, effective July 1, 2019;

G. It is appropriate for Staunton City Council to terminate Stephen F. Owen's appointment to the Commission Board and appoint Steven L. Rosenberg, successor City Manager, as the City's Commission Board Member; and

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

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA that:

1. To the extent necessary, the appointment of Stephen F. Owen to the Shenandoah Valley Juvenile Detention Center Commission Board is terminated and Steven L. Rosenberg, successor City Manager, is appointed as the City's representative on the Commission Board, effective retroactively to and including July 1, 2019; and

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the Commission.

Adopted: July 11, 2019, effective retroactively to and including July 1, 2019

/s/ Ophie Kier
Ophie Kier, Vice Mayor

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

Matters from the City Manager

Mr. Rosenberg thanked the fine efforts of City staff in connection with the Fourth of July festivities working hand-in-hand with representatives of America's Birthday Celebration. He noted the City looks forward to working again next year with those representatives.

Mr. Rosenberg stated he would share the year-end report from the Staunton Downtown Development Association.

Vice Mayor Kier acknowledged this was Mr. Rosenberg's first official meeting as City Manager.

Matters from the Public

Alexandra Pitts, Sycamore Street, asked for an update on last month's request by residents for a 15-mph. speed limit on Sycamore Street. She noted there has been an increase in traffic since last month.

DRAFT

Mr. Rosenberg stated this was matter within the purview of the Police Department and Public Works initially. He noted today he had received an expression of support from Mary Baldwin University for the reduction. Mr. Rosenberg stated he has a meeting scheduled for tomorrow with Chief Williams regarding the proposed reduction and would contact Ms. Pitts subsequently letting her know of next steps.

Dr. Curren stated he'd requested a presentation be given by two students at Shelburne Middle School, Kendal Brown, Valerie Noto, and their 7th grade Civics teacher, Jonathan Frame. Mr. Frame stated the students competed at the National History Day competition and were the first group in City history to make it to the national competition where they finished 1st the regional competition, finished 2nd in the state of Virginia, and finished in the top 20 in the world.

Ms. Brown and Ms. Noto then gave a presentation of their thesis, "The Journey to the 19th Amendment", which involved the women's suffrage movement and the impact that it had on citizen's lives to date.

Council members congratulated the students for their hard work and achievements.

There was no one else wishing to speak.

Adjournment

There being no further business to come before Council, the meeting adjourned at 8:01 p.m.

_____

Suzanne F. Simmons
Clerk of Council

DRAFT

Ordinance No. 2019-28

AN ORDINANCE TO AMEND

THE FY 2020 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 FY2020 Budget is amended as follows:

GENERAL FUND

Anticipated Revenue		
General Revenue	$	162,447
General Property Taxes		-
Recovered Costs	$	62,053
Other Local Taxes		-
Capital Grants and Contributions		-
Total Revenue	$	224,500
Appropriations		
General Government Administration	$	212,437
Judicial Administration		12,063
Public Works		-
Community Development		-
Transfer to the Capital Improvements Fund		-
Total Appropriations	$	224,500
GRAND TOTAL BUDGET AMENDMENT NUMBER ONE	**$**	**224,500**

BE IT FURTHER ORDAINED that the FY2020 Budget is amended to add one new position in the Circuit Court Clerk's Office (for a total of six authorized positions) and two new positions in the Commonwealth's Attorney's Office (for a total of nine authorized positions) to the summary entitled "FY2020 Authorized Full-Time Employee Positions," beginning on page 109 of the adopted budget.

INTRODUCED: July 11, 2019

Approved this 11th day of July 2019

Effective Date: July 11, 2019

CERTIFIED: Ophie A. Kier

ATTEST: Suzanne F. Simmons

Suzanne F. Simmons
Clerk of Council

Ophie Kier
Vice Mayor

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Rodney Rhodes** **Tim Hartless**
Item #	**B**	
Ordinance #		
Department:	**Community Development — Planning and Zoning**	
Council Vision:	**Built Environment**	
Subject:	**Public Hearing and Consideration of a Request by the City of Staunton to Amend Chapter 18.65, B-3, Planned Business District, of Title 18, Zoning, of the Staunton City Code**	

Background: Staff is initiating an amendment to Chapter 18.65 B-3, Planned Business District regulations of the Zoning Code of the City of Staunton. The proposed amendment would add the ground and basement floor living quarters and private day nurseries to the list of uses permitted in the B-3 District, with a Special Use Permit.

Review: Currently, in the B-3, Planned Business District, all uses require issuance of a Special Use Permit. Uses permitted in the B-3 District by Special Use Permit are the same uses that are permitted *by right* in the B-1, Local Business District. Certain, additional uses are permitted in the B-1 District by Special Use Permit. The proposed amendment would allow those same additional uses in the B-3 District upon issuance of a Special Use Permit. The B-3 District is designed to function much like the B-1 District. They are located close to residential areas along primary streets where commercial activities could occur without creating a negative impact on the surrounding residential areas. According to the *City of Staunton, Virginia, Comprehensive Plan 2018 – 2040,* B-3 Districts are reserved for areas where careful controls are needed to ensure compatibility with adjacent land uses. While residential uses and day nurseries—among the uses that would be permitted with a Special Use Permit upon adoption of the proposed amendment—may not meet the original intent of these districts, property owners

would enjoy more flexibility in the use of their land, and such uses would be compatible with surrounding uses.

Planning Commission Recommendation: At its meeting of July 18, 2019, the Planning Commission held a public hearing on the matter. No one spoke in opposition to the amendment. One resident spoke in support of the amendment. On a 5-0 vote, the Commission voted unanimously to recommend approval of the amendment, concurring with staff's recommendation.

Attachments:
Attachment 1—Ordinance
Attachment 2—B-1 Local Business District Zoning Code Provisions (with highlighted uses proposed for addition to uses permitted by Special Use Permit in B-3 Planned Business District)

Suggested Motion (to be made after the public hearing is conducted): I move that Council adopt the proposed amendment to Chapter 18.65, B-3, Planned Business District, of Title 18, Zoning, of the Staunton City Code, as recommended by the Planning Commission.

City Manager: Steven L. Rosenberg

Attachment 1

Ordinance No. 2019-___

AN ORDINANCE AMENDING, RESTATING AND REORDAINING CHAPTER 18.65, B-3 PLANNED BUSINESS DISTRICT, OF TITLE 18 ZONING, OF THE STAUNTON CITY CODE

Recitals

A. As part of City staff's periodic review of the Staunton City Code (SCC), it has been ascertained that SCC Section 18.65.020 merits amendment to clarify the uses permitted, as well as the uses permitted on review, in the B-3, Planned Business District;

B. In the B-3, Planned Business District, the uses permitted are the same as those permitted in the B-1, local Business District, however, all uses in B-3 require application and approval of the contemplated use;

C. City staff has initiated a proposed amendment to SCC § 18.65.020 to add uses permitted on review within the B-1, Local Business District, as permitted uses on review in the B-3, Planned Business District, and recommended to the Planning Commission that it endorse the proposed amendment;

D. The Staunton Planning Commission, after study and review, has now recommended approval of the proposed amendment to SCC § 18.65.020, to allow uses permitted on review in the B-1, Local Business District, also to be uses permitted on review in the B-3, Planned Business District;

E. The proposed modifications also include repealing the provisions of one section of Chapter 18.65, and recaptioning of another section;

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

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

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Staunton**,** Virginia, that Chapter 18.65, B-3 Planned Business District, of Title 18 Zoning, of the Staunton City Code be, and hereby is amended as follows, including the repeal of the provisions of Section 18.65.050:

DRAFT

Chapter 18.65
B-3 PLANNED BUSINESS DISTRICT

Sections:

18.65.010 General description.
18.65.020 Uses permitted on review.
18.65.030 Area regulations.
18.65.040 Signs.
~~**18.65.050 Uses permitted on review.**~~

….

18.65.020 Uses permitted on review.

Within the planned business district, no building, structure, or premises shall be used and no building or structure shall be erected or altered until and unless the same has been approved by the planning commission and by city council in accordance with the provisions contained in Chapter 18.210 SCC, and until and unless the following conditions have been complied with:

(1) Uses permitted will be the same as those permitted in the B-1 district under SCC 18.55.020 and shall also include those uses permitted on review in the B-1 district under SCC 18.55.060.

….

~~**18.65.050 Uses permitted on review.**~~

~~The following uses may be permitted on review by the planning commission in accordance with provisions contained in Chapter 18.210 SCC:~~

~~(1) Medical care facility.~~

~~(2) Group house.~~

In all other respects, the provisions of Chapter 18.65 of the Staunton City Code remain the same and are hereby restated, confirmed and reordained.

Introduced:
Adopted:
Effective Date:

_____
Carolyn W. Dull, Mayor

DRAFT

ATTEST:_____
Suzanne F. Simmons
Clerk of Council

DRAFT

Chapter 18.55
B-1 LOCAL BUSINESS DISTRICT

Sections:

18.55.010 General description.

18.55.020 Uses permitted.

18.55.030 Area regulations.

18.55.040 Height regulations.

18.55.050 Off-street parking.

18.55.060 Uses permitted on review.

18.55.010 General description.

These districts are composed of land and structures occupied by or suitable for furnishing the retail goods, such as groceries and drugs, and the services, such as barbering and shoe repairing, to satisfy the daily household needs of the surrounding residential neighborhoods. Often located on one or more thoroughfares, these districts are small and are within convenient walking distance of most of the areas they will serve. The district regulations are designed to permit the development of the districts for their purpose and to protect the abutting and surrounding residential areas by requiring certain minimum yard and area standards to be met, standards that are comparable to those called for in residence districts. It is intended that additional local business districts will be created, in accordance with the amendment procedure set forth herein, as they are needed to serve new residential areas. (Zoning ordinance Art. 4, § 8).

18.55.020 Uses permitted.

The following uses shall be permitted in the B-1 local business district:

(1) Living and/or sleeping quarters shall be a permitted use when constructed above the ground and basement floors. No living and/or sleeping quarters shall be permitted in any detached accessory building or structure on the same lot to the rear of any other building.

(2) Auction houses.

(3) Veterinary establishments; provided, that all animals shall be kept inside sound proof air-conditioned buildings.

(4) Banks.

(5) Bakeries employing not more than five persons and when products are sold only at retail on the

premises.

(6) Barbershops, beauty parlors, chiropody, massages, or similar personal service shops.

(7) Catering and delicatessen business.

(8) Churches.

(9) Clubs and lodges.

(10) Custom dressmaking, millinery, tailoring or similar retail trades employing not more than five persons on the premises.

(11) Drugstore.

(12) Automobile service establishments including gasoline service stations and automatic car-washing establishments.

(13) Eating and drinking establishments.

(14) Food stores, fruit or vegetable stands.

(15) Funeral homes.

(16) Garden centers, greenhouses, and nurseries.

(17) Laundry and/or cleaning pick-up station, or self-service laundry and dry cleaning.

(18) Milk distribution stations, but not involving any bottling on the premises.

(19) Monument sales.

(20) Motels, motor courts and hotels.

(21) Offices, business or professional only.

(22) Personal or business service establishments.

(23) Pet shops.

(24) Public buildings and ground other than elementary and high schools.

(25) Prefabricated and shell house sales.

(26) Restaurants, tea rooms, drive-in eating stands.

(27) Shops for repair of bicycles, shoes, watches, locks, electrical equipment, or other similar commodities employing not more than five persons on the premises and not involving the conduct

of any manufacturing on the premises.

(28) Accessory buildings and uses customarily incidental to permitted uses not otherwise prohibited in this district which comply with Chapter 18.110 SCC.

(29) No wholesale or jobbing shall be carried on, and no merchandise shall be stored other than that to be sold at retail on the premises; provided, further, that not more than 30 percent of the floor area of any building shall be devoted to reserve stock storage purposes incidental to such primary use.

(30) Open storage uses which shall comply with the following provisions:

(a) All open storage and display of merchandise, material, and equipment shall be screened by adequate ornamental fencing or evergreen planting at the side and rear of the lot on which said open storage or display occurs; provided, however, that screening shall not be required in excess of seven feet in height.

(b) All of the lot used for parking of vehicles, for the storage and display of merchandise, and all driveways used for vehicle ingress and egress shall be constructed and maintained in such a manner that no dust will be produced by continued use.

(c) All servicing of vehicles carried on as an incidental part of the sales operation shall be conducted within a completely enclosed building.

(d) Outdoor lighting, when provided, shall have an arrangement of reflectors and an intensity of lighting which will not interfere with adjacent land uses or the use of adjacent streets, and shall not be of a flashing or intermittent type.

(31) Stores or shops for the conduct of retail business which do not maintain gasoline dispensing services.

(32) Name plate and sign, as regulated in Chapter 18.140 SCC.

(33) Amusement and recreation establishments except open-air drive-in theaters.

(34) Stores for the conduct of retail business which are not gasoline service stations but which do maintain gasoline dispensing services incidental to their primary business provided they meet the requirements of Chapter 18.145 SCC.

(35) Elementary or high schools, public or private. Living or sleeping quarters shall be permitted in the same building with the school use.

(36) Colleges or universities, public or private.

(37) Co-location of telecommunication antenna and related equipment as regulated in SCC 18.185.020(4). (Zoning ordinance Art. 4, § 8).

18.55.030 Area regulations.
The following requirements shall apply to all uses permitted in this district:

(1) Front Yard. All buildings shall setback from the street right-of-way lines not less than 20 feet.

(2) Side Yard. On the side of a lot adjoining a residential district, there shall be a side yard of not less than 25 feet. There shall be a side yard setback from an intersecting street of not less than 25 feet. In all other cases a side yard for a commercial building shall not be required.

(3) Rear Yard. None, except when abutting a residential or professional district and then there shall be a minimum rear yard, alley, service court, or combination thereof, of not less than 25 feet in depth, and all of the service areas of all buildings shall be completely screened from public view with permanent ornamental screening materials.

(4) Maximum Lot Coverage. No building or buildings shall cover more than 50 percent of the lot area. (Ord. 2019-20. Zoning ordinance Art. 4, § 8).

18.55.040 Height regulations.
No building shall exceed two and one-half stories, or 35 feet in height, except as provided in Chapter 18.115 SCC. (Zoning ordinance Art. 4, § 8).

18.55.050 Off-street parking.
Off-street parking is as regulated in Chapter 18.125 SCC. (Zoning ordinance Art. 4, § 8).

18.55.060 Uses permitted on review.
The following uses may be permitted on review by the planning commission in accordance with provisions contained in Chapter 18.210 SCC:

(1) Group house.

(2) Medical care facility.

(3) The following uses may be permitted on review by the city council in accordance with provisions contained in Chapter 18.210 SCC; however, this subsection shall not be considered to be a use permitted on review for purposes in Chapters 18.50 and 18.55 SCC:

Living and/or sleeping quarters in detached accessory buildings and on the ground and basement floors of main buildings.

A proposed use under this chapter is to be considered on its own merits using the following criteria as a guide:

(a) The design of the existing building or the proposed building to be built.

(b) The historical significance of the structure on the lot or the historical significance of structures in the immediate vicinity.

(c) The amount of business usage that has at that time already developed in the immediate vicinity of the lot.

(d) The anticipated immediate new business development expected in the vicinity.

(e) Lot size, topography conditions.

(4) Day nurseries, private. (Zoning ordinance Art. 4, § 8).

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Rodney Rhodes** **Tim Hartless**
Item #	**C**	
Ordinance #		
Department:	**Community Development — Planning and Zoning**	
Council Vision:	**Built Environment**	
Subject:	**Public Hearing and Consideration of a Request by Charles and Robin Kehoe for a Special Use Permit Under the Provisions of SCC 18.65.050, Uses Permitted on Review, of the B-3, Planned Business District, of Title 18 Zoning, of the Staunton City Code**	

Background: Charles and Robin Kehoe, owners of 1932 Springhill Road, are requesting a Special Use Permit in order to reestablish a single-family dwelling, in an existing building, on the property. In 2006, this property, as well as the adjacent property, were rezoned from R-1, Low Density Residential District, to B-3, Planned Business District. In a B-3, Planned Business District, all uses require a Special Use Permit, and living quarters is not a permitted use of a ground or basement level. Council's regular meeting agenda also includes consideration of a proposed zoning text amendment, which would permit such a use with a Special Use Permit. If the text amendment is adopted by Council, and made effective as of the date of adoption, the request may be properly considered by Council.

The property was most recently used as a business office for Premier Moving, as permitted by a Special Use Permit recommended by Planning Commission and approved by City Council in July of 2017.

Review: The property is located on Springhill Road near the intersection with Virginia Route 262, Woodrow Wilson Parkway, which is a Virginia Department of Transportation owned and

maintained highway, and the City's border with Augusta County. As a courtesy, staff shared the pending application with Augusta County staff. County staff noted that they had no concerns with the proposed single-family use of the property.

The *City of Staunton Comprehensive Plan 2018 – 2040* designates this area as Planned Business. Recently, a request to locate a Dollar General Store at this location generated significant opposition from the neighbors who suggested that a return to residential use would be more compatible with the surrounding area. The owners have offered the property for sale for a number of years and have not been able to sell it for commercial use. While the use of the property for residential purposes is not in conformance with the Planned Business designation in the *Comprehensive Plan*, when considering the uniqueness of the property, reestablishing residential use of the building is reasonable.

Planning Commission Recommendation: At its meeting of July 18, 2019, the Planning Commission conducted a public hearing on the matter. No one spoke in opposition to the request. Two residents along Springhill Road spoke in favor of the application. On a 5-0 vote, the Commission voted unanimously to recommend approval of the Special Use Permit with the condition that only one dwelling unit be permitted, concurring with staff's recommendation.

Attachments:
Attachment 1—Application for Special Use Permit
Attachment 2—Vicinity Map-1932 Springhill Rd
Attachment 3—Current Zoning for 1932 Springhill Rd

Suggested Motion (to be made after the public hearing is conducted): I move that Council approve the Special Use Permit for 1932 Springhill Road, as recommended by the Planning Commission, with the condition that only one dwelling unit shall be permitted.

City Manager: Steven L. Rosenberg

Attachment 1

STAUNTON
VIRGINIA

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

APPLICATION FOR SPECIAL USE PERMIT

DATE: June 5, 2019

NAME OF APPLICANT: Charles & Robin Kehoe

ADDRESS OF APPLICANT: 101 Shelley Lane Staunton, VA 24401

PHONE #: 540-849-0849

E-MAIL ADDRESS: TerasTables@yahoo.com

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

LOCATION OF PROPERTY: 1932 Springhill Rd Staunton, VA 24401

MAP PROVIDED: YES ✓ NO ____

SITE PLAN PROVIDED: YES ✓ NO ____

FEE PAID: YES ✓ NO ____ **check or cash only*

PRESENT ZONING OF THE PROPERTY: B-3

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

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

Yes, well & Septic, Dominion Energy

LEGAL DESCRIPTION OF PROPERTY: 1932 Springhill Rd Staunton, VA

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

Residential Rental

SIGNATURE: Charles Kehoe

Not For Public Distribution

MLS#:	37762	**Residential**	**Status:**	A	**Add Status:**	NONE	**List Price:**	$149,900



Area:	10	**Sub Area:**	
Property Type:	Residential		
Address:	1932 SPRINGHILL RD.,		
City:	STAUNTON, VA 24401		
Subdiv/Local:	NONE / STAUNTON		
Zoning/Rd Ftg:	R1 / YES	**Historic Dist:**	
Legal Desc:	LOT 15, BLK 1		
Tax Amount:	1005.00	**Tax Year:**	2005
Directions:	FROM RT 11 N., 275 TO L/SPRINGHILL RD. 1ST HOUSE ON R. SIGN		

Remarks: ADORABLE IMMACULATE COTTAGE ON 2 LOTS W/DETACHED GAR. BEAUTIFUL WOOD FLOORS, REP. WINDOWS. SEE PAPER CLIP FOR LIST OF IMPROVEMENTS. CALL LA FOR 2 DISCLOSURES. SELLER IS LIC. REAL ESTATE AGENT.

Apx SF 1st Lev:	1072	**Age:**	46	**Apx Lot DIM:**	~~1.038 AC~~		
Apx SF 2nd Lev:	353	**# Bedrooms:**	3	**Apx Acres:**	1.04		
Apx SF 3rd Lev:	0	**# Baths:**	1	**Elem School:**	THOMAS DIXON		
Apx Total Fin SF:	~~1425~~	**# Half Baths:**	0	**Middle School:**	SHELBURNE		
Apx Total Unfin SF:	~~928~~	**# Stories:**	1 1/2	**High School:**	R E LEE		
Apx Fin Bsmt SF:	0	**Apx Unfin Bsmt SF:**	928	**Garage:**	Yes	**School Bus:**	Y

A/C:	CFA	**A/C:**	ELECTRIC	**APP:**	RANGE	**APP:**	WATER SOFTENER
BSMT:	UNFINISHED	**BSMT:**	UTILITY ROOM	**BSMT:**	WALKOUT	**BSMT:**	WORKSHOP
DOCS:	NONE	**EAS:**	UTILITY	**EXT:**	VINYL SIDING	**FNC:**	PARTIAL
FIN:	EXISTING NONE	**FPL:**	NONE	**GAR:**	2 CAR DETACHED	**HT:**	CFA
HT:	OIL	**IMP:**	CABLE TV	**IMP:**	ELECTRIC	**IMP:**	PAVED DRIVE
IMP:	SEPTIC	**IMP:**	WELL	**KEY:**	BACK DOOR	**LND:**	CORNER
LND:	LANDSCAPED	**LND:**	LEVEL	**POS:**	CLOSING	**RES:**	BLINDS
RES:	DOUBLE PANE WINDOWS	**RES:**	MAIN FLOOR BEDROOM	**RES:**	PORCH	**RES:**	WALK IN CLOSET
RDTP:	CITY STREET	**ROOF:**	ASPHALT	**SWR:**	SEPTIC	**SHOW:**	CALL LISTING OFFICE
STYLE:	COTTAGE	**VIEW:**	VALLEY	**WTR:**	WELL		

	LV	**DIM**	**FL**		**LV**	**DIM**	**FL**
Living Room:	1	19.9X11.9	WOOD	**M Bedroom:**	1	11.8X11.9	WOOD
Dining Room:	1	12X7.8	WOOD	**Bedroom 2:**	1	12X11.9	WOOD
Kitchen:	1	11.7X9.9	VINYL	**Bedroom 3:**	2	30.4X11.6	CARPET
Combination:				**Bedroom 4:**			
Family Room:	1	12X12	CARPET	**Bathroom 1:**	1	7.8X5.8	TILE
Great Room:				**Bathroom 2:**			
Other Room 1:				**Bathroom 3:**			
Other Room 2:				**Bathroom 4:**			
Half Bath 1:				**Half Bath 2:**			

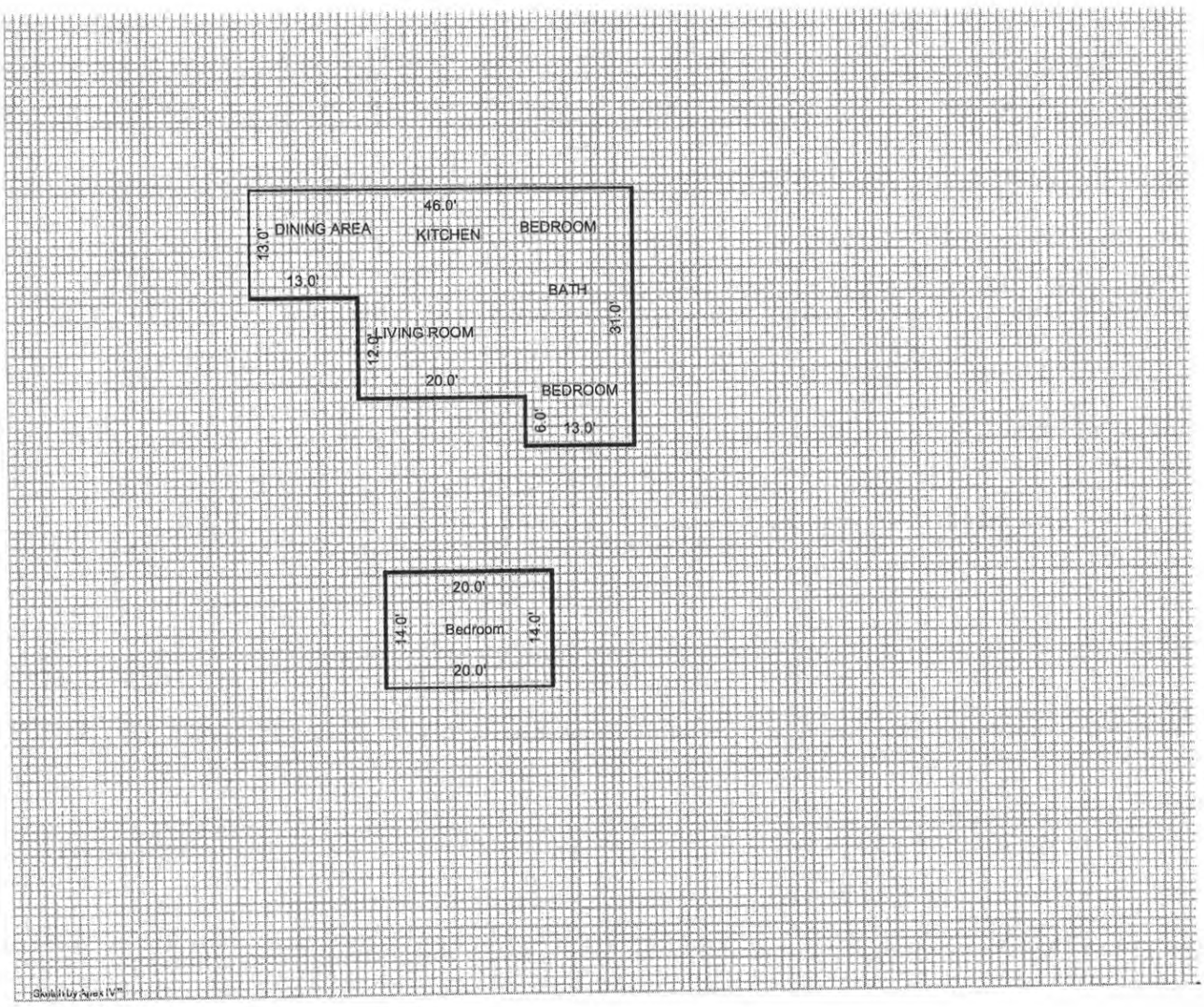
Seller Disclaimer:	Y	**HOA:**	N	**Lead Paint Disc:**	Y
Seller Disclosure:	N	**HOA Fee:**	0	**Mobile Homes Allowed:**	N

List Name:	RODGERS, KAREN	**List Agt ID:**	4001	**Agt Phone #:**	(540) 248-0623
Agt Wirelss #:	(540) 213-4611	**Agent Email:**	karenrodgers@realestateiii.com	**List Firm:**	REAL ESTATE III
Firm/Ofc ID:	26 / 0	**Firm Phone #:**	(540) 885-3339	**Co-List Agt:**	
Co-List Agent's Phone:	() -	**Co-List Agent's Wireless:**	() -	**Co-List ID:**	
Co-List Firm:		**Co-List Firm ID:**		**Exclusive:**	R
Sub Agent:	Y	**Buyers Agent:**	Y	**Sub Agt Comm:**	3
Buyers Agt Comm:	3	**Var Rate Comm:**	N	**Assessors PCL#:**	10392
Owners Name:	SHELBY JEAN BYRD CLARK	**Occupant:**	O	**Builder:**	UNKNOWN

I-net Other than MLS:	Y	**Sign:**	Y	**Keysafe:**	Y

Building Sketch (Page - 1)

Borrower/Client Kehoe, Charles M & Robin T.			
Property Address 1932 Springhill Road			
City Staunton	County Augusta	State VA	Zip Code 24401-8920
Lender Cavalier Mortgage Group, Inc			



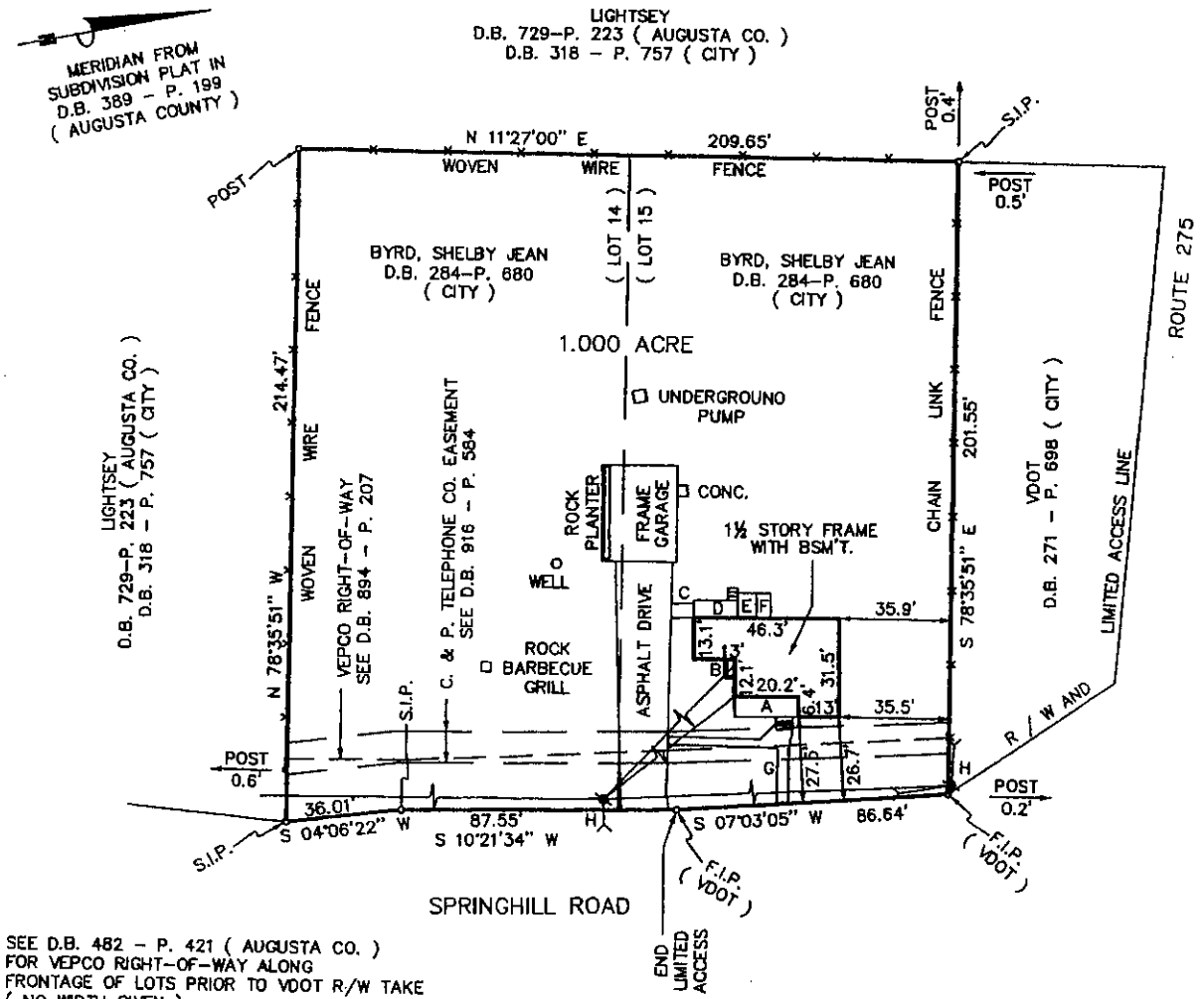
Comments:

AREA CALCULATIONS SUMMARY

Code	Description	Size	Net Totals
GLA1	First Floor	1072.00	1072.00
GLA2	Second Floor	280.00	280.00
TOTAL LIVABLE	(rounded)		1352

LIVING AREA BREAKDOWN

Breakdown			Subtotals
First Floor			
25.0	x	33.0	825.00
6.0	x	13.0	78.00
13.0	x	13.0	169.00
Second Floor			
14.0	x	20.0	280.00
4 Calculations Total (rounded)			1352



THIS LOT IS IN ZONE X (OTHER AREAS) AS SHOWN ON FIRM COMMUNITY – PANEL NO. 510155 0002 C, DATED 12/16/88, DEFINED AS OUTSIDE THE 500 YEAR FLOOD PLAIN.

F.I.P. = FOUND IRON PIN
S.I.P. = SET IRON PIN

A = BRICK PORCH
B = CONC. PLANTER
C = BRICK STEPS
D = BRICK PORCH
E = CONC. PATIO
F = BASEMENT ENTRANCE
G = CONCRETE WALK
H = POWER POLE & GUY WIRES

COMMON WEALTH OF VIRGINIA
ROBERT E. FUNK
874 B.
7/1/99
LAND SURVEYOR

SEE D.B. 482 – P. 421 (AUGUSTA CO.)
FOR VEPCO RIGHT-OF-WAY ALONG
FRONTAGE OF LOTS PRIOR TO VDOT R/W TAKE
(NO WIDTH GIVEN)

POWER, TELEPHONE, & T. V. LINES ALONG
FRONT OF LOTS

PLAT OF

LOTS 14 & 15
S. J. COX EST. DIVISION

STAUNTON, VA.

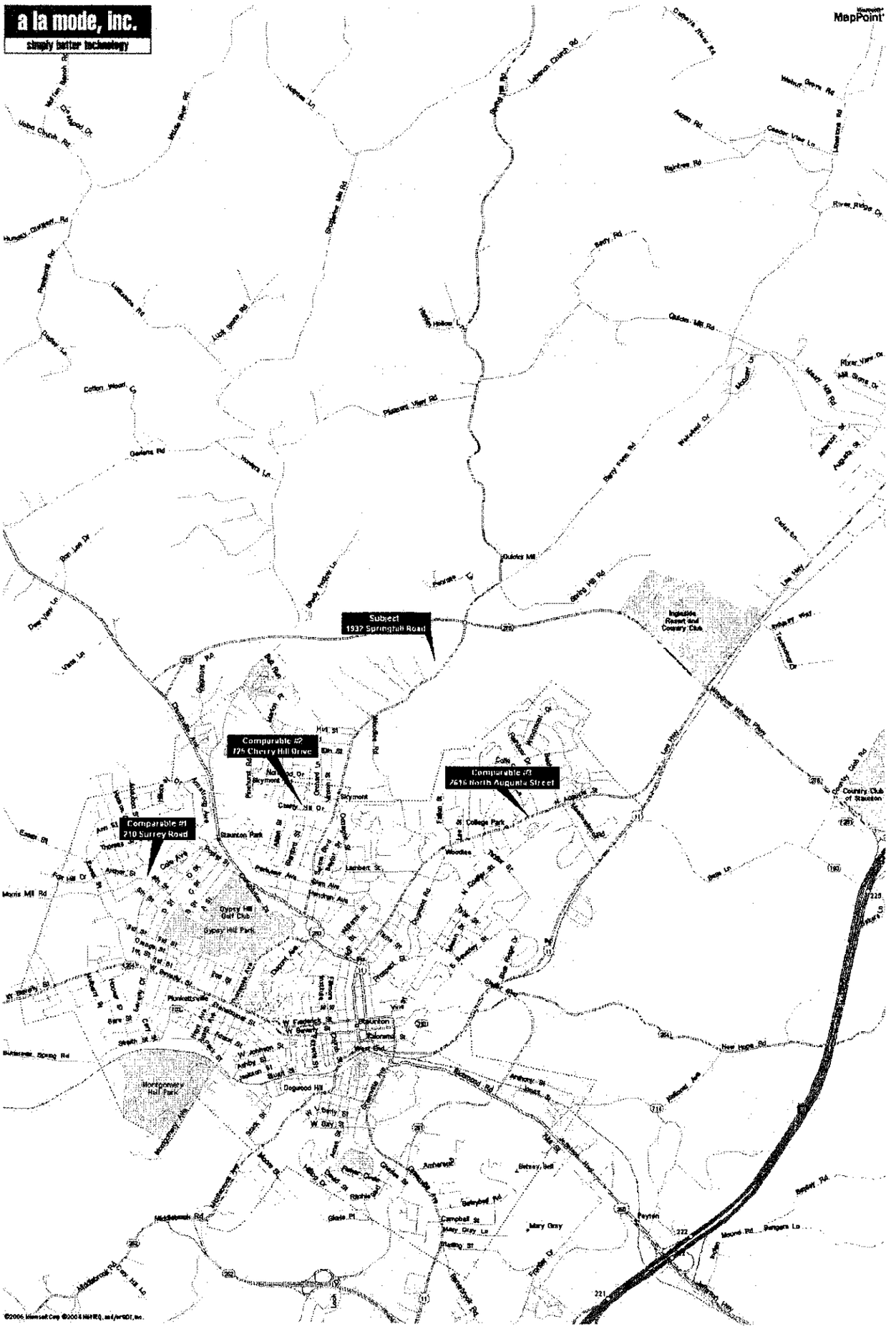
SCALE: 1" = 40' JULY 1, 1999

R.E. FUNK – LAND SURVEYOR
15 TERRY ST., STAUNTON, VA.

DB 426 Pg. 805

Location Map

Borrower/Client Kehoe, Charles M & Robin T.			
Property Address 1932 Springhill Road			
City Staunton	County Augusta	State VA	Zip Code 24401-8920
Lender Cavalier Mortgage Group, Inc			



Vicinity Map - 1932 Springhill Rd

Attachment 2



Current Zoning for 1932 Springhill Rd

Attachment 3



CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Rodney Rhodes** **Tim Hartless**
Item #	**D**	
Ordinance #		
Department:	**Community Development — Planning and Zoning**	
Council Vision:	**Built Environment**	
Subject:	**Public Hearing and Consideration of a Request by Valley Conservation Council for a Special Use Permit Under the Provisions of SCC 18.60.070, Uses Permitted on Review, of the B-2, General Business District, of Title 18, Zoning, of the Staunton City Code**	

Background: Valley Conservation Council, owner of 17 Court Place (recently readdressed as 17 Barristers Row), is requesting a Special Use Permit in order to create one dwelling unit on the ground level of the building. The property is zoned B-2, General Business District, which permits living and sleeping quarters on the ground and basement levels only with Special Use Permit.

Review: The property is located on the north side of Barristers Row and has limited visibility from North Augusta and North New streets. Barristers Row was an alley that was accepted into the City Street System in 2009. Although Barristers Row is officially a street, it still looks and functions as an alley and has very limited vehicular traffic. Parking is not allowed on the majority of the street, and commercial deliveries are a challenge due to the lack of access.

The *City of Staunton Comprehensive Plan 2018 – 2040* designates this area as Commercial. Ordinarily staff would not be supportive of a request for residential use on the first floor of a commercial building within the City's Central Business District; however, when considering the uniqueness of the property, the residential use on the ground level of this building is reasonable.

Planning Commission Recommendation: At its meeting of July 18, 2019, the Planning Commission conducted a public hearing on the matter. No one spoke in opposition to the request. On a 5-0 vote, the Commission voted unanimously to recommend approval of the Special Use Permit with the condition that only one dwelling unit be permitted on the ground level, concurring with staff's recommendation.

Attachments:
Attachment 1—Application for Special Use Permit
Attachment 2—Vicinity Map-17 Court Pl
Attachment 3—Current Zoning for 17 Court Pl

Suggested Motion (to be made after the public hearing is conducted): I move that Council approve the Special Use Permit for 17 Barristers Row, as recommended by the Planning Commission, with the condition that only one dwelling unit shall be permitted on the ground level.

City Manager: Steven L. Rosenberg

Attachment 1

STAUNTON
VIRGINIA

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

APPLICATION FOR SPECIAL USE PERMIT

DATE: June 11, 2019

NAME OF APPLICANT: Valley Conservation Council

ADDRESS OF APPLICANT: 17 Barristers Row Staunton, VA. 24401

PHONE #: (540) 886-3541

E-MAIL ADDRESS: mark@markbatkin.com 540 (448-4075)

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

LOCATION OF PROPERTY: 17 Barristers Row (AKA 17 Court Place)

MAP PROVIDED: YES ✓ NO ____ SITE PLAN PROVIDED: YES ✓ NO ____

FEE PAID: YES ✓ NO ____ **check or cash only*

PRESENT ZONING OF THE PROPERTY: B2

APPLICABLE SECTION OF ZONING CODE STATING USE IS PERMITTED ON REVIEW: To Allow For Living Quarters on Ground Floor

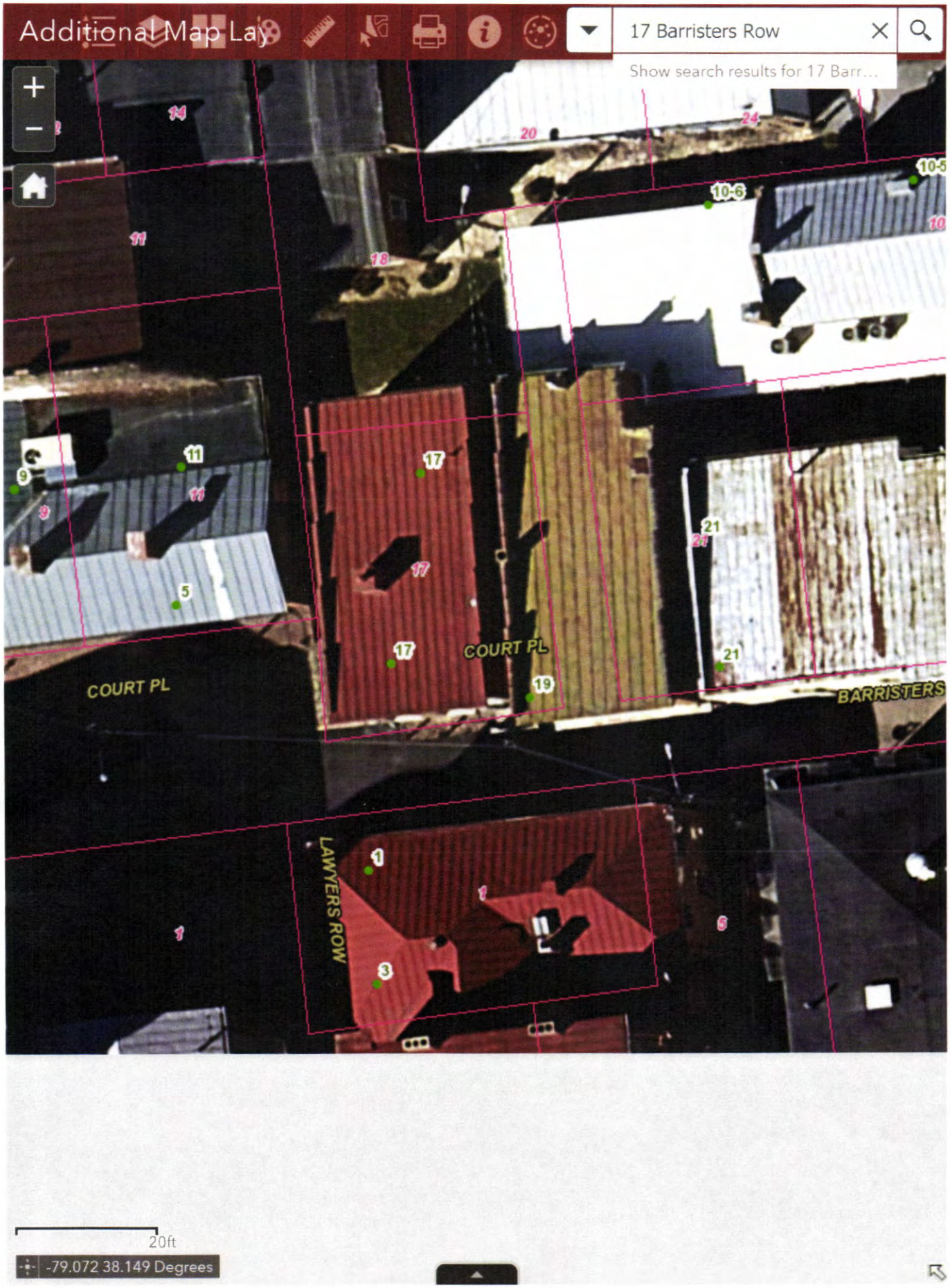
ARE PUBLIC UTILITIES AVAILABLE AND ADEQUATE FOR PROPOSED USE? IF ***NO***, EXPLAIN HOW UTILITIES WILL BE PROVIDED: Yes

LEGAL DESCRIPTION OF PROPERTY: Lot 28 Block EE Central City

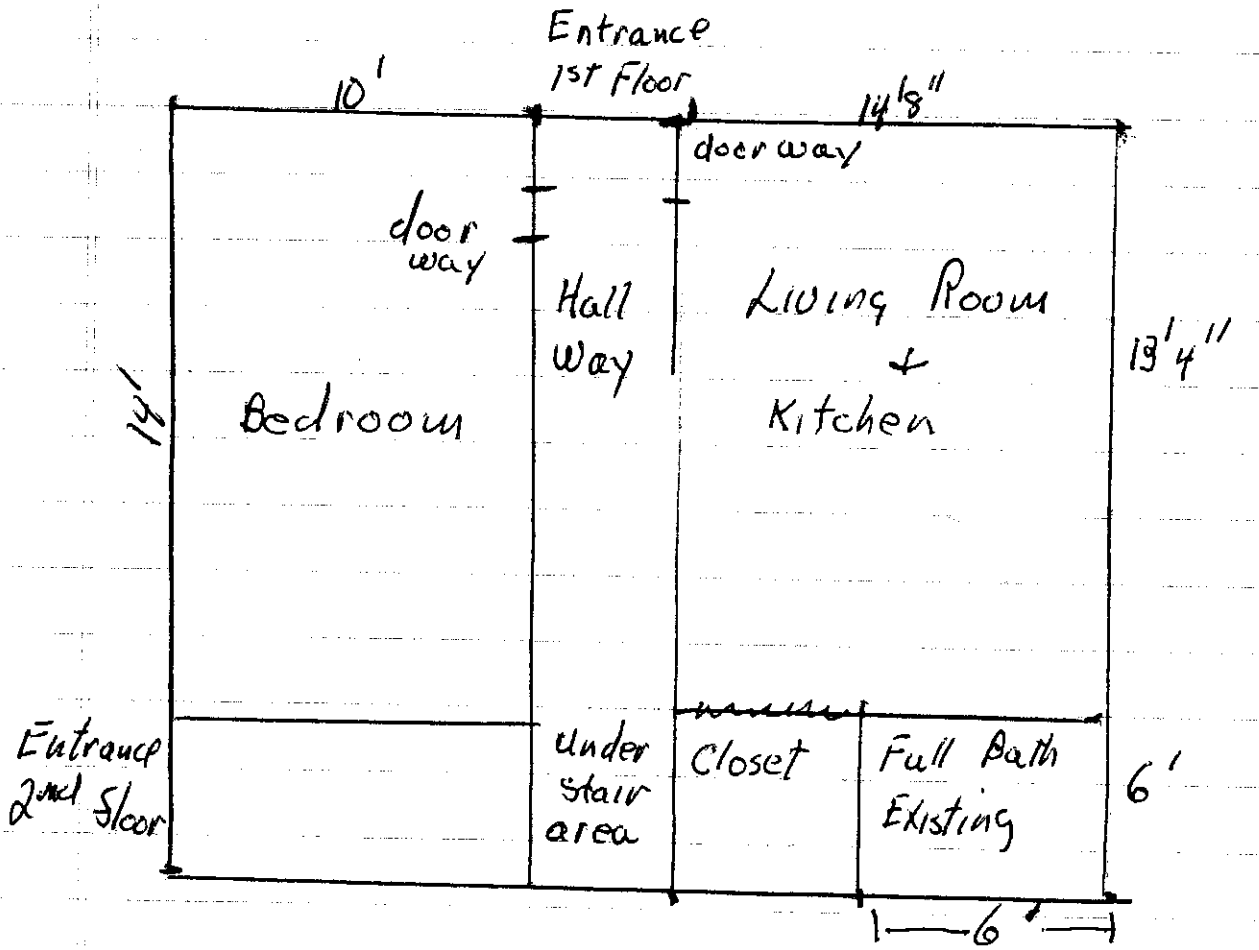
DETAILED DESCRIPTION OF PROPOSED USE (DRAWINGS MUST BE INCLUDED IF NEW CONSTRUCTION, ADDITIONS, OR CHANGES TO THE EXTERIOR OF THE PROPERTY ARE PROPOSED).

May ~~remove wooden fence around "back porch" of property.~~

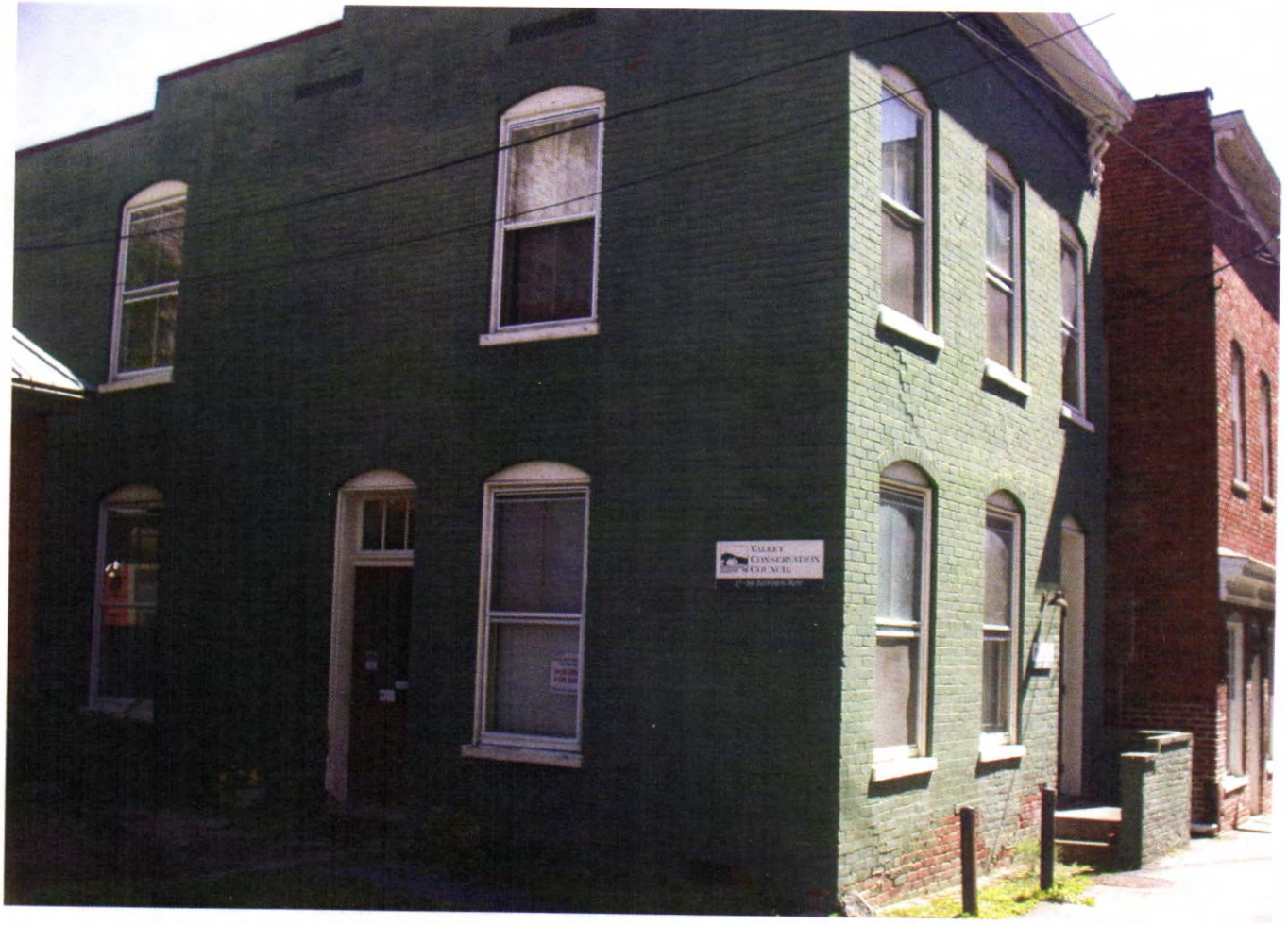
SIGNATURE: Anna L Hanson, Vice Chair VCC Board


Additional Map Lay
17 Barristers Row
Show search results for 17 Barr...
COURT PL
COURT PL
BARRISTERS
LAWYERS ROW
20ft
-79.072 38.149 Degrees

17 Barristers Row
Interior 1st Floor
Proposed




VALLEY
CONSERVATION
COUNCIL


VALLEY
CONSERVATION
COUNCIL







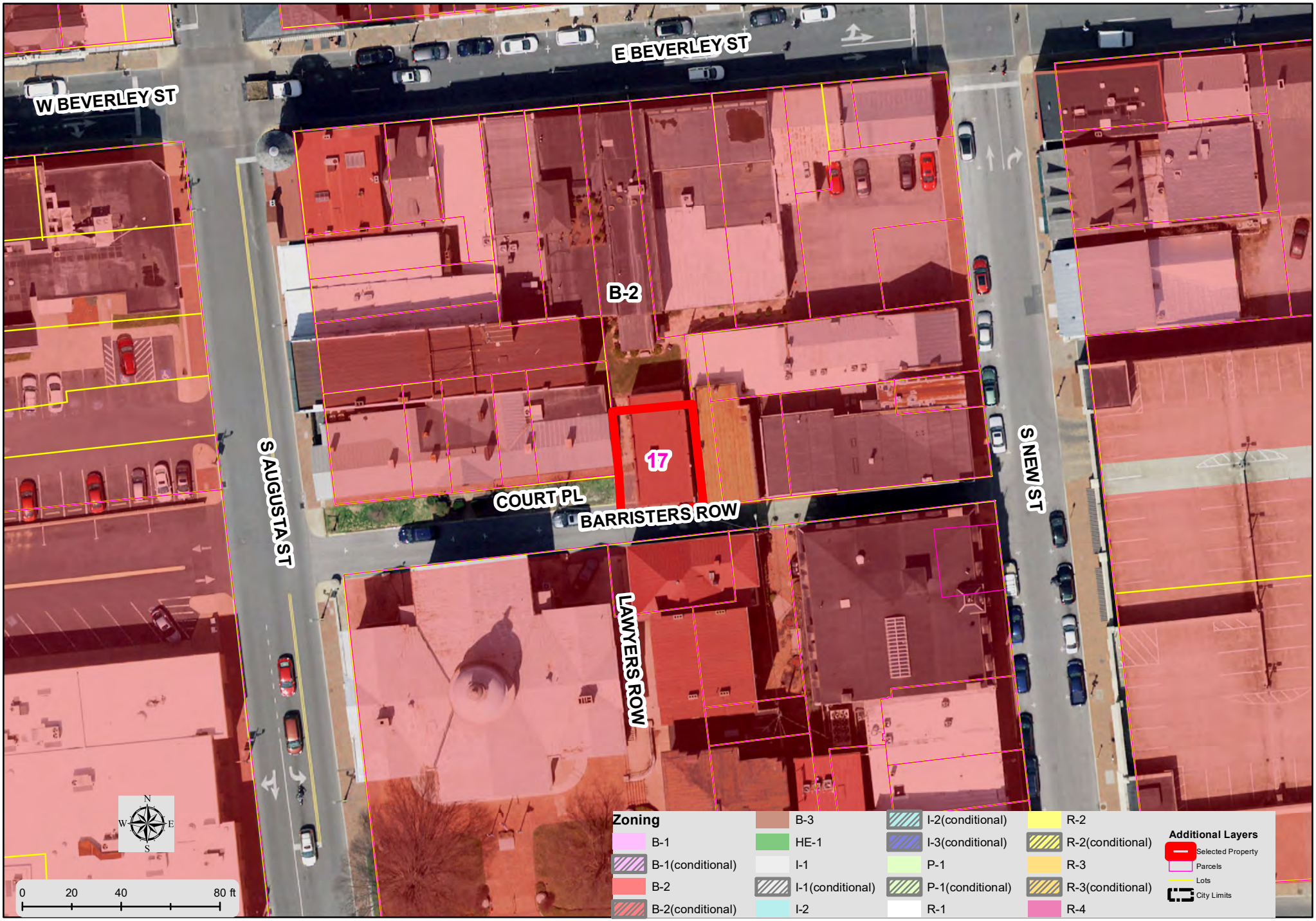
Attachment 2

Vicinity Map - 17 Court Pl



Attachment 3

Current Zoning for 17 Court Pl



CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Rodney Rhodes** **Linda Nesselrodt** **Historic Staunton Foundation Representative:** **Frank Strassler**
Item #	**E**	
Ordinance #		
Department:	**Community Development—Planning and Zoning**	
Council Vision:	**Built Environment**	
Subject:	**Appeal of Historic Preservation Commission Grant of a Certificate of Appropriateness for 103-105 Madison Place (Newtown Historic District)**	

Introduction: This item is an appeal from a decision of the Staunton Historic Preservation Commission (Commission). 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 has the prerogative to reverse or affirm the Commission's decision in whole or in part, essentially having all the same powers of the Commission. In this instance, Barbara Whipple and Paul Kazarov (owners of property adjacent to the subject property) appeal to City Council the Commission's June 25, 2019 action to grant a Certificate of Appropriateness for the construction of a new detached garage at 103-105 Madison Place. (Exhibit D, Appeal Letter of Barbara Whipple and Paul Kazarov dated July 17, 2019.) Attached to this briefing are exhibits that constitute the administrative record of proceedings before the Commission. (See Exhibits A through D.)

Background: Emilie Kissman and Dan Burke recently purchased a single-family structure, located at 103-105 Madison Place, in the Newtown Historic District, constructed between 1909 and 1914. Units 103 and 105 Madison Place were originally constructed as a Queen Anne style row house, but they have since been combined into one single-family dwelling. Ms. Kissman and Mr. Burke applied to the Commission for Certificates of Appropriateness for a screened porch addition, rear deck addition, a new detached two-car garage (one-half the height and one-quarter the footprint of the existing dwelling), driveways, walkways and a fence. (Exhibit A,

Application for Certificate of Appropriateness.) Mr. Frank Strassler, an expert in historic preservation with the Historic Staunton Foundation (HSF) (Exhibit E, Frank Strassler Resume), as part of the established process analyzes and submits a written briefing and recommendation on all such applications to the Commission. Concerning the detached two-car garage and driveways, Mr. Strassler recommended to the Commission that it approve the Certificate of Appropriateness, stating that "the garage and ribbon drive as designed is compatible with the surrounding architecture in terms of scale, materials and form. The location is based upon historical documentation." (Exhibit B, Staunton Historic Preservation Commission HSF Recommendation dated June 19, 2019.) At its meeting on June 25, 2019, upon consideration of the information presented, including the Historic Staunton Foundation's recommendation, the Commission acted to approve the requested Certificates of Appropriateness for all the improvements, including the garage and driveways. (Exhibit C, Minutes of June 25, 2019 Meeting of Historic Preservation Commission.)

Ms. Whipple and Mr. Kazarov, in their appeal letter, contend that the detached two-car garage violates several stated Historic Design Guidelines and contradicts the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. Ms. Whipple and Mr. Kazarov, by attachment to their appeal letter of a letter dated June 23, 2019, from Paula Rau to the Commission, appear to express support for "an appropriately designed and scaled garage facing St. Clair [Street]," a position expressed by several individuals during the Commission's meeting.

Exhibit F is Historic Staunton Foundation's brief concerning the appeal of the Commission's decision, which contains a recommendation to Council:

> HSF recommends Council uphold the decision reached by the Historic Preservation Commission. The Commission reviewed the existing conditions and considered the proposed changes in relation to the adopted guidelines in reaching their decision.

Although the placement of the garage in the side yard conflicts with the Staunton Historic District Design Guidelines, the lot fronts on two streets and therefore has no rear yard to accommodate the preferred placement of accessory structures. Placing the garage off of South Saint Clair Street is problematic due to the steep slope and the Zoning Code requirement that "a private garage which faces on a street shall not be closer than 25 feet to the street right-of-way line." (SCC Section 18.120.010(4)g.) Development of a garage off of South Saint Clair Street would require extensive excavation and construction of massive retaining walls.

The Historic Preservation Commission questioned the possibility of "pushing the garage back as far as possible from the Madison Place side." (Exhibit C, Minutes of June 25, 2019 Meeting of Historic Preservation Commission.) Frazier Associates, Ms. Kissman and Mr. Burke's design professionals, noted "they could easily push it back 3'-5', but would need to get an accurate topography evaluation." (Exhibit C, Minutes of June 25, 2019 Meeting of Historic Preservation Commission.) Some of the residents of the area noted that pushing the garage back 5'-10' would not be satisfactory.

Exhibit G is a memorandum from Frazier Associates responding to the Historic Staunton Foundation's brief concerning the appeal.

Exhibits:

A. **Application for Certificate of Appropriateness dated May 29, 2019 (with plans by Frazier Associates attached as Exhibit A-1)**
B. **Recommendation of Historic Staunton Foundation dated June 19, 2019, for the Staunton Historic Preservation Commission**
C. **Minutes of the June 25, 2019 Meeting of the Staunton Historic Preservation Commission**
D. **Letter dated July 19, 2019, from Barbara Whipple and Paul Kazarov, requesting appeal**
E. **Frank Strassler's Resume**
F. **Recommendation of Historic Staunton Foundation dated August 1, 2019, for Staunton City Council (with map of Newtown parking, garages, driveways)**
G. **Memorandum dated August 1, 2019, from Frazier Associates to Rodney Rhodes**

Issue: Whether to reverse or affirm, wholly or partly, the decision of the Staunton Historic Preservation Commission, approving a Certificate of Appropriateness to authorize the construction of a garage at 103-105 Madison Place.

After conducting the appeal, City Council may:

reverse the decision of the Commission and deny the Certificate of Appropriateness, effectively prohibiting the construction of the garage;

affirm the decision of the Commission, approving the Certificate of Appropriateness as requested by the applicants;

modify the decision of the Commission; or

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 Historic Preservation Commission approving the requested Certificate of Appropriateness, for the reasons on which the Commission based its decision.

City Manager: Steven L. Rosenberg

Exhibit A

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	103-105 MADISON PL.	Historic District	NEWTOWN
Business Name	—	Tax Map No:	
Application Fee $50 Paid	_____ YES _____ NO		

Applicant/Property/ Owner Name (PRINT) EMILIE PISSMAN & DAN BURKE	Representative Agent(s) Name ANNIE MATHOT
Signature	Firm FRAZIER ASSOCIATES
Mailing Address 303 HAWTHORNE RD	Mailing address 213 N. AUGUSTA ST
City/State/Zip RALEIGH NC 27605	City/State/Zip STAUNTON VA 24401
Phone/Fax Number: 434.960.5659	Phone/Fax Number: 540.886.6230
Email: djb6@me.com	Email: amathot@frazierassociates.com

(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 _____		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.

E. Rissman — May 29, 2019

SIGNATURE **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:

PLEASE SEE ATTACHED

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)

ER **Sketch, drawing and/or elevations showing the proposed changes or improvements**

ER **Site plan or plat of property**

ER **Photographs showing property, work in question, and the area of the proposed project**

ER **Other (please list)**

ER **A list of materials that identifies the type and quality of materials to be used in the Proposed project**

ER **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)

FRAZIER
ASSOCIATES

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS:
RISSMAN-BURKE RESIDENCE, 103-105 MADISON PLACE, STAUNTON

DESCRIPTION OF PROPOSED EXTERIOR SCOPE OF WORK:

The existing home at 103-105 Madison Place is comprised of two townhouses that were combined into one home by the previous owner. The brick townhouse row was constructed between 1909 and 1914 in the Queen Anne style, and features a standing seam hip roof with cross gables and a series of one-story hipped roof porches across the front (Madison Place) façade. The south elevation features two pedimented curved bay windows on the upper floor. The east (St. Clair Street) elevation has a simple porch with a hip roof on the main level. The basement level is above ground on this elevation.

The previous owner purchased the adjacent lot on the south side and added it to this property. This site historically housed a series of garages. A small garage structure first appears on the Sanborn maps in 1921; by 1929, a long one-story auto use faced St. Clair Street and two one-story auto use buildings faced Madison Place. A survey from 1985 shows a six-car garage facing St. Clair Street, and a five bay garage and parking area facing Madison Place. These structures were demolished by the previous owner in the 1990s; a curb cut of approximately 55 feet still exists along Madison Place.

The proposal is to construct a screened porch addition and a deck addition to the existing house; and to construct a detached two-car garage structure on the southwest corner of the property.

SCREENED PORCH ADDITION:
The proposed screened porch would be centered on the south elevation, and would be accessed by an existing window which would be altered to accommodate a door. A standing seam metal hipped roof is proposed. Details include a simplified version of the existing house's porch cornice, square, chamfered posts, and traditional, simple painted railings with square pickets.

REAR DECK ADDITION:
The existing rear covered porch would be altered to remove the existing narrow stair. The proposed deck addition would expand the existing rear covered porch and provide a safer contemporary stair to the back of the property.

GARAGE:
A detached two-car garage is proposed on the south side of the property. This location echoes the smallest auto use on the 1929 Sanborn map as closely as possible given the current required setbacks. The garage would be accessed by concrete ribbon driveways from Madison Place within the existing curb cut area. The garage has a simple massing with standing seam hipped roof, a simple traditional cornice, traditional overhead doors with simulated divided light windows over recessed panels, and a pergola detail.

213 N. Augusta St., Staunton, VA 24401 Tel: 540-886-6230 FAX: 540-886-8629 e-mail: info@frazierassociates.com

PROPOSED MATERIALS:

SCREENED PORCH:
Piers: brick veneer
Trim, columns, cornice: composite, painted
Porch floor: tile
Porch railing: wood, painted
Roof: prefinished standing seam metal, seamed at ridges, pan and seam profiles to match metal roof on existing house
Gutters: prefinished aluminum half round with round downspouts

REAR DECK:
Piers: brick veneer
Porch floor: composite
Porch railing: wood, painted
Trim: composite
Stairs: wood, painted with composite treads

GARAGE:
Siding: smooth fiber cement lap siding, painted
Foundation: parge coat of masonry stucco over CMU
Trim: composite, painted
Roof: prefinished standing seam metal, seamed at ridges, pan and seam profiles to match metal roof on existing house
Gutters: prefinished aluminum half round with round downspouts
Door: fiberglass
Garage doors: fiberglass

SITE:
Driveways: concrete
Walkways: concrete
Fence: wood, painted



Existing west (Madison Place) elevation.



Existing south elevation.



Existing east (St. Clair Street) elevation.



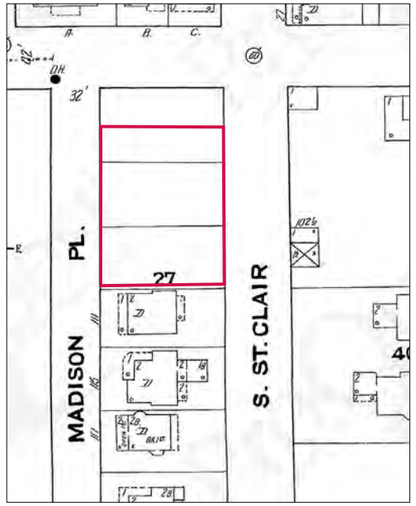
Street view looking south on Madison Place.



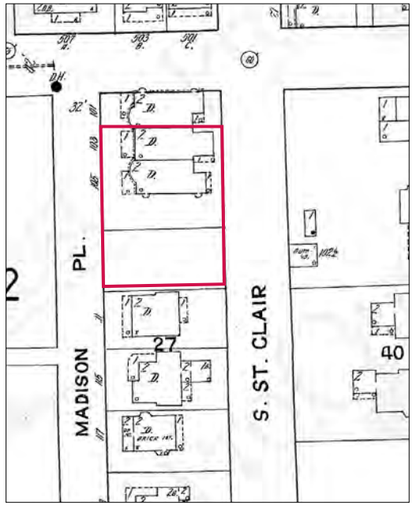
Street view looking north on Madison Place.



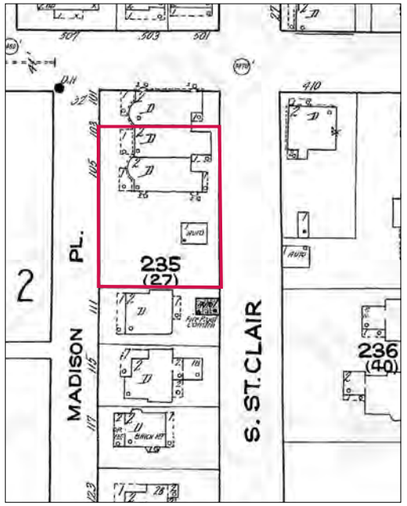
Existing back porch.



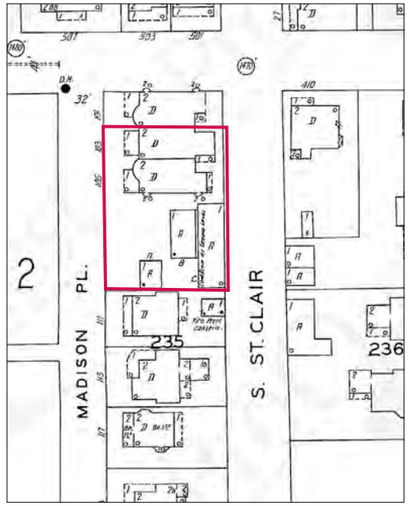
1909 Sanborn Map: vacant site



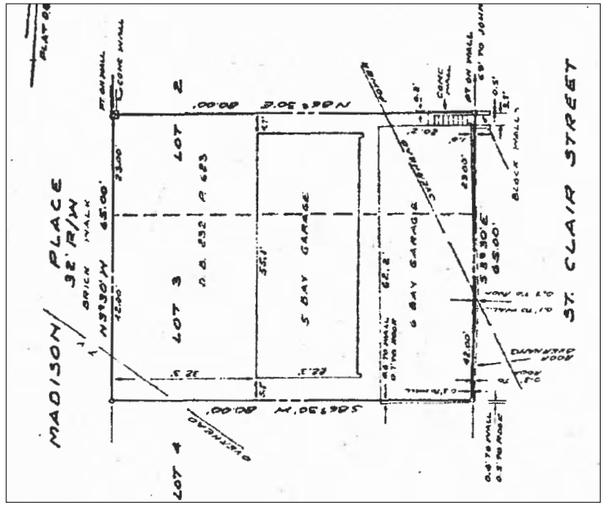
1914 Sanborn Map: house constructed



1921 Sanborn Map: small “auto” use



1929 Sanborn Map: three garages



1985 site survey showing garages.



Madison Street garages in the early 1990s.



Madison Street garages in the early 1990s.

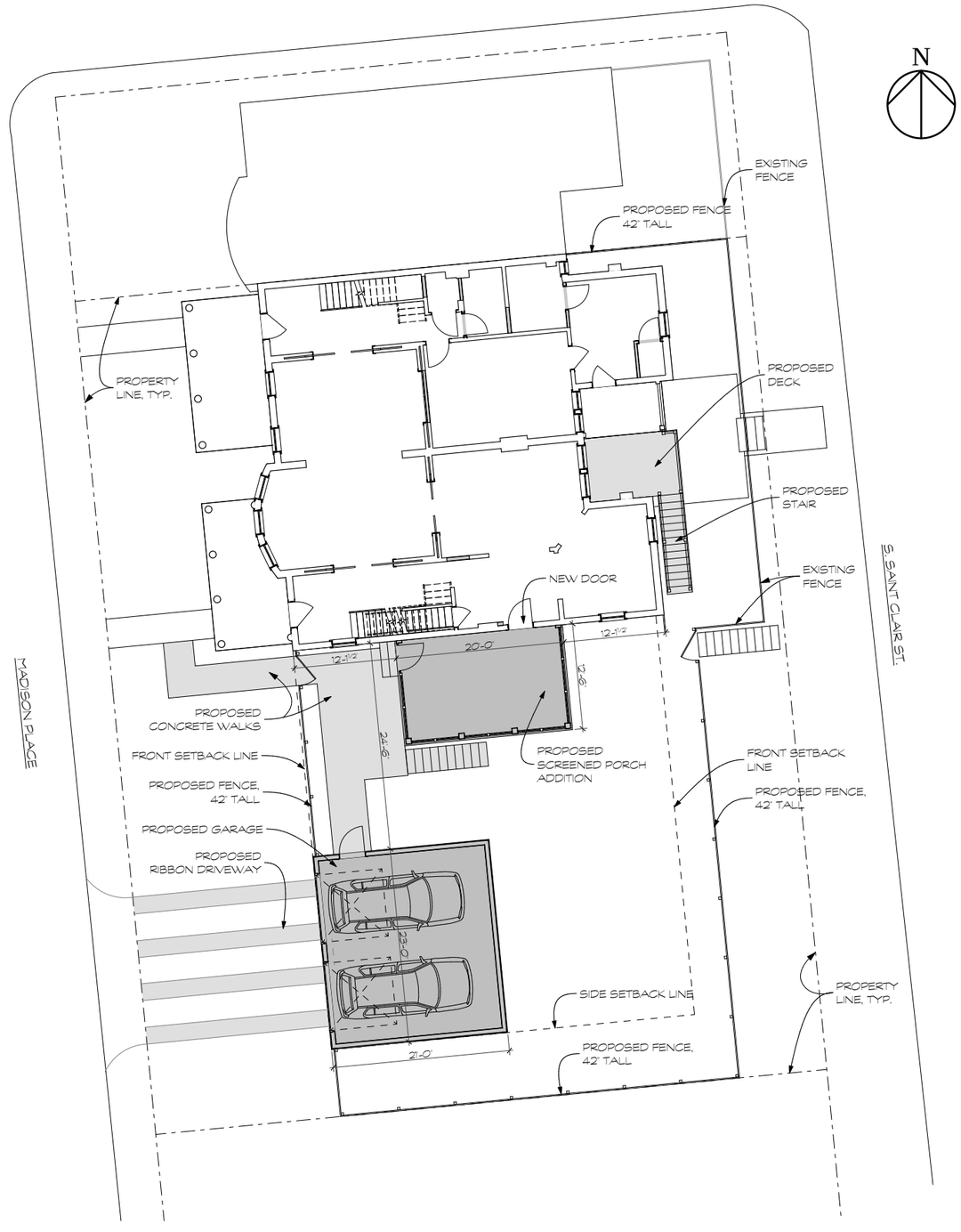


St. Clair Street garages in the early 1990s.



Existing Site Plan

1/16" = 1'-0"



Proposed Site Plan

1/16" = 1'-0"

FRAZIER ASSOCIATES
ARCHITECTURE ▪ COMMUNITY DESIGN ▪ WAYFINDING

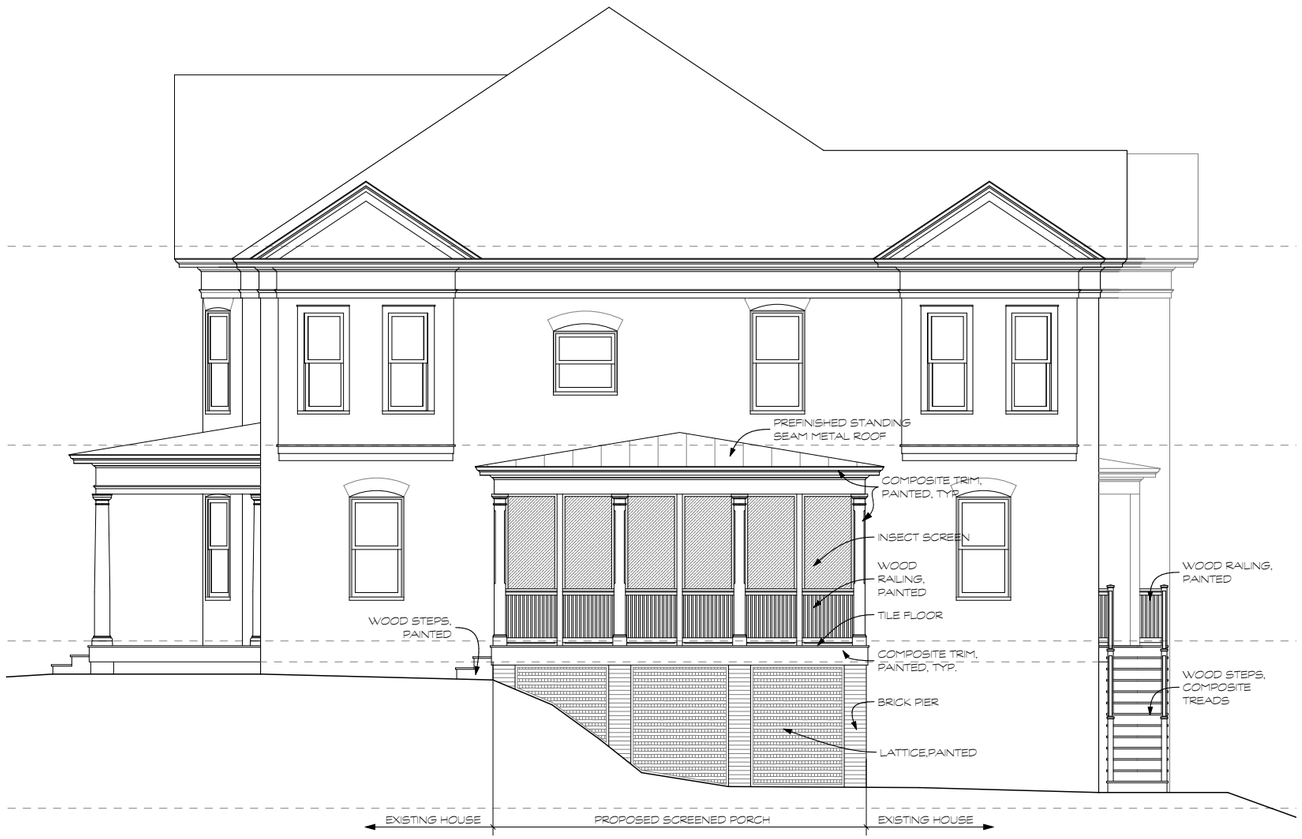
103-105 Madison Place - Site Plan

Staunton, Virginia - June 4, 2019



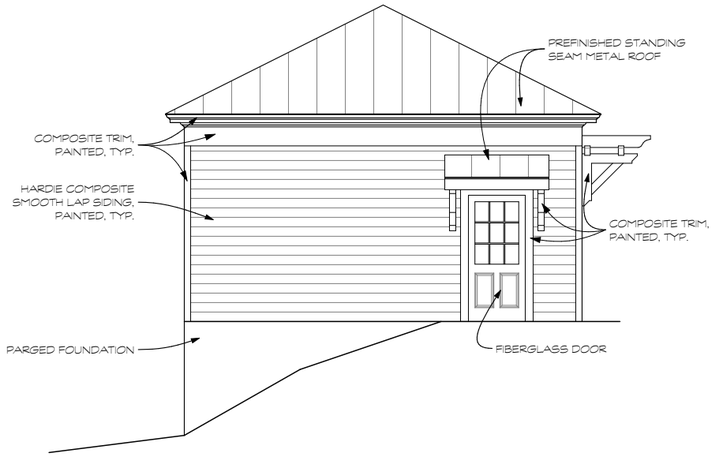
Proposed West Elevation

1/8" = 1'-0"



Proposed South Elevation

1/8" = 1'-0"



Proposed Garage North Elevation

1/8" = 1'-0"



Proposed East Elevation

1/8" = 1'-0"



Proposed East Elevation

1/8" = 1'-0"

Aerial views from the east showing the proposed revised east porch addition: the existing one-story porch and stair would be removed, and a new two-story porch added, including brick piers at the basement level, a covered porch on the first floor with square posts and a simple wood railing, and an open deck on the second floor.







Aerial view from the west showing the proposed screened porch, garage, driveway, and fence.



Eye level view from Madison Place.



Eye level view from Madison Place.



Aerial view from the east showing the proposed screened porch, back deck, garage, and fence. Note that large trees are not shown for clarity.



Eye level view from St. Clair Street.



Eye level view from St. Clair Street.



Existing (left) and proposed (below) views from Madison Place.



Exhibit B

Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION
HSF Recommendation
June 19, 2019
Certificate of Appropriateness
New garage, drive, walks, rear and side additions, porches
103-105 Madison Place
Newtown Historic District

Existing Condition: Built between 1909 and 1914 the structure is a Queen Anne style row house constructed of red brick masonry. The roof is a complex gable arrangement with central dormer including a segmental arched, divided light window. Two projecting bays accentuate the façade and include shingled gable ends with Palladian windows. Segmental arched window openings line the second floor with double hung wood single light sash.
Three one-story porches define the façade division. The porched include classical cornices, Tuscan Columns and wood picket balustrade.
Low cast concrete with fine aggregate walls line the front yards with associated steps leading to the porches.

The south side includes two second floor curved projecting bays covered with fancy shingles. Window openings are segmental arched with wood double hung sash.

At the rear of the house, but fronting upon St. Clair Street are small porches leading from the town houses. Located between three, 2 ½ story projecting brick bays, the porches have shed roofs supported by square wood columns with chamfered corners. Between the columns are square picket balustrade with molded handrails. Red brick columns support the porch base and floors. Interior wood steps lead to the ground level.

The south yard is open with gardens. The sidewalk along Madison Place includes a curb cut. Documentation indicates the lot once held garages along Madison Place and multiple bay garages along St. Clair Street.

Proposed Work:
See the application for detailed plan and elevation drawings from the architect.

From the application:
The proposal is to construct a screened porch addition and a deck addition to the existing house; and to construct a detached two-car garage structure on the southwest corner of the property.

SCREENED PORCH ADDITION:
The proposed screened porch would be centered on the south elevation, and would be accessed by an existing window, which would be altered to accommodate a door. A standing seam metal hipped roof is proposed. Details include a simplified version of the existing house's porch cornice, square, chamfered posts, and traditional, simple painted railings with square pickets.

REAR DECK ADDITION:
The existing one-story porch and stair would be removed, and a new two-story porch added, including brick piers at the basement level, a covered porch on the first floor with square posts and a simple wood railing, and an open deck on the second floor.

GARAGE:
A detached two-car garage is proposed on the south side of the property. This location echoes the smallest auto use on the 1929 Sanborn map as closely as possible given the current required setbacks. The garage would be accessed by concrete ribbon driveways from Madison Place within the existing curb cut area. The garage has a simple massing with standing seam hipped roof, a simple traditional cornice, traditional overhead doors with simulated divided light windows over recessed panels, and a pergola detail.

Discussion:
See attached guidelines
Applicable Excerpts:

Existing Rear Porch and Proposed Deck

V. Guidelines for Existing Buildings - Elements

F. Porches & Porticoes

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Historic porches create the outdoor gathering space that traditionally separates the public realm from the private interior.

GUIDELINES:

1. Retain original or later character-defining porches since this element is often critical to the design integrity of the building.

2. Repair and replace damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.

3. Keep porches open to provide shade and reduce heat gain during warm weather.

4. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible and be based on physical evidence and/or historic photos.

Inappropriate Treatments:

5. Do not remove porches that are important in defining the building's overall historic character.

6. Avoid removing original decorative elements or adding incompatible new decorative elements.

7. Do not change the configuration or arrangement of the balustrade, posts, cornice, or stairs of a front porch.

8. Do not replace wooden porch floors with concrete or artificial decking materials.

9. Avoid adding a new entrance to the primary elevation.

10. Do not enclose porches on primary elevations.

11. Avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.

IV. Guidelines for Site Design & Elements

A. Walkways, Driveways & Parking

2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.

3. In general, driveways should be located only on large, wide parcels that can accommodate such a feature and when this feature is found on other surrounding historic properties.

9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.

Proposed New Construction and Additions
The proposed projects are complicated and have many considerations.
Attached are the Guidelines for New Construction and Additions. Please review with the aid of the attached Design Review Check List.

E. Outbuildings, Garages, & Other Site Features

2. Follow the applicable zoning requirements by placing new outbuildings, such as garages or sheds, to the rear of lots that are large enough to accommodate them. New outbuildings cannot be located in front or side yards.
3. Design new outbuildings to be compatible with the style and character of the primary building on the site, especially in scale, materials, and roof form. For more information on appropriate new construction, **see Chapter VII.**
4. Prefabricated outbuildings that are not typically in keeping with the historic character of the district are not appropriate if visible from the public street.
5. New patios, terraces, decks, or pools should be sited in rear yards and gardens that are not visible from a public right-of-way and are thus not subject to HPC review.

VII. Guidelines for New Construction & Additions

A. Introduction

The following guidelines are all important when considering whether a proposed new building design is appropriate and compatible; however, the degree of importance of each criterion may vary within each area as conditions vary. For instance, Staunton's historic districts' distinctive character is derived not only from architectural style and building forms but also from the character of the street created by building setback, spacing, mass, and height as well as the landscape quality. This new building is considered in the context of the street character, and the block— including both sides of the street— in which the new site is located should therefore be carefully studied when designing a new infill dwelling including both sides of the street.

R. Additions

Additions to the existing historic buildings may be compatible with the design, scale, and architectural style of the original structure while still being differentiated from the historic building. In any case, the addition should be designed so that significant historic materials, features, and forms of the original building are maintained. There is no specific formula for the design of an addition; it can be any architectural style - traditional, contemporary or a simplified version of the historic building.

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.

2. Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.

3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.

4. Maintain the original orientation of the structure. If the primary entrance is located on the street facade, it should remain in that location.

5. The new design should not use the same wall plane, roof line, cornice height, and identical materials that make the addition appear original to the historic building.

6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

HSF Recommendation:
HSF recommends the Certificate of Appropriateness be approved with considerations.

Porch facing St. Clair Street.
The existing porch is a historic feature. The guidelines lead toward preservation of historic character defining features. It is recommended that that existing porch be retained. Rehabilitation may consider adapting the porch access.

Porches:
1. Retain original or later character-defining porches since this element is often critical to the design integrity of the building.
4. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible and be based on physical evidence and/or historic photos.
5. Do not remove porches that are important in defining the building's overall historic character.

Proposed new side enclosed porch addition:
The addition of a side, enclosed porch appears to be compatible in terms of scale, materials, form, and attachment to the house. The addition does not overwhelm the existing architecture, leaving the house as the dominant feature. It is located on a secondary side of the building.
Additions:
1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
2. Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.
3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.
4. Maintain the original orientation of the structure. If the primary entrance is located on the street facade, it should remain in that location.
5. The new design should not use the same wall plane, roof line, cornice height, and identical materials that make the addition appear original to the historic building.
6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

Garage:
The garage and ribbon drive as designed is compatible with the surrounding architecture in terms of scale, materials and form.
The commission should carefully discuss the orientation of the garage toward Madison Place as opposed to St. Clair Street. The majority of homes and lots along Madison Place do not have garages fronting the street. The applicant did carefully document that historically this specific lot did have a garage and that a curb cut exists.

"Staunton's historic districts' distinctive character is derived not only from architectural style and building forms but also from the character of the street created by building setback, spacing, mass, and height as well as the landscape quality. This new building is considered in the context of the street character, and the block— including both sides of the street— in which the new site is located should therefore be carefully studied when designing a new infill dwelling including both sides of the street."

Notes:
Drive:
2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.

Garage:
E. Outbuildings, Garages, & Other Site Features
2. Follow the applicable zoning requirements by placing new outbuildings, such as garages or sheds, to the rear of lots that are large enough to accommodate them. New outbuildings cannot be located in front or side yards.
3. Design new outbuildings to be compatible with the style and character of the primary building on the site, especially in scale, materials, and roof form. For more information on appropriate new construction, see Chapter VII.
4. Prefabricated outbuildings that are not typically in keeping with the historic character of the district are not appropriate if visible from the public street.
5. New patios, terraces, decks, or pools should be sited in rear yards and gardens that are not visible from a public right-of-way and are thus not subject to HPC review.

Sample motion:
I move the Certificate of Appropriateness for the new garage, associated walks and drives, and the side porch addition be approved.

- The garage and ribbon drive as designed is compatible with the surrounding architecture in terms of scale, materials and form. The location is based upon historical documentation.
  - *Design new outbuildings to be compatible with the style and character of the primary building on the site, especially in scale, materials, and roof form. For more information on appropriate new construction, see Chapter VII.*
  - *2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.*

- The addition of a side, enclosed porch appears to be compatible in terms of scale, materials, form, and attachment to the house. The addition does not overwhelm the existing architecture, leaving the house as the dominant feature
  - *2. Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.*
  - 3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.

The changes proposed to the rear porch removes a historic feature of the house. The applicant is encouraged to consider a rehabilitation plan that incorporates and preserves the existing feature. This item is not considered approved as proposed.

LOCATION/OWNERSHIP

Name of Structure

Street Address 101-105 Madison Place

Present Owner(s) 101 - Janet Phares (1989) 105
103 - David & Ann Jeffray

Mailing Address 105 - " " "

Present Use Residence

LEGAL DESCRIPTION

Account No.

Assesor's Map No. 375

Block & Lot Madison Place/1& portion of 2

Present Zoning R-4

Accessible to Public No

Additional Surveys

Original Use Residence

Date of Construction 1909-1914

Source of Date Sanborn maps

Date of Major Known Remodeling

Source of Date

Architect or Builder Unknown

PHYSICAL DESCRIPTION

No. of Bays 2 each rowhouse No. of Stories 2

Roof Type complex gable

Porch Type 1 story across front of each unit

Building Materials: Clapboards ☐ Brick ☒ Stone ☐

Stucco ☐ Shingles ☐ Board & Batten ☐

Other:

Notable Architectural Features: Palladian window in gable over bays; classical cornices with Tuscan columns on porch

Date 9/76 Surveyed By WTF

Photograph Roll No. 2188 Neg. No. 4

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

None

Architectural Style ☐ or Characteristics ☒ :

- Greek Revival ☐
- Gothic Revival ☐
- Stick Style ☐
- Italianate ☐
- Queen Anne ☒
- Chateauesque ☐
- Romanesque Revival ☐
- Shingle Style ☐
- Colonial Revival ☐
- Beaux Arts ☐
- Vernacular ☐

Other



EVALUATION

Building Condition:		Alteration of Original Design:		Importance to Neighborhood:	
Excellent	☐ (3)				
Good	☒ (2)	None or Minor	☒ (3)	Great	☐ (3)
Fair	☐ (1)	Moderate	☐ (2)	Moderate	☒ (2)
Deteriorated	☐ (0)	Considerable	☐ (1)	Minor	☐ (1)

Incidence in Area:		Architectural Value:		Associative Value:	
Rare	☒ (2)	Outstanding	☐ (6)	National	☐ (3)
Frequent	☐ (1)	Notable	☒ (4)	Regional	☐ (2)
		Worthy of Mention	☐ (2)	Local	☐ (1)
				Unknown	☒ (0)

TOTAL PRESERVATION VALUE: 13 Category: A ☐ (15-20) B ☒ (11-14) C ☐ (6-10) D ☐ (0-5)

OLD MAP REFERENCES:

YEAR	PAGE	USE
1857		
1870		
1877		
1884		
1886		
1891		
1894		
1899		
1904		
1909		
1914	3	Dwelling
1921	3	"
1929	3	"

Other: Lot is vacant on 1909 map

OLD PHOTO REFERENCES:

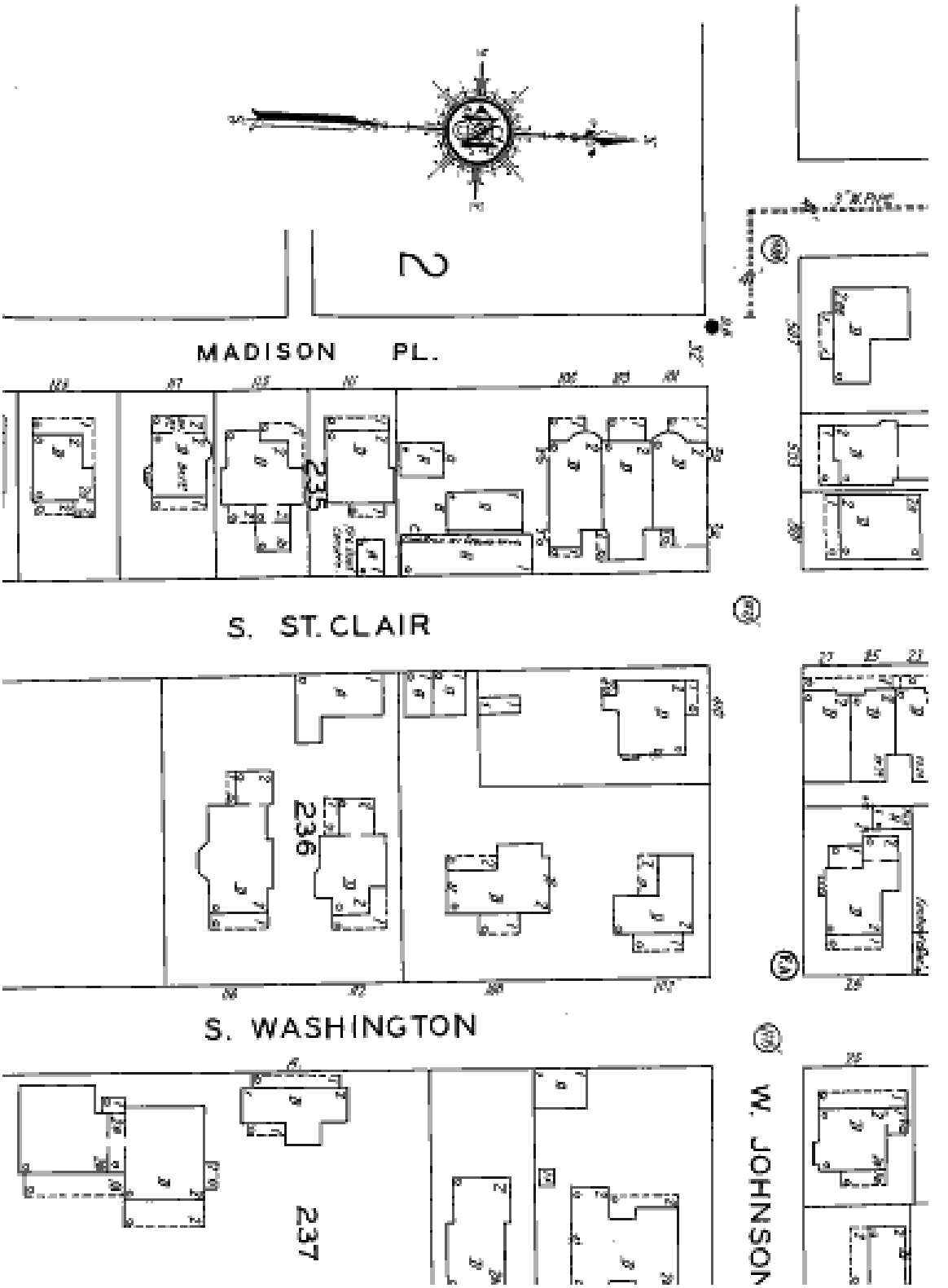
BIBLIOGRAPHIC REFERENCES:

ADDITIONAL MAP INFORMATION:

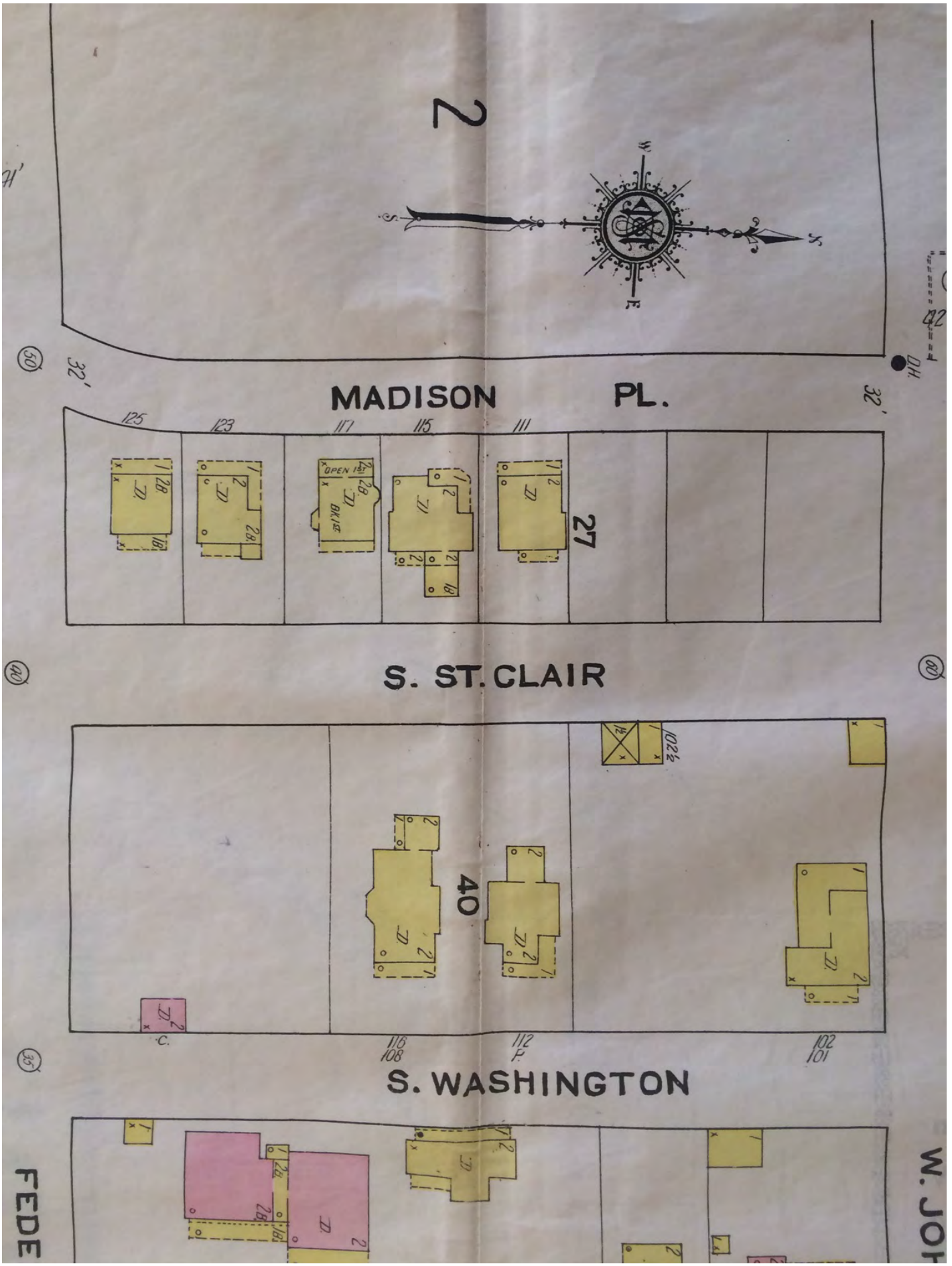
MAJOR ALTERATIONS:

DEED RESEARCH AND ADDITIONAL INFORMATION:

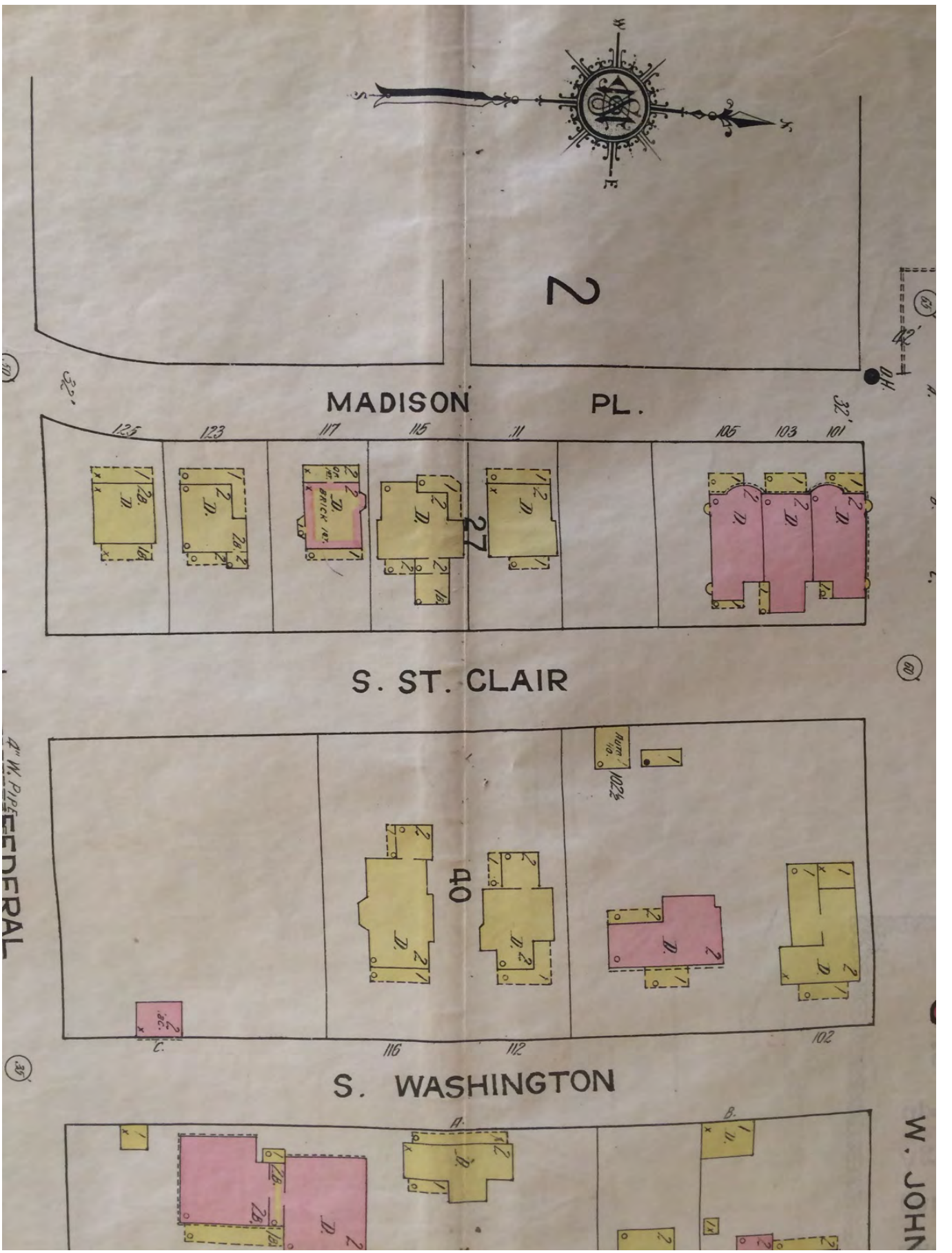
1929 Sanborn Map



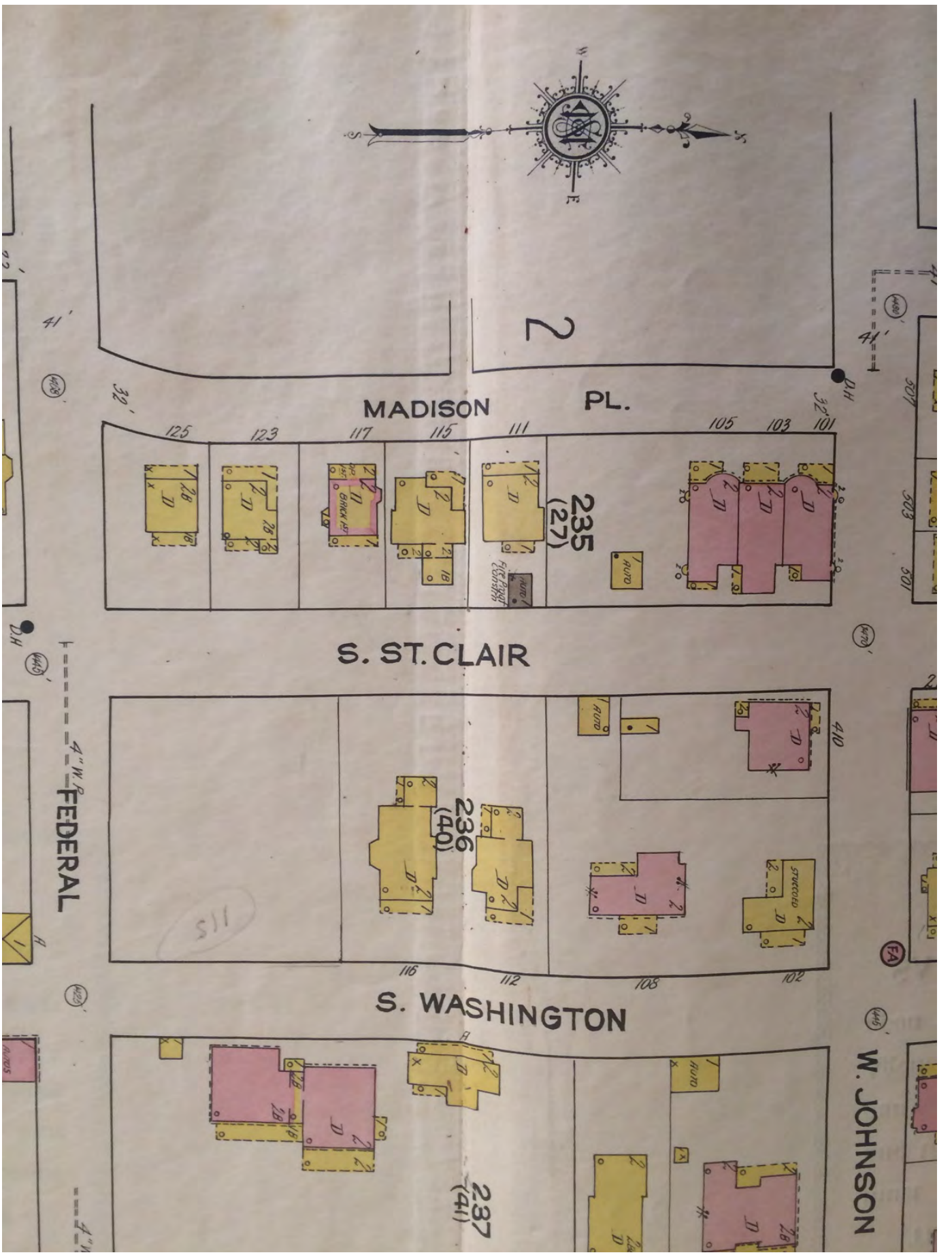
1909 Sanborn Map



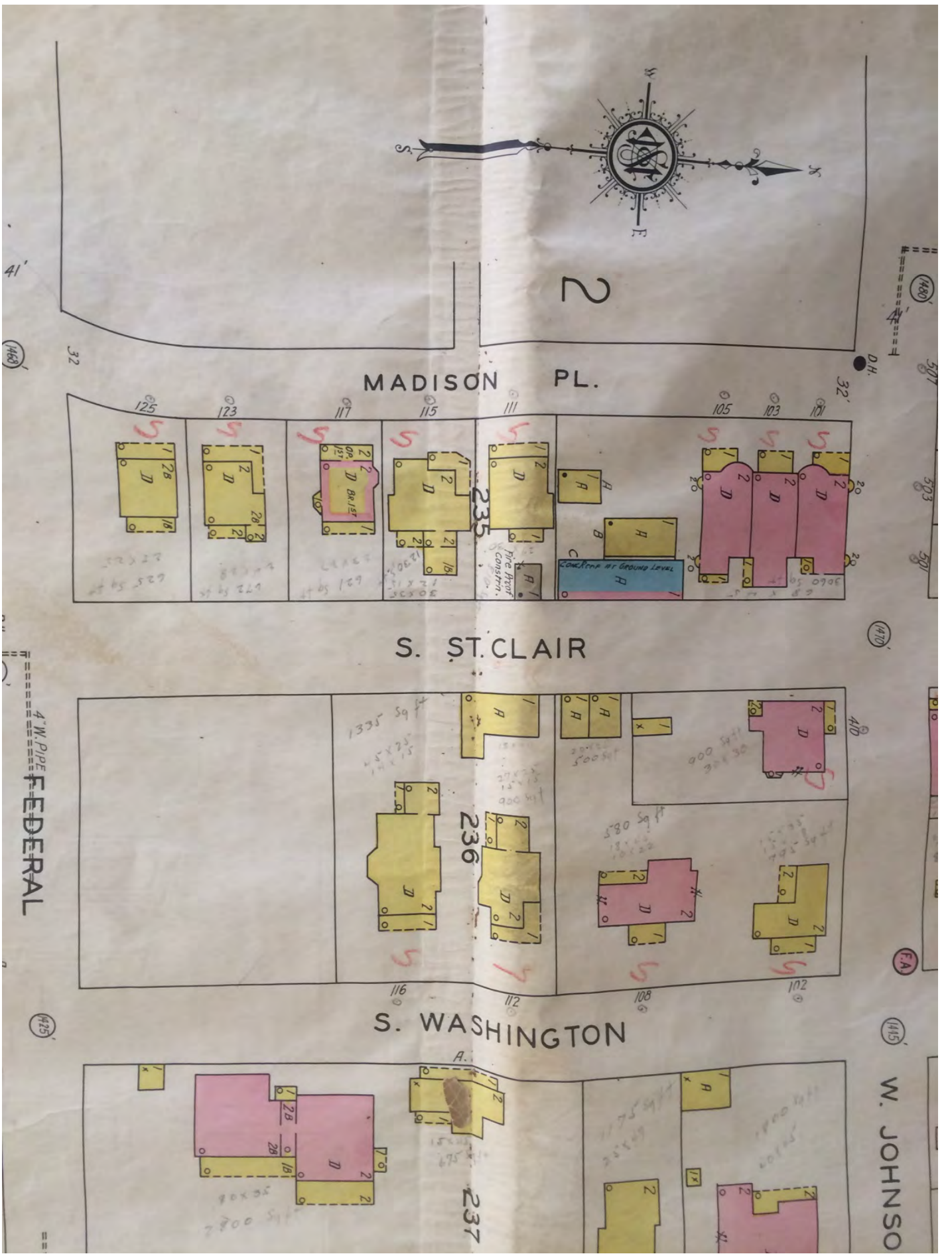
1914 Sanborm Map



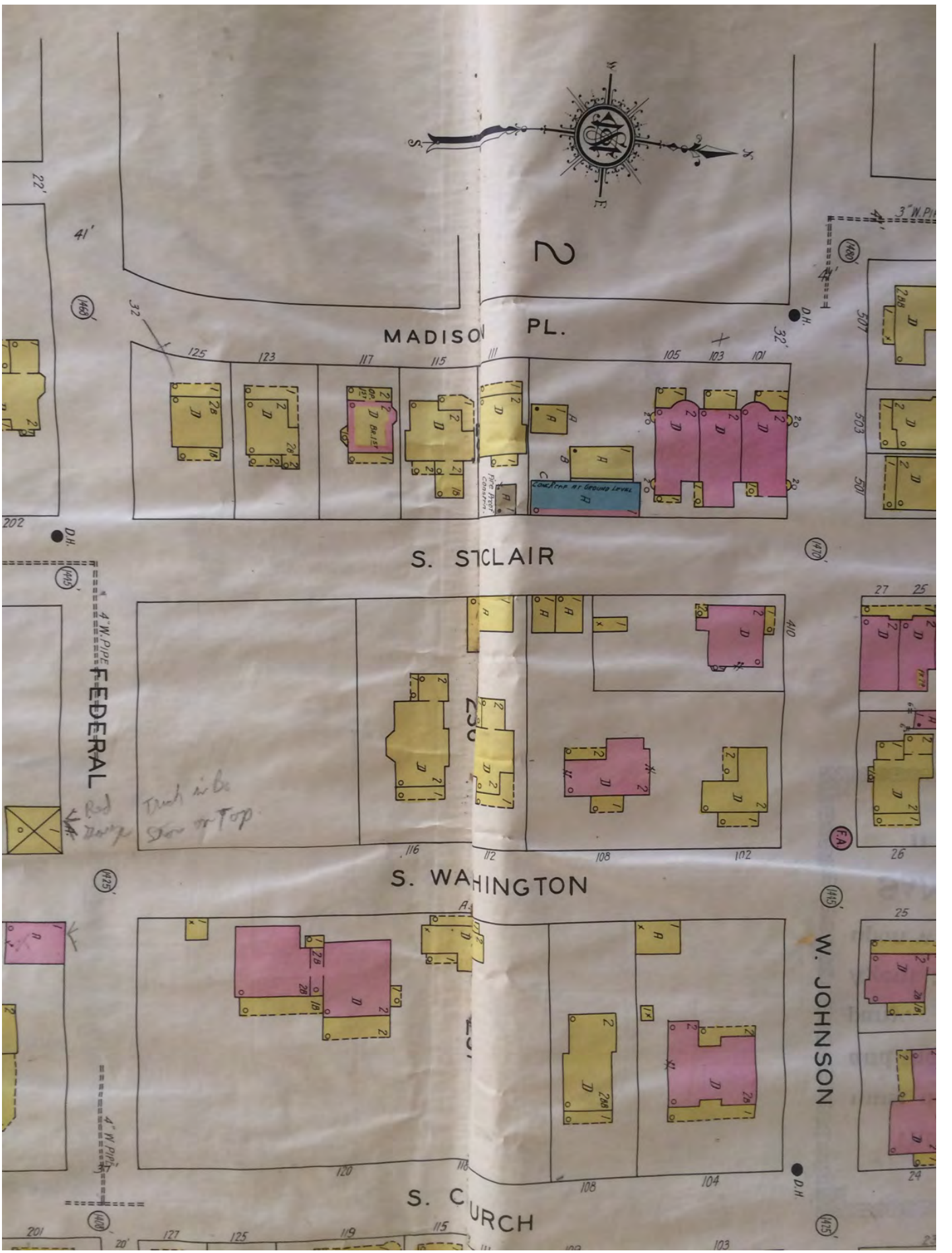
1921 Sanborn Map



1929 Sanborn Map



1949 Sanborn Map



DESIGN REVIEW CHECKLIST

SITE DESIGN

A. Connectivity Between Areas & Neighborhoods

- ❑ pedestrian and vehicular links to neighborhoods/public places
- ❑ visual compatibility with area/ neighborhood
- ❑ continuity of pedestrian routes
- ❑ connectivity with adjacent sites

B. Connectivity Between & Within Sites

- ❑ pedestrian links between buildings, parking and green spaces
- ❑ crosswalks at vehicular access points and building entrances
- ❑ visibility of crosswalks
- ❑ compatibility of paving materials
- ❑ pedestrian passageways through large masses of buildings

C. Building Arrangement

- ❑ building orientation to street/public space/ other buildings
- ❑ setback correlation to zoning
- ❑ compact building arrangement
- ❑ contiguous street presence
- ❑ compatibility with adjacent neighborhoods/side streets
- ❑ orientation of service areas
- ❑ corner buildings have (2) facades

D. Parking

- ❑ reduced scale by division into modules with plantings, pedestrian paths
- ❑ screening from street and adjoining development
- ❑ pedestrian access by pathways/crossings
- ❑ reinforce streetwall
- ❑ minimal curb cuts
- ❑ architectural compatibility of structured parking
- ❑ bicycle parking facilities
- ❑ landscaping

E. Plantings & Open Space

- ❑ sufficient open space at perimeters of site
- ❑ planted areas: drainage areas, entries, buildings, parking
- ❑ preserve topography
- ❑ preserve existing landscape features
- ❑ appropriateness of plant species
- ❑ use of plantings as screening
- ❑ street trees to define edges, pedestrian routes, public spaces

F. Walls & Fences

- ❑ high-quality materials
- ❑ compatibility with site buildings
- ❑ height corresponding to adjacent sites
- ❑ setback for placement of utilities and plantings
- ❑ texture/modulation of design
- ❑ paint or stain pressure treated wood
- ❑ City requirements for sight distance
- ❑ planting density to provide year around visual screen

G. Lighting

- ❑ light fixture height
- ❑ coordinate lighting plan with landscape plan
- ❑ appropriate nighttime illumination
- ❑ pedestrian-scaled light poles
- ❑ shielded building accent lighting
- ❑ appropriate to neighboring uses

H. Signs (site and/or building)

- ❑ placement on building
- ❑ respectful of adjacent businesses
- ❑ compatibility of colors and materials with building
- ❑ minimal number of colors
- ❑ City's outdoor lighting requirements
- ❑ direct illumination away from residential areas and street
- ❑ monument signs with landscaping
- ❑ opaque background for internally lit signs

I. Utilities, Communications Equipment & Service Areas

- ❑ locate to minimize visual impact
- ❑ screening of dumpsters, service areas, loading docks
- ❑ utilities underground or to rear of site
- ❑ placement of noise-generating features
- ❑ rooftop screening

BUILDING DESIGN

A. Building Mass, Scale & Height

- ❑ division of large facades into bays
- ❑ variety of materials
- ❑ appropriate mass for site
- ❑ modulated mass of transitional buildings
- ❑ use of mass reducing techniques

B. Architectural Style

- ❑ neighborhood identity
- ❑ diversity of traditional local materials
- ❑ smooth transition between developments
- ❑ compatibility with City vision
- ❑ upgrade of existing development

C. Facade Composition
- ❑ orientation to street or public space
- ❑ hierarchy of entry design
- ❑ partial orientation of shopping areas to adjoining neighborhoods
- ❑ avoid blank walls
- ❑ use of three-part facade design
- ❑ regular pattern of solid and voids
- ❑ openings consistent with context of building
- ❑ respect architectural traditions of region
- ❑ storefronts at street level

D. Roof Forms & Materials
- ❑ form complementary to building design/ contributes to human-scale
- ❑ shed roof screened with parapet wall
- ❑ large expanse of roof mass broken with gables, dormers, etc.
- ❑ key roof pitch to adjoining neighborhood where appropriate
- ❑ use of quality materials on visible roof areas
- ❑ screen rooftop equipment from view

E. Details
- ❑ details to create designs of interest
- ❑ human-scaled elements
- ❑ avoid blank walls
- ❑ scale of decorative elements
- ❑ compatibility of elements with architecture

F. Awnings
- ❑ coordination with overall color scheme
- ❑ not a primary design element
- ❑ not an illuminated sign
- ❑ material compatible with building

G. Materials & Textures
- ❑ material changes to reduce mass and provide interest
- ❑ avoid monotonous surfaces
- ❑ use of quality materials on all visible sides
- ❑ avoid concrete block, vinyl and aluminum siding

H. Color
- ❑ coordinated palette with limited number of colors
- ❑ primary colors should be natural tints
- ❑ reserve bright colors for accents
- ❑ color to reduce mass/provide visual interest
- ❑ avoid use of color that turns building into sign

I. Appurtenances
- ❑ screening from streets, adjacent sites, development access roads
- ❑ placement on least visible elevations
- ❑ coordination of colors

F. Porches & Porticoes

Entrances and porches are quite often the focus of historic buildings, particularly when they occur on primary elevations. Historic porches create the outdoor gathering space that traditionally separates the public realm from the private interior.

GUIDELINES:

1. Retain original or later character-defining porches since this element is often critical to the design integrity of the building.
2. Repair and replace damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.
3. Keep porches open to provide shade and reduce heat gain during warm weather.
4. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible and be based on physical evidence and/or historic photos.



Colonial Revival porticoes may be based loosely on Federal & Greek Revival examples.



This simple full-width porch is often seen on a Folk Victorian, American Foursquare or vernacular dwelling.



More decorative porches date from the mid-to-late 19th c. & may contain brackets, turned posts, & other sawn millwork details.

Inappropriate Treatments:

5. Do not remove porches that are important in defining the building's overall historic character.
6. Avoid removing original decorative elements or adding incompatible new decorative elements.
7. Do not change the configuration or arrangement of the balustrade, posts, cornice, or stairs of a front porch.
8. Do not replace wooden porch floors with concrete or artificial decking materials.
9. Avoid adding a new entrance to the primary elevation.
10. Do not enclose porches on primary elevations.
11. Avoid enclosing porches on secondary elevations in a manner that radically changes the historic appearance.

(cont.)

TECHNICAL INFORMATION

Preservation Brief #45
Preserving Historic Wooden Porches

https://www.nps.gov/tps/how-to-preserve/briefs/45-wooden-porches.htm



This full-length classical tetrastyle portico of four Roman Doric columns is one of the few such examples in Staunton's domestic architecture.



This Colonial Revival projection is more of a porch than a typical portico. Its entablature is supported by four Roman Doric columns.



This classical portico is actually a composition containing porches for the apartments of this building. The cornice modillion blocks continue around the portico.



This typical Victorian era porch has decorative wood balusters, bracketed posts, & a shallow gable form announcing the entry bay.



This unique porch design includes cutout brackets, pairs of turned posts, & a central gable form.



This full-width porch is supported by classical columns, but it is contained within the sloping roof so its design is more bungalow inspired than Colonial Revival.



This classical portico is a well-designed later alteration to this Italianate styled residence.

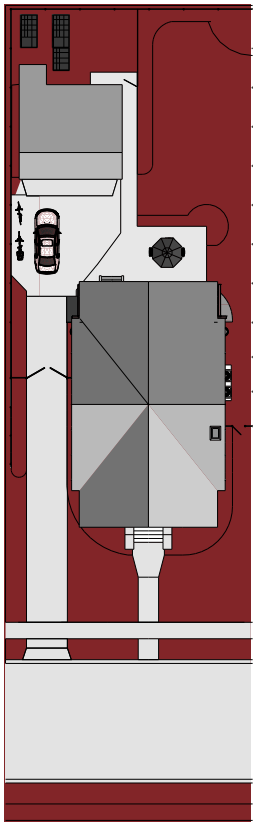


This Craftsman styled porch has exposed rafter tails & battered wooden posts resting on brick piers.

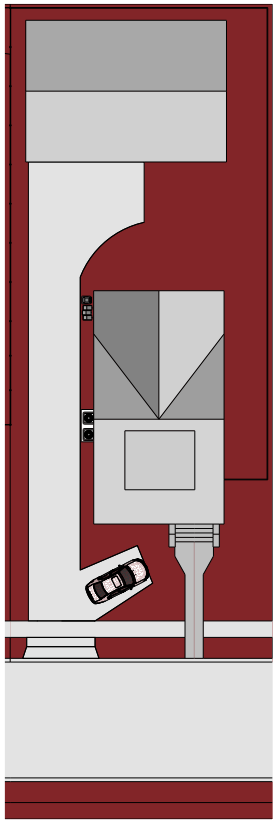
Site design is the relationship between a historic building and its site elements such as landscaping, walkways, outbuildings, and other elements within the property boundary. These site features often help define the historic character of the property and may be considered an important part of any project. Site features are more prominent in Staunton's residential historic districts since most residences are set back with front lawns that include landscaping, walkways, and lighting. Rear areas of the site may contain garages, other outbuildings, appurtenances and other site features. In contrast, many properties in the commercial historic districts have few site features since most of the lot is taken up with the building itself.



This rendering illustrates typical site features including a two-track driveway that minimizes paving materials.



Parking areas are recommended to be placed in the rear areas of the site.



Parking areas are not recommended to be placed in the front lawn of the site.

A. Walkways, Driveways, & Parking

Most of the parcels in the commercial historic districts do not have these features, but the residential districts' properties usually have walkways and some have driveways for parking. Many of these neighborhoods offer only on-street parking since the spacing between lots is relatively narrow.

1. Retain existing historic driveways that are considered contributing site features to the historic character of the property.
2. Two-track driveways (twin parallel ribbons of concrete separated by a grass strip) are considered important historic features and should be maintained where possible. This type of driveway design can be used in new construction where appropriate.
3. In general, driveways should be located only on large, wide parcels that can accommodate such a feature and when this feature is found on other surrounding historic properties.
4. Avoid placing driveways on small, narrow lots. Such a feature would have a major negative visual impact on the site.
5. Do not place paved parking pads in the front yard. All driveways for residential uses should extend to at least the rear building line.
6. Parking areas should be screened in some manner so that the parking is not the dominant visual feature of the property.
7. Retain existing historic paving and edging materials used on walks and driveways such as brick, bluestone, slate, limestone, and patterned concrete from earlier eras.
8. Repair damaged areas with materials that match the original paving in color, size, texture, and finish if possible.
9. Ensure that any new paving material is compatible with the context of traditional materials found on surrounding sites. Avoid large expanses of bright, lightly colored concrete or darkly colored asphalt.
10. Asphalt paving should not be used for walks, curb cuts, or aprons.
11. Any parking structures must meet the requirements of new construction for historic districts.
12. Do not demolish contributing historic buildings for new parking areas or structures.
13. Screen private parking areas with landscaped borders.
14. In large private parking areas, break up the space with landscaping, pedestrian walkways, seating areas, and other features. Connect pedestrian paths to buildings on site and to surrounding public sidewalks.



This two-track driveway retains much of the lawn's appearance with its narrow ribbons of concrete.



Permeable pavers are used with contrasting bricks to divide the spaces in this parking lot. This design helps reduce water runoff & the pavers are a more appropriate material than the asphalt paving.



Brick is a common material for walkways in Staunton's historic districts.

E. Outbuildings, Garages, & Other Site Features

Although the main building on a historic site is the dominant architectural feature, accessory buildings, such as garages and storage sheds, can also have an impact on the character of the district depending on their visibility. While there are not many outbuildings in Staunton's historic districts, those that exist include garages, carriage houses, or the occasional garden shed.

1. Retain and repair historic outbuildings following the existing building guidelines chapters.
2. Follow the applicable zoning requirements by placing new outbuildings, such as garages or sheds, to the rear of lots that are large enough to accommodate them. New outbuildings cannot be located in front or side yards.
3. Design new outbuildings to be compatible with the style and character of the primary building on the site, especially in scale, materials, and roof form. For more information on appropriate new construction, see Chapter VII.
4. Prefabricated outbuildings that are not typically in keeping with the historic character of the district are not appropriate if visible from the public street.
5. New patios, terraces, decks, or pools should be sited in rear yards and gardens that are not visible from a public right-of-way and are thus not subject to HPC review.



This historic carriage house has been restored & the second level converted into a studio.



Another example of a studio use on the upper level of this brick carriage house.



The original wood-frame doors were retained on this historic garage.



This wood framed garage still has its unusual doors with small paned windows.



A unique historic garage with its original folding door is constructed of stone.



A typical and appropriate garden shed with simple frame construction & a gable roof.



This charming playhouse is a rare surviving example in Staunton & has various classical details.



This brick garage with multiple vehicle bays has a shed roof with an overhang supported by decorative brackets. There are several other larger garage complexes in the historic districts like this example and they are a unique historic outbuilding form.

VII. Guidelines for New Construction & Additions



A. Introduction

The following guidelines offer general recommendations for the design of new buildings in Staunton's historic districts, both residential and commercial. There is limited opportunity to build new structures in these districts since most of the land is already occupied by existing historic buildings. For this reason, buildings that contribute to the historic character of these areas should not be demolished for new construction.

The intent of these guidelines is not to be overly specific or to dictate certain designs to owners and designers. Good designers can have the freedom to design appropriate, new architecture while still respecting and complementing the existing architectural vocabulary of Staunton's historic districts. They may create contemporary designs that are compatible with the existing historic buildings or they may choose to design new buildings in a traditional design vocabulary.



The New Street Parking Garage was divided into bays to appear as a series of façades to fit the scale of the district.

The following guidelines are all important when considering whether a proposed new building design is appropriate and compatible; however, the degree of importance of each criterion may vary within each area as conditions vary. For instance, Staunton's historic districts' distinctive character is derived not only from architectural style and building forms but also from the character of the street created by building setback, spacing, mass, and height as well as the landscape quality. This new building is considered in the context of the street character, and the block—including both sides of the street— in which the new site is located should therefore be carefully studied when designing a new infill dwelling including both sides of the street.

While there is a very limited opportunity to construct new institutional buildings such as schools, libraries, and churches in the districts, their distinctive design would relate to their function and community symbolism. Their scale is often more monumental, and massing and orientation relate to the particular use within the building. For this reason, the design of any new such institutional building in the district would not follow some of these guidelines but would relate more to traditional designs of that building type. Nevertheless, the design of this type of project would still be reviewed by the HPC.

Special Note

Besides the guidelines for new construction contained in this chapter, various provisions of the City of Staunton's City Code as well as the building codes deal with new construction. All relevant sections of these and other regulations must be thoroughly reviewed by any property owner and/or their architect, engineer and/or builder before designing or undertaking any new construction project. Multiple permits likely will be needed and the Community Development Department should be contacted at the beginning of any such project.

(cont.)



This new house on Market Street used form, elements, and materials that complement its historic neighbors.

New Construction Commercial Examples



The large mass of this new building in Pittsburgh, PA, is broken down in width by use of traditionally scaled storefronts and upper-story windows.



This contemporary design in Alexandria, VA's, historic district uses materials, forms, & openings in new ways to reduce the scale of the building & still fit in with the historic character of the district.



Materials, minimal setbacks & traditionally scaled openings help this new building fit the character of the historic district in Charlottesville, VA.



This traditionally designed new house in Loudoun County is designed to fit its historic context.



A new house in Charlotte, NC, is designed in a Bungalow style to fit the character of the early 20th c. historic district.



These new townhouses in Charlotte, NC, were designed to relate to the historic district with familiar forms & materials but with a few new details.

B. Setback

Setback is the distance between the building wall and the property line or right-of-way boundary at the front of the lot.

1. Relate the setback of any new construction and additions to the setback of the existing historic buildings in the immediate surroundings of the proposed new construction. Specifically, if 25 percent of the lots on one side of the street in the subject block have effectively established an average setback, then the new building setback should be within 5 feet of that established setback.



In the commercial areas of the historic districts, buildings generally have zero setback from the front property line. New construction should reflect adjacent historic setbacks.



Setbacks in residential historic districts vary. Any new construction in these districts should be within 5 feet of the average of the setbacks of 25 percent of the adjacent historic buildings in that block.

C. Spacing

Spacing refers to the side yard distances between buildings.

1. Space new construction according to the historic precedent in the immediate surroundings of the proposed new construction. This includes sites adjacent to as well as across the street from the proposed new construction.
2. Consult with HPC staff regarding applicable zoning regulations.



In the commercial areas of Staunton's historic districts, there is generally no spacing between buildings.



Spacing between houses in Staunton's historic districts may vary depending on the particular street & any new construction should respect the average spacing of the surrounding historic houses.

D. Orientation

Orientation refers to the direction in which the front of the building faces.

1. Orient the front entrance of new houses to the street.
2. Orient the primary elevation to the primary street if the building is to be constructed on a corner lot.



In the commercial historic districts, the front of the historic buildings are oriented to the street.

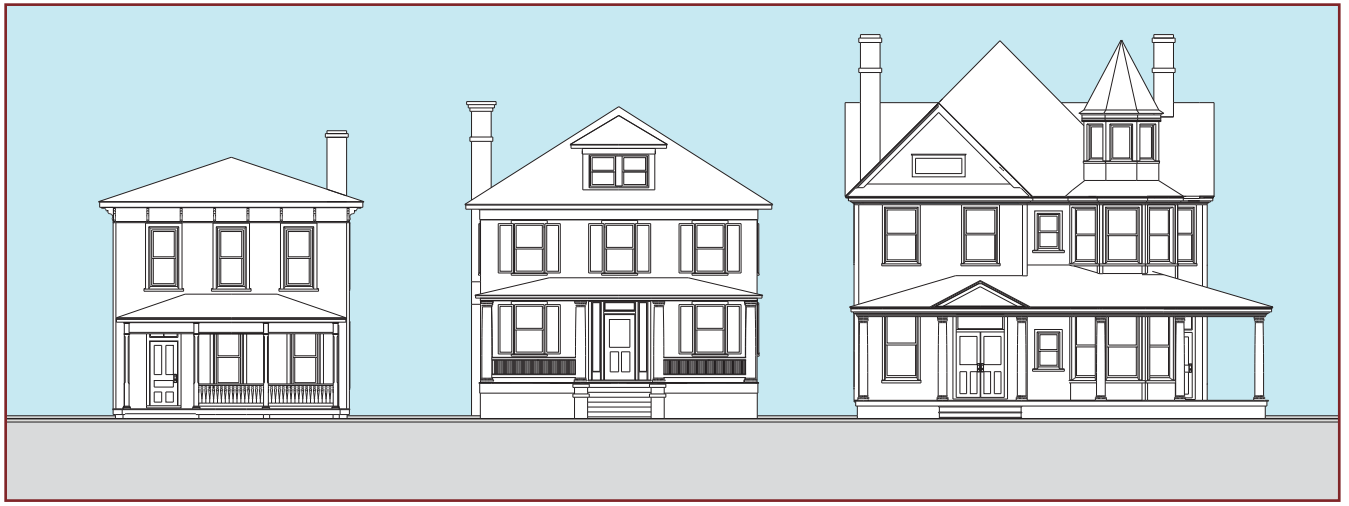


In the residential historic districts, houses are oriented to the street. In corner situations, the front of the house should be oriented to the primary street.

E. Complexity of Form & Massing

The overall massing of a building relates to the organization and relative size of the building sections or parts of a building in relationship to each other and other buildings on the street. A building's form, or mass, can be simple (a box) or complex (a combination of many boxes or projections and indentations).

1. Relate massing to those of existing adjacent historic houses. For instance, if a street is primarily Colonial Revival style houses with simple massing, do not introduce a new building with a complex massing.
2. Use forms for new construction that relate to the forms of the majority of surrounding buildings. For instance, if the form of adjacent buildings have a variety of projecting bays, dormers, etc., employ some of these elements in the new building.



The form and massing of historic houses in most cases depends upon the style & period in which the house was built. Simpler form & massing is seen in the examples to the left and middle. Porches & dormer windows add to the complexity of the form. The Victorian era house on the right is a very complex form with a variety of roof shapes, towers, and projecting bays. Any new dwelling should take its cues from the existing surrounding residential forms.



This view of the Wharf district shows the typical simple rectangular forms & masses of the commercial historic warehouses.

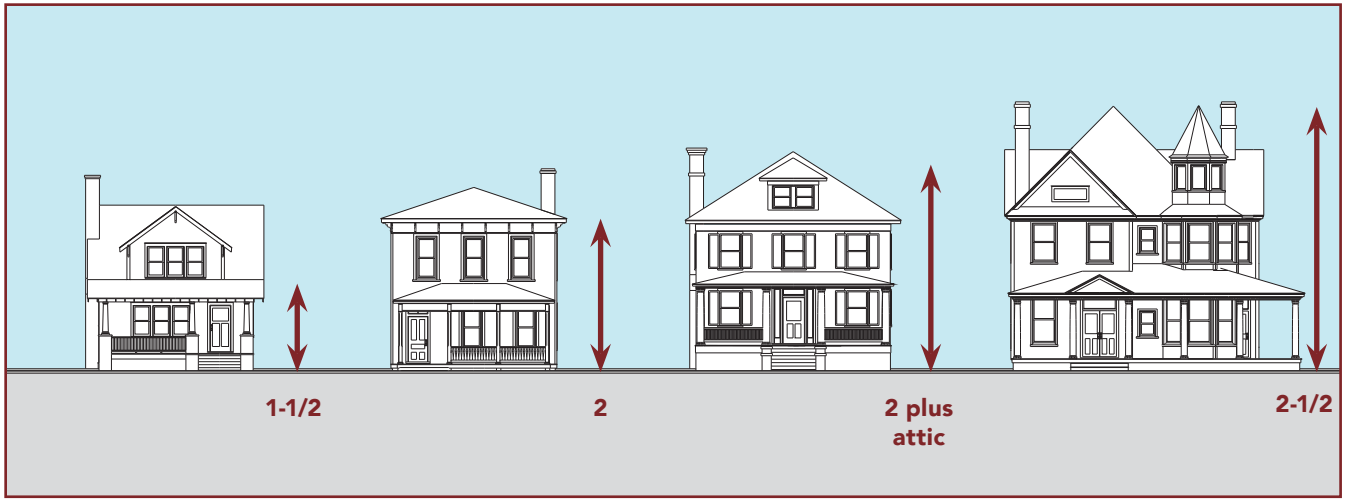


T. J .Collins, design for the Marquis Building on Beverley Street has a turret, bay windows, & gable-roofed bays that give this commercial building a more complex mass & form.

F. Height & Width

The actual size of a new building can either contribute to or conflict with the existing structures in a historic district. Height and width are two primary considerations for making new buildings fit within a historic district.

1. The height and width of a new building must be compatible with neighboring historic buildings. The height of a proposed building should be within 10 percent of the average height of adjacent historic structures to achieve visual compatibility.
2. Design new buildings to respect the existing width of original structures in the district. The space should be within ten percent of the average spacing of other buildings within the subject block. (While the current height of allowed new construction by zoning in the downtown area is 75 feet, such a structure would visually overwhelm the historic district and should not be allowed.)



Residential buildings in the historic districts range in height from 1-1/2 story Bungalows (left) to 2-1/2 story Victorian period houses (right). New construction should complement the neighboring houses in terms of height & width.



Commercial buildings in Staunton's historic districts range in height from one to four stories but are typically two-story as the examples on the left. Height can vary depending on the floor-to-floor heights & decorative cornices at the roof level. A few buildings, such as the Masonic Building on Beverley Street, are taller. However, those are the exception and not the norm. New buildings should respect the height of the majority of adjacent properties.

G. Building Scale

Scale in architecture is the relationship of the human form to the building. Height and width are the beginnings of creating scale; however, other elements such as cornices, porches, windows, etc., further define scale. Scale is also the relationship of the building to buildings around it.

1. Create human scale by including functional elements typical to the historic context, such as porches and porticos. Dividing a larger building by creating bays within the façade or by introducing different materials on different levels are other ways to create human scale.



The scale of this large commercial building is broken down with storefront openings on the first floor & smaller windows on the second floor (2), vertical masonry piers (3) & paint, & cornices & decorative brick panels (4).



This house form begins to be scaled to the human form with the addition of door and windows (2), contrasting foundation materials (3), a first floor porch (4), change of materials on the second floor (5), & a six-over-one window sash (6). This progression of design illustrates how a simple building mass acquires a human scale through its design.

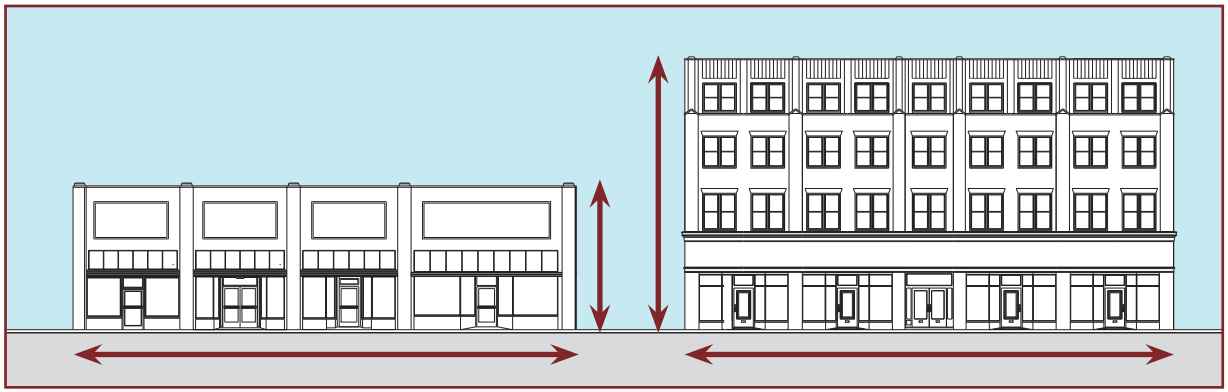
H. Directional Expression

The relationship of the height and width of the front elevation of a building mass provides its directional expression. A building may be horizontal, vertical, or square in its proportions.

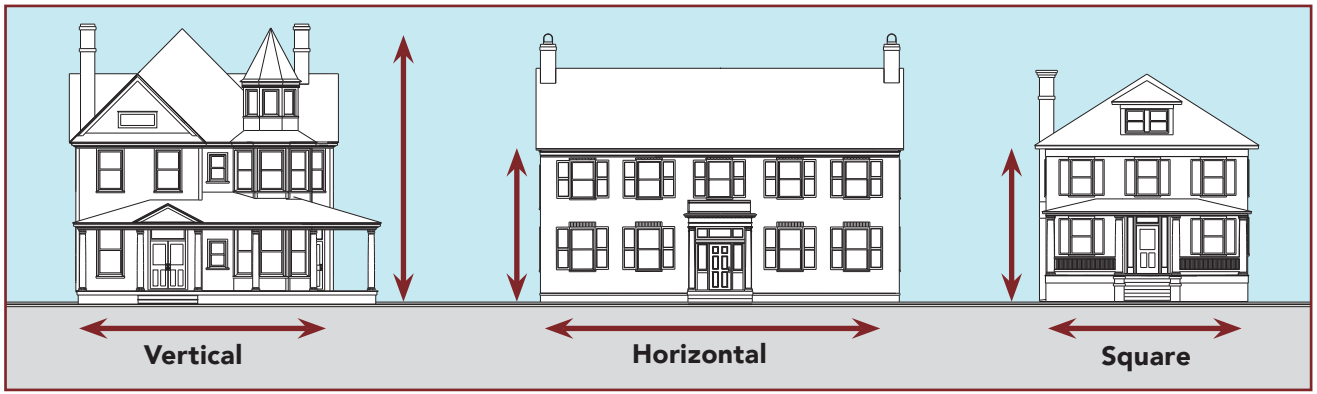
1. Make sure that the directional expression of new residential buildings is compatible with that of the surrounding houses in the block. If the majority of the existing houses within a block is relatively square, the new dwelling should have similar proportions. If there is more variety in the proportions of existing houses on a block, the designer of new dwelling may select from those options. Most commercial buildings in the downtown have more vertical proportions than horizontal.



The style, period, & size of existing historic buildings give cues for appropriate overall directional expression of new construction. Typically, most historic commercial buildings have a vertical proportion.



Some 20th c. commercial buildings, whether one-story or multiple-stories, have a more horizontal expression as seen in these examples.

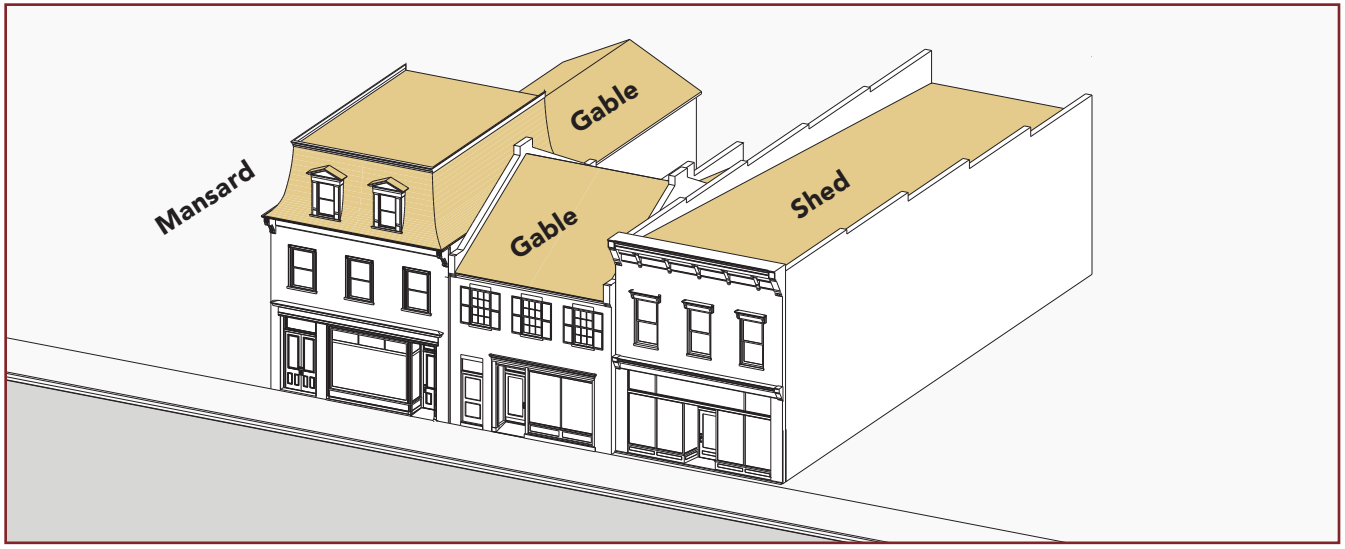


Houses, like the commercial examples above, vary in directional expression based on the style & period of construction. New construction should respect the general directional expression of the adjacent historic houses.

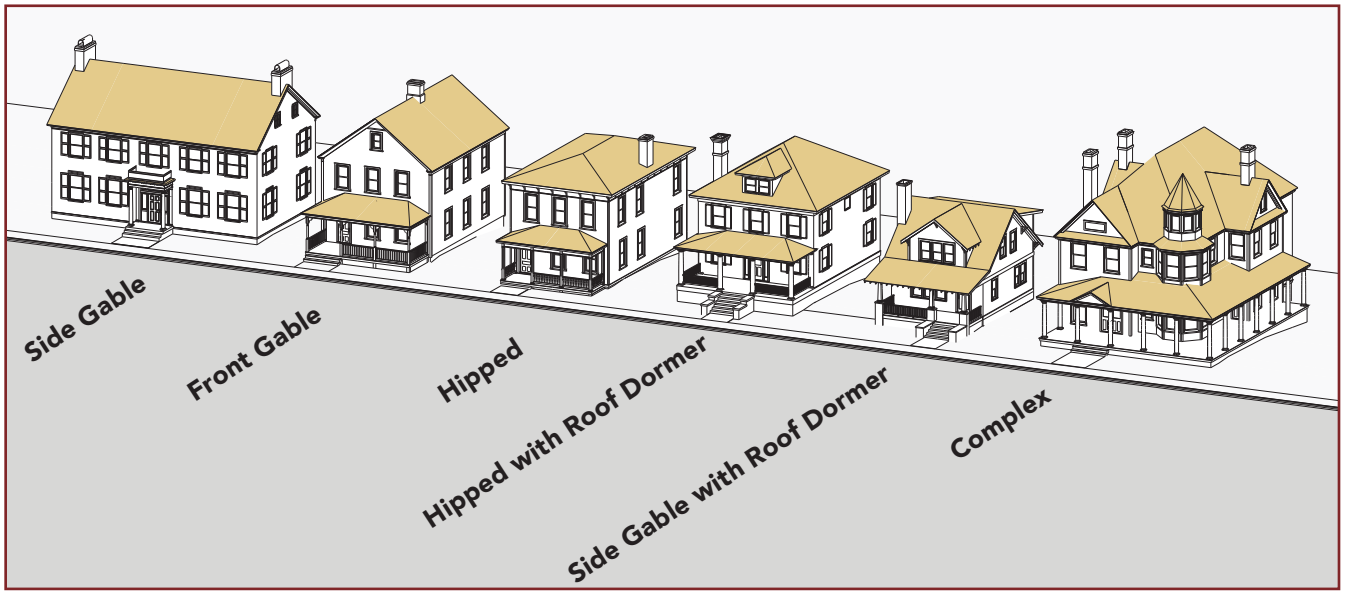
I. Roof Form & Materials

The form of a roof is an important visual element in defining a building and with materials, helps create continuity and rhythm in the historic districts. The pitch and orientation of gables and hips are important aspects of roofs and there is a wide variety of applications of these features. Likewise, there are various designs for roof dormers that correlate to a particular building style. Details such as exposed roof rafters and eave brackets also help to articulate certain architectural styles. Roofing materials in the districts vary and include standing-seam metal, asbestos shingles, asphalt, or occasionally slate as well as built-up or rubber membrane roofs on commercial buildings.

1. Use roof forms, such as gable, hipped, or combinations of forms, in the design of new residential buildings that relate to existing surrounding examples.
2. Consider employing roof dormers if they are commonly used in nearby historic houses.
3. Reflect the pitch and gable orientation of surrounding historic buildings in the design of a new dwelling. For instance, if the context is primarily gable-roofed houses, avoid a shallow hipped roof.
4. Use eave design and materials that complement those frequently found in the block where the new building is being constructed.
5. In general, use the shed roof form on new commercial buildings.
6. Use roof materials that relate to the majority of neighboring buildings.



While most historic commercial buildings have a shed roof, many buildings in Staunton's historic commercial districts vary from this norm & include mansard & gable roofs as well as some roofs having turrets.

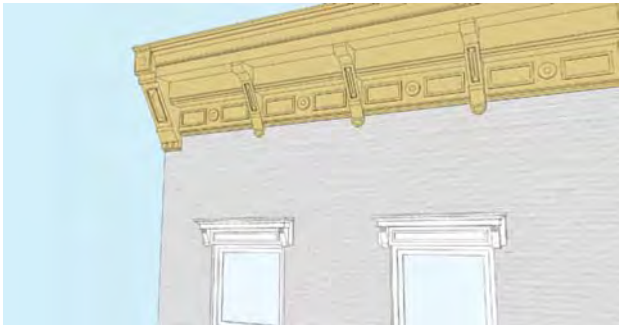


Residential roof forms range from simple side-gable types (left) to the complex roof form to the right that include gable & hipped forms along with turrets &dormers. A new dwelling should respect the historic context in which it is being built in relation to its roof form & material.

J. Cornices

Most of Staunton's historic dwellings have some sort of cornice as do commercial buildings that may also have a cornice above their storefront.

1. In general, use cornices in the design of a new building depending on its context and its design vocabulary.



Commercial cornices may be simple or more detailed with brackets & decorative panels as in this example.



Residential cornices may be simple like this example or more elaborate; it generally depends on the style of the house.



Most historic commercial buildings have cornices at the storefront level & at the roof line as illustrated here.



Residential designs generally have cornices at the roof line & as an element of any porch or portico.

K. Door & Window Types & Patterns

The size, proportion, rhythms, pattern, and articulation of door and window openings help to give a building its individual style and character. The ratio of solid wall to voids created by openings also gives a building its particular style.

There is a wide variety of style and character of these openings within buildings in the historic districts. Studying these elements of doors and windows of existing buildings within the context of the proposed new design will help better define what might be appropriate treatments for a new building.

1. Ensure that the rhythm of elements on a primary elevation of a new building is compatible with rhythm of the majority of existing buildings within the block and across the street as well.
2. Relate window and door openings for new construction to the historic context in the following ways:
   a. The ratio of solids (walls) and voids (windows and doors).
   b. The rhythm and placement of window and door openings.
   c. The proportion of window and door openings (the ratio of width to height).
   d. The general size of windows and doors.

(cont.)



Window patterns can be very regular as in examples 1, 2, & 4 due to the style of the house (Italianate, American Foursquare, & Colonial Revival). Victorian era houses have a wider variety of window styles & sizes as in example 3.



On commercial historic buildings, doors are generally incorporated into the storefront design. Separate entrances to the upper floors are often a part of the design, & those doors can often have a distinctive design of their own that reflects the style of the building. Upper story windows are generally vertically proportioned & are usually double-hung, wood-sash variety.

3. Respect the traditional design of openings. For instance, windows and doors are generally recessed on a masonry opening while the element is surrounded by raised trim on a frame building. New construction should follow these methods as opposed to designing openings that are flush with the rest of the walls.
4. Construct doors of wood (preferred material). Metal-clad, fiberglass, or metal doors may also be considered for new construction on a case-by-case basis. Relate the design of new doors to the door styles found historically in the district.
5. Use windows with true divided lights or interior and exterior fixed muntins with internal spacers to refer to traditional designs and match the style of the building. Avoid false muntins and internal removable grilles because they are not compatible with the historic character of the districts.
6. Do not use tinted or mirrored glass on major elevations of the building. Translucent or low-e glass may be strategies to minimize heat gain.
7. Use shutters of wood or a wood composite (rather than metal or vinyl) scaled to fit the window opening. Shutters should be mounted on hinges. Do not use shutters on composite or bay windows.



Windows & doors are recessed in masonry openings as seen in this arched example.



On frame buildings, windows & doors are typically surrounded by trim raised from the surface of the siding.



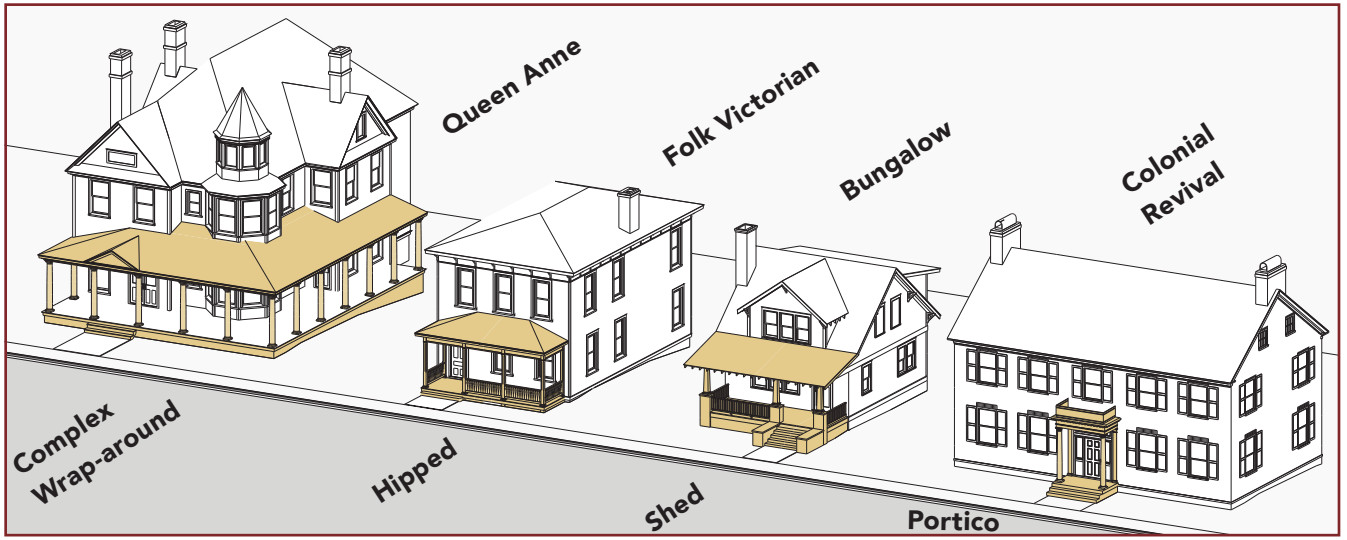
Any new windows with divided lights should have raised muntins & shutters should be hung on hinges like this historic window example.

L. Porches, Porticoes & Balconies

A porch is the focal point of the façade of most historic houses. Because of their decoration and articulation, these features help to add variety and rhythm to each block.

Porches have traditionally been a social gathering point as well as a transition area between the exterior and interior of a residence. New residential buildings can better blend with the historic district if a porch is incorporated into the design. The residential historic districts in Staunton have a rich variety of porch types and styles from which design cues may be taken.

1. Include a porch in the design of new residential construction when the majority of the surrounding existing houses also contain a porch.
2. Design new porches to complement the size, proportion, placement and rhythm of existing historic porches within this context.
3. Ensure that the new porch is compatible with the overall architectural vocabulary/style of the new building.



The style & type of porch generally varies with the style of the house.









Porches create welcoming entrance spaces for both new & historic houses.

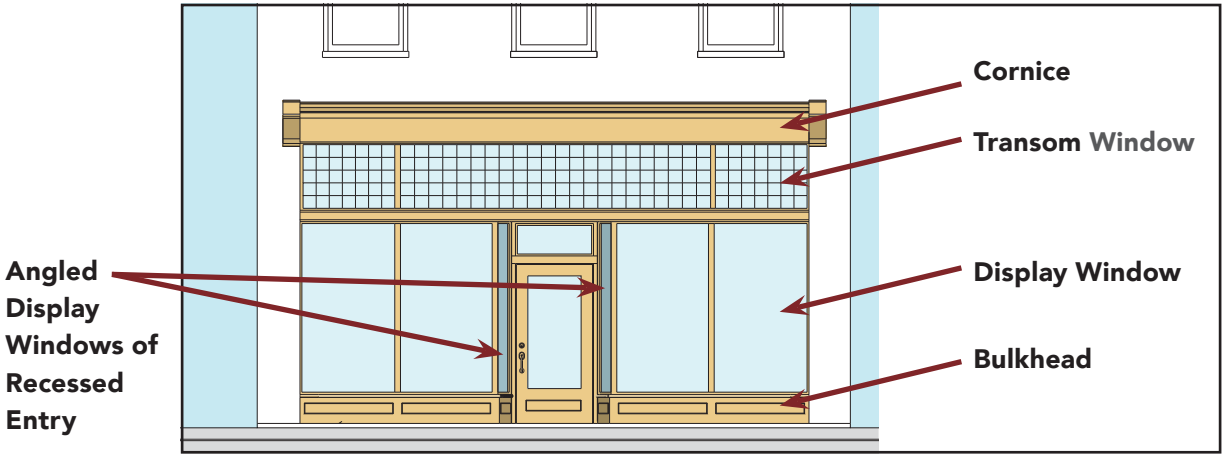
M. Storefronts

In Staunton's downtown historic district, most of the buildings have a storefront due to their commercial nature. In the Wharf Historic District, some of the buildings do not have storefronts due to their original function but still have windows at street level.

1. When designing new storefronts or elements for storefronts, conform to the configuration and materials of traditional storefronts.
2. Keep the ground levels of new retail commercial buildings at least 60 percent transparent up to a level of 10 feet if possible.
3. Articulate the entrance bay of larger institutional or office buildings to provide visual interest.
4. Include doors in all storefronts to reinforce street-level vitality. Discourage "mini-malls" with one central door to the interior unless individual storefronts also have usable entrances and display windows.
5. Neighborhood transitional buildings, in general, should not have transparent first floors that face residential areas, and the design and size of their facade openings should relate more to neighboring residential structures.
6. Institutional buildings generally would not have storefronts, but their street levels should provide visual interest and display space could be integrated into the design.



Blocks of downtown storefronts historically created a continuous shopping experience with display windows & welcoming entrances that angled out, creating more display area.



Typical elements of commercial storefront are shown here.

N. Foundations

The foundation forms the base of the building. The design of new houses should incorporate foundations for aesthetic as well as functional reasons. When built on a concrete slab, new buildings may appear shorter and out of scale with surrounding historic buildings.

1. Relate the new foundation's design to the height, materials, and textures of foundations on surrounding historic buildings.
2. When the technique within the context of the new building is to distinguish the foundation from the rest of the building, repeat this treatment with a different material such as stone or brick on a frame building.



Most historic houses have the foundation articulated with a different material or treatment of the same material that visually sets the building on a level base.



On this brick building the foundation is also brick but is articulated with a soldier course.



This house sits on a native limestone foundation. The surrounding site wall is also stone to match.



Porches sit on foundations that are typically masonry piers with some type of lattice filling the space between the piers & enclosing the space under the porch.

O. Materials & Textures

There is a rich variety of materials used to construct the original buildings in the historic districts including wood for trim, siding and wall shingles, brick for foundations and walls, stone for foundations and porch piers, and stucco for walls. The variety of these materials help to give the districts their rich character.

In recent years, the building industry has developed various substitute materials that have a similar appearance to several of these historic materials. For various reasons including cost, maintenance, and quality of available original materials, substitute materials are being used as substitutes in historic districts, particularly for compatible new construction.

1. Use compatible traditional materials such as brick, stucco, stone, and wood for new construction. Avoid split-faced block, and any material, color or texture that is in stark contrast to the context of the new construction.
2. While wood is the most appropriate material for siding on new houses, non-grained cementitious siding may be appropriate for new construction as well.
3. While wood is the first choice for elements such as trim, porches elements, and other decorative features, substitute materials will be considered for trim details. Some currently available composites are available in custom-formed lengths, such as urethane, while others, including cellular PVC, are dimensional mill-ready blanks. Flat board dimensional materials are available in wood-resin composites and cement board but are not able to be worked in the traditional manner of wood. Vinyl, aluminum, or other metal sidings are not appropriate on new buildings in the historic districts.
4. Consider using materials that have a paint finish, can receive paint coatings, and are designed to retain them.



Contemporary products that replicate historic materials have become more popular & include items like this fiber cement siding example.





Staunton's historic districts have a rich palette of materials and textures ranging from wood siding & shingles (above) to masonry & stone (right).

P. Architectural Details & Decorative Features

Historic buildings in Staunton's districts have a very wide variety of applications of decoration. These elements are used to define eave and cornice lines of roofs, articulate areas of openings and siding on walls, create porch elements, and define the edge of a wall and foundation.

1. Take cues from historic buildings on the appropriate use of details and decorative features to articulate the design of a new building's style and elements.
2. Relate these elements to the overall vocabulary of the new design.
3. Avoid pasting on historic details to simple new designs.
4. If designing new buildings in a classical style, become familiar with the stylistic attributes of classicism, its proportions and its precedents.



Painting can highlight decorative features of porch elements.









Window and porch details and elements vary depending on the architectural style of the building as seen in these four examples above.



Any new construction can take cues on architectural details & decorative features from the historic buildings in the downtown (above) & residential examples from the historic neighborhoods (below).



Q. Outdoor Lighting

Exterior building lighting helps to illuminate paths and entrances, provide security, and may highlight architectural elements as well as landscaping features.

1. Lighting for new structures in the historic district should be designed to be an integral part of the overall design by relating to the style, material and/or color of the building.
2. Fixtures should utilize incandescent, LED, metal halide or color corrected high-pressure sodium lighting sources.
3. Fixtures should be the full cutoff variety to limit the impact of lighting on neighboring properties and on the night sky.
4. A combination of free-standing and wall-mounted fixtures is recommended to yield varied levels of lighting.
5. Commercial buildings may include wall mounted shielded fixtures to illuminate their facades if desired.



Shielded lights are used in this example to light an awning & entrance on a commercial storefront.



This fan light helps to illuminate an outside porch while providing ventilation for this residence.



Contemporary designed lighting can still be appropriate in the historic district.



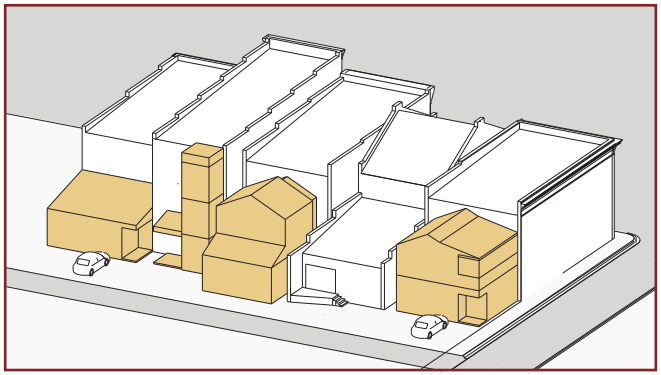
Shielded light fixtures illuminate the sign band of this establishment and interior window display fixtures light the storefront for passing pedestrians in the evening hours.

R. Additions

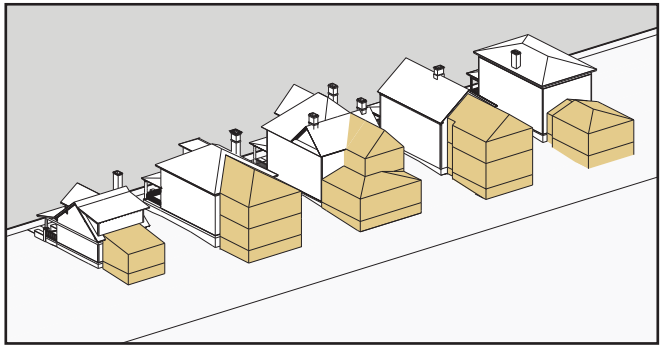
Additions to the existing historic buildings may be compatible with the design, scale, and architectural style of the original structure while still being differentiated from the historic building. In any case, the addition should be designed so that significant historic materials, features, and forms of the original building are maintained. There is no specific formula for the design of an addition; it can be any architectural style — traditional, contemporary or a simplified version of the historic building.

1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
2. Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.
3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.
4. Maintain the original orientation of the structure. If the primary entrance is located on the street façade, it should remain in that location.
5. The new design should not use the same wall plane, roof line, cornice height, and identical materials that make the addition appear original to the historic building.
6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

(cont.)



Additions to commercial buildings are located on the rear elevation & not visible from primary streets.



These massing examples for new rear additions show various ways to add on without overpowering the historic dwelling.



The rear addition to this historic house in northern Virginia was designed to be compatible with the height, materials, openings, & roof form of the historic house.



This new porch addition was placed to the side & rear of the historic house & was designed to complement the existing design & take advantage of dramatic views of downtown Staunton's skyline.



The glass connector successfully attaches the new addition (rear) to the historic building (front).



The new rear addition in Warrenton, VA, respects the height, materials, & width of the historic building while having a contemporary 3rd floor balcony & 1st floor garages.



This rear addition in Lexington, VA, consists of new balconies, green roofs, & a contemporary rear entry block.

ROOFTOP ADDITIONS

The same guidance as above should be applied when designing a compatible rooftop addition, plus the following:

1. A rooftop addition is generally not appropriate for a one, two or three-story building—and often is not appropriate for taller buildings.
2. A rooftop addition should be minimally visible.
3. Generally, a rooftop addition must be set back at least one full bay from the primary elevation of the building, as well as from the other elevations if the building is freestanding or highly visible.
4. Generally, a rooftop addition should not be more than one story in height.
5. Generally, a rooftop addition is more likely to be compatible on a building that is adjacent to similarly sized or taller buildings.

Note: If the homeowner intends to take advantage of the available Virginia historic rehabilitation tax credits for the rehabilitation of the existing historic house, the design of any new addition will require design review at the state level even though the costs of the new addition cannot be calculated into the tax credits. While these guidelines follow the intent of the *Secretary of the Interior's Standards for Rehabilitation Projects*, interpretation of the standards by state review staff may differ from these guidelines.

It may be challenging to design an addition to a historic building, and in that regard, it is highly recommended for the owner(s) and their architect or designer read the following brief before starting such a project:

TECHNICAL INFORMATION

Preservation Brief #14
New Exterior Additions to Historic Buildings: Preservation Concerns

https://www.nps.gov/tps/how-to-preserve/briefs/14-exterior-additions.htm

Exhibit C

STAUNTON HISTORIC PRESERVATION COMMISSION
June 25, 2019
5:30 p.m.
Council Chambers

PRESENT: **David Brown, Chair**
Alexander Avery
Michael Brown
Deneen Brannock, Vice Chair
Dennis Blanton

ABSENT : **Terry Holmes, Council Liaison**

ALSO PRESENT: **Rodney S. Rhodes, Senior Planner**
Linda Nesselrodt, Zoning Technician
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. Blanton then read the preamble of the Historic Preservation Commission.

APPROVAL OF MINUTES

Mr. Blanton moved to approve the minutes of the May 28, 2019 Meeting as presented. The motion was seconded and carried at 3-0 with Ms. Brannock and Mr. Blanton abstaining as they were absent at the May 28, 2019 meeting.

NEW BUSINESS

a. CERTIFICATE OF APPROPRIATENESS
Timothy Swecker
510 N. New Street
Screen for New HVAC Unit

Timothy Swecker, 510 N. New Street, stated he is proposing to install an HVAC compressor. He noted the only place to put the unit is on a slab on the corner of the house.

Ms. Brannock stated in the Commission members packet, Mr. Strassler referenced screening of the unit and noted the applicant preferred to screen it with slats in the chain-link fence. Ms. Brannock stated that was not a recommended treatment in the HPC guidelines. She stated landscaping around the patio slab would be acceptable.

Mr. Swecker stated he would probably need to build a wooden screen fence if that was acceptable as the pad is on the property line.

Ms. Brannock questioned Mr. Swecker if the wooden fence would be stained or painted.

Mr. Swecker stated the fence would be stained.

Ms. Brannock asked that Mr. Swecker have that design details reviewed with the Historic Staunton Foundation.

Mr. Swecker stated he would have the design and layout reviewed with HSF.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved with conditions.

Based upon the guidelines, the HVAC unit should be screened. Further utilizing the chain link fence continues use of a fence not recommended by the guidelines.

Guidelines for Site Design & Elements

C. Fences & Walls
#9. Chain link, vinyl, split rail, or unpainted pressure-treated wood fences or concrete block walls where visible from public rights-of-way are not appropriate in the historic districts.

F. Site Appurtenances
#1. Place site appurtenances such as HVAC equipment in inconspicuous areas to the rear of the building or in side yards and screen with appropriate plantings or fencing while Allowing for sufficient air flow. Site appurtenances should not be placed in locations Visible from a public-right-of way.

Mr. Michael Brown moved the Certificate of Appropriateness be approved for installation of the HVAC unit with either landscaping, if that's possible with the property line issue, conforming to the guidelines, or a minimal wood fence screen that would be stained or painted along with a final review with the Historic Staunton Foundation.

The motion was properly seconded and carried at 5-0.

b. CERTIFICATE OF APPROPRIATENESS
Steven Rosenberg
316 Sherwood Avenue
Replace Rear French Door

Steven Rosenberg, 316 Sherwood Avenue, stated the property was the subject of a Certificate of Appropriateness granted by the Commission in 2016. He noted that COA permitted the addition of a second story rear balcony and a French door to the residence. Mr. Rosenberg stated that project was completed using a different door than that specified by the architect and approved by the Commission. He stated he has since acquired the property and has noticed the door has deteriorated because it was not appropriate for the particular application.

Mr. Rosenberg is proposing to replace the previously installed door that deteriorated with a wood door constructed of Torrefied fir and 15 glass panels with true divided lights. The appearance of the new doors will match the previously approved doors.

HSF Recommendation – HSF recommends the approval of the COA. The Commission previously approved a COA for the addition of a balcony and double French doors at the rear of the house. The materials of the previously installed door failed exposed to the elements.

The new proposed door meets the following guidelines:

VII. Guidelines for New Construction & Additions

K. Door & Window Types & Patterns

#4. Construct doors of wood (preferred material). Metal-clad, fiberglass, or metal doors may also be considered for new construction on a case-by-case basis. Relate the design of new doors to the door styles found historically in the district.

#5. *Use windows with true divided lights or interior and exterior fixed muntins with internal spacers to refer to traditional designs and match the style of the building. Avoid false muntins and internal removable grilles because they are not compatible with the historic character of the districts.*

Mr. Avery moved for approval of a Certificate of Appropriateness.

The motion was properly seconded and carried at 5-0.

c. CERTIFICATE OF APPROPRIATENESS
Carol & Leslie Kipp
311 Berkeley Place
Roof Replacement

Carol Kipp, 311 Berkeley Place, stated they are proposing to remove the existing slate roof, due to deterioration and being beyond repair. She is proposing to install synthetic felt underlayment and 24-gauge metal pans, which will be fastened every 16 inches using a traditional stand and seam; no snap loc. All perimeters will be traditionally hemmed; all seams, hips and ridges will be mechanically fastened. Ms. Kipp stated the stand and seam roof is most compatible with the neighborhood character and it would bring uniformity to the house as the three other roofs on the house have stand and seam.

Mr. Avery asked Ms. Kipp what the price difference was on the stand and seam roof that she is proposing versus the synthetic slate. Ms. Kipp stated the synthetic slate is $47,000 and the stand and seam roof is $30,000.

Mr. Michael Brown asked Ms. Kipp what was the plan for the side walls of the dormers. Ms. Kipp stated she would consult with Mr. Strassler on what would be appropriate.

Mr. Strassler stated that would involve another review.

Ms. Brannock asked Mr. Strassler to provide more detail on his review.

Mr. Strassler stated his review followed the HSF guidelines. He noted the roof condition is well documented by professional roofers. Mr. Strassler stated early slate used in Staunton and lasts for

approximately 75 years. He noted when the guidelines were developed it stated slate would be replaced with slate; however, stand and seam roofs have been used in the City since the 19th century and are very common in the historic districts.

Mr. Blanton asked if there were houses in the city that currently have synthetic slate roof.

Mr. Strassler stated the Commission previously approved synthetic slate roofs and gave several examples of such.

Mr. Michael Brown asked Mr. Strassler if there are currently sections of the house that have a standing seam roof.

Mr. Strassler stated there are some newer additions to the house that have a standing seam roof.

Ms. Kipp confirmed Mr. Brown's question.

Mr. David Brown stated on several occasions the Commission had approved materials other than slate; therefore, would not be setting a precedent.

Mr. Michael Brown stated he found the argument of making the roof uniform somewhat persuasive.

Ms. Brannock stated there was also the consideration of visibility of the roof as the house sits up high on the street. She stated she could see using either product. She noted the standing seam metal roof was an acceptable alternative and was certainly historic in traditional material.

Mr. Blanton stated he felt the synthetic slate option is the ideal solution and was in keeping with the character of the neighboring houses and existing structure.

Mr. Strassler noted he agreed the synthetic slate roof would add texture, but in terms of longevity, he did not feel that product has performed well on other buildings whereas standing seam metal would last a lifetime.

HSF Recommendation: HSF recommends further review of the roof condition and presentation of options including synthetic slate.

In this specific case, based upon knowledge of similar slate roofs in Staunton, the existing roof is at the end of its life, exhibiting flaking and delamination.

Mr. Michael Brown moved that the Certificate of Appropriateness be approved for the replacement of the roof with a standing seam metal roof that will not incorporate ridge vents or caps along the hip ridges.

The roof will utilize a 1" folded seam and the seam should appear as a closed, locked, and folded seam.

The ends of the seams at the soffit edge and ridge should be folded flat to the roof as done historically with hand tool folded standing seam metal roofs.

The Commission will need to see a submission on the side of the dormers for solution the

applicant proposes for that.

Ms. Kipp stated her application did include the proposal from the roofer that spelled out that the roof would be done historically correctly. She noted concerns of having to wait another month. Mr. Michael Brown stated he saw no reason that she would have to wait and that the dormer would be a modification that would be submitted separately. He stated that it could not be reviewed without the information.

The motion was properly seconded and carried at 5-0.

d. CERTIFICATE OF APPROPRIATENESS
Ann Goodloe Allen, Coffman's Home Repair, Inc.
326 Vine Street
Retaining Wall

Ann Goodloe Allen, 326 Vine Street, stated she is proposing to install a split faced concrete block "Aspen Stone" retaining wall across the back of the property line to prevent erosion and for ease of maintaining the property. She referred Commission members to pictures submitted in her application.

Ms. Brannock stated in reviewing Mr. Strassler's guideline recommendations, the wall should not be any higher than what is typically found in that part of the neighborhood. She noted having variety to the color and texture so that it's not a uniform mass.

Mr. Coffman, contractor, stated they did not have a color sample of the proposed block. Discussion ensued regarding the block size and color as well capping, corners, and end pieces.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be approved with design considerations.

Ms. Brannock moved the Certificate of Appropriateness be approved as presented with the understanding that the applicant is using the variegated block color shown to the Commission at tonight's meeting.

1. The height of the wall should not exceed *"the average height of other fences and walls of surrounding properties."*
2. The wall will vary in texture and color per the sample presented.

Discussion ensued regarding the height of the wall.

Ms. Brannock amended the motion to include the height of the wall will not exceed what's common in the neighborhood on average less than 6 feet and that the stone will be varied as discussed.

The motion was properly seconded and carried at 5-0.

Ms. Nesselrodt reminded Mr. Coffman that he needed to apply for a building permit before construction proceeds.

e. CERTIFICATE OF APPROPRIATENESS
Emilie Rissman & Dan Burke
Annie Mathot, Frazier Associates
103-105 Madison Place
Screened Porch Addition, Deck Addition, Detached Garage

Ms. Brannock stated she would need to recuse herself as she is an employee of Frazier Associates. She then left the dais.

Ms. Mathot, Frazier Associates representative, gave a digital presentation of the owner's proposal. She noted the property historically was two townhouses and has been converted into a single-family dwelling. The proposal is to construct a screened porch addition and a deck addition to the existing house; and to construct a detached two-car garage structure on the southwest corner of the property.

SCREENED PORCH ADDITION:
The proposed screened porch would be centered on the south elevation, and would be accessed by an existing window, which would be altered to accommodate a door. A standing seam metal hipped roof is proposed. Details include a simplified version of the existing house's porch cornice, square, chamfered posts, and traditional, simple painted railings with square pickets.

REAR DECK ADDITION:
The existing one-story porch and stair would be removed, and a new two-story porch added, including brick piers at the basement level, a covered porch on the first floor with square posts and a simple wood railing, and an open deck on the second floor.

GARAGE:
A detached two-car garage is proposed on the south side of the property. This location echoes the smallest auto use on the 1929 Sanborn map as closely as possible given the current required setbacks. The garage would be accessed by concrete ribbon driveways from Madison Place within the existing curb cut area. The garage has a simple massing with standing seam hipped roof, a simple traditional cornice, traditional overhead doors with simulated divided light windows over recessed panels, and a pergola detail.

Chairman Brown asked Mr. Strassler if he would like to make any comments. Mr. Strassler stated Ms. Mathot went over all of the details and it was very clear what was being proposed. He noted he went through the guidelines and outlined all that he felt were implacable. He stated he felt removal of a historic porch, based upon the guidelines, was not particularly appropriate and felt it was important to review the guidelines in terms of new construction.

Mr. Strassler stated the St. Clair Street side of the street felt more as a utilitarian side of the building as opposed to the front facade of the building on Madison Place. He stated it appears that the proposed garage and addition to the house have been designed so that they are diminutive in scale to the house and were in character of the guidelines for making new additions to a lot and to a historic building. Mr. Strassler stated the materials are contemporary in nature which help differentiate the new parts of the building; however, they receive a traditional finish. He noted the design was well thought out and felt it was a very good proposal.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be approved with considerations.

Porch facing St. Clair Street:
The existing porch is a historic feature. The guidelines lead toward preservation of historic character defining features. It is recommended that the existing porch be retained. Rehabilitation may consider adapting the porch access.

Porches:
1. *Retain original or later character-defining porches since this element is often critical to the design integrity of the building.*
4. Replace an entire porch only if it is too deteriorated to repair or is completely missing. The new porch should match the original as closely as possible and be based on physical evidence and/or historic photos.
5. Do not remove porches that are important in defining the building's overall historic character.

Proposed new side enclosed porch addition:
The addition of a side, enclosed porch appears to be compatible in terms of scale, materials, form, and attachment to the house. The addition does not overwhelm the existing architecture, leaving the house as the dominant feature. It is located on a secondary side of the building.

Additions:
1. Attempt to locate the addition on the rear elevation so that it is minimally visible from the street.
2 Attach new additions or alterations to existing buildings in such a manner that, if such additions or alterations were to be removed in the future, the essential form and integrity of the building would be unimpaired. A short narrow connector or small hyphen can provide the link between old and new that limits damage to the historic fabric of the original.
3. Limit the size of the addition so that it does not visually overpower the existing building; it should be subordinate to the historic structure.
4. Maintain the original orientation of the structure. If the primary entrance is located on the street façade, it should remain in that location.
5. The new design should not use the same wall plane, roof line, cornice height, and identical materials that make the addition appear original to the historic building.
6. The new work should be differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials.

Paula Rau, representing residents of the 100 block of Madison Place and Johnson Street, stated they disagreed with new construction on the street and referred to the guidelines regarding new outbuildings, such as garages, and placement. She stated residents feel the garage is out of character for all of Newtown.

Mr. Avery asked Ms. Rau why were there existing curb cuts in that side yard. Ms. Rau stated in 1921 there was a small garage on the rear and faced St. Clair Street. Mr. Avery noted from the 1920's on until the 1990's, there was a garage facing Madison Place hence the curb cuts. He stated he was trying to establish that for approximately 50 years there was a garage facing Madison Place. Discussion ensued regarding placement of the garage.

Mr. Blanton stated he wanted to express the consistent view of Mr. Avery, that a compelling argument would be that this actually restores the historical character of the neighborhood given what is seen on the Sanborn maps. He pointed out from a practical standpoint that the garages

alleviate on-street parking which is an issue in Newtown.

Mr. Michael Brown asked Ms. Mathot what the implications would be of trying to build a garage off of St. Clair Street. Ms. Mathot stated the main restriction that made that orientation problematic was due to Zoning codes as there are two front yards to the property. She also explained issues due to the topography of the lot and setback requirements.

Mr. Michael Brown asked Mr. Rhodes if trying to obtain a variance would be unlikely. Mr. Rhodes stated that was correct. He noted in order to meet the standards for a variance it would need to be proven that there's no reasonable use of the property. Mr. Rhodes stated he'd never seen an accessory structure meet that criteria.

Mr. Michael Brown asked Ms. Mathot about implications of pushing the garage further to the back of the lot if it were to face Madison Place. Ms. Mathot stated the lot currently slopes gradually a little bit at the beginning from the front façade of the house and then is down a full story at the St. Clair Street façade of the house. It then slopes another full set of steps down to the actual street level on St. Clair Street. Ms. Mathot stated their current proposal aligns with the face of the house. She felt it could be pushed back a few feet, but stated there is a limit to the practicality of how far back on the lot it could be pushed.

Mr. David Brown asked Mr. Rhodes about setback requirements. Mr. Rhodes stated there is a section of the ordinance that states that garages being accessed directly from the street would have a 25' setback. He noted owners do park in front of their garages; therefore, the car would not be overhanging the public sidewalk or street.

Paul Kazarov, 111 Madison Place, questioned the amount of drop off from the slope on the far side of the lot.

Mr. Michael Brown asked if Frazier Associates could consider pushing the garage back as far as possible from the Madison Place side. Ms. Mathot stated they could easily push it back 3-5', but would need to get an accurate topography evaluation. Mr. Brown asked if it were possible to resubmit the garage next month with that information. Ms. Mathot stated that could be discussed with the owners who were not present at the meeting.

Mr. Avery questioned if the neighbors would be satisfied having the garage pushed back 5-10' from the Madison Place façade of the house. Discussion ensued with residents and Frazier Associates representatives.

Mr. Avery moved the Certificate of Appropriateness for the new garage, associated walks and drives, and the side porch addition be approved as presented and will be built to the new City codes as far as setbacks.

Janet Phares, 101 Madison Place, stated she felt the proposed garage design changed the presence of the neighborhood.

The motion was properly seconded.

Mr. Blanton asked for clarification regarding the porches submitted in the members packets. Mr. Avery stated his motion did not address the rear porch, only the side porch and the garage with

walks and drives was his motion. Mr. Avery stated that is a separate question of the rear porch. Discussion ensued.

Ms. Nesselrodt stated the Commission historically has done that as part of applications when there have been separate items. She noted if the Commission wanted to approve this part and table the other, that had been done in the past.

Mr. Avery moved that the Certificate of Appropriateness be approved for the side porch, garage, associated walks and drives, leaving the rear porch as a separate issue.

The motion was properly seconded and carried at 4-0.

Mr. Michael Brown moved that the back porch be approved as submitted.

The motion was properly seconded and carried at 3-1 with Mr. Blanton voting nay.

Ms. Mathot asked for clarification regarding the 42" wood perimeter fence that was not listed in either of the motions.

Mr. Michael Brown moved to accept the 42" fence as submitted.

The motion was properly seconded and carried at 4-0.

Ms. Brannock returned to the dais.

OLD BUSINESS

a. CERTIFICAT OF APPROPRIATENESS
Henry C. Bayne
622 Stuart Street
Replacement Windows, Already Completed

Ms. Nesselrodt stated staff is still working with the owner. She noted Dominion Windows and Door and Valley Building Supply would be taking measurements.

Ms. Nesselrodt stated the property inventory sheet lists the windows are one-over-one. On inventory photos submitted by Mr. Strassler, it shows two-over-two windows. Staff is requesting that the Commission approve the COA for a two-over-two double hung wood window replacement. She noted staff would work with suppliers and if anything would deviate from that, staff would return to the Commission. She stated if the permit was issued, it would get Mr. Bayne out of violation and working towards a resolution and also gives the applicant the flexibility of time to replace the windows. Ms. Nesselrodt stated this would just be for the four front windows on the front façade and not the ones on the sides of the residence.

Chairman Brown stated Mr. Bayne was not responsible for the installation of the windows and had no knowledge of this as he inherited the house. He noted this was an unfortunate situation.

Ms. Brannock asked if this point should be addressed with the City Attorney before acting on this further.

Mr. Rhodes stated he believed this had been reviewed by staff and the City Attorney. He noted it is unfortunate, but as far as a Zoning violation, this violation follows with the ownership of the property and there is no statute of limitations.

Mr. Michael Brown moved that the Certificate of Appropriateness be approved for the proposed solution by staff to replace the four windows on the front façade.

The motion was properly seconded and carried at 4-1 with Chairman Brown voting nay.

OTHER BUSINESS

Mr. Rhodes stated he had no additional business. He thanked Ms. Nesselrodt for her hard work and noted the guidelines are now on-line and fully accessible.

ADJOURNMENT

The Chair adjourned the meeting at 7:23 p.m.

_____

Suzanne F. Simmons
Clerk of Council

Exhibit D



111 Madison Place
Staunton, VA 24401
July 17, 2019

Staunton City Council
Staunton City Hall
116 W. Beverley Street
Staunton, VA 24401

Re: Historic Preservation Commission
Certificate of Appropriateness
103-105 Madison Place

Dear Mayor Dull and City Council Members:

On behalf of concerned residents of the 100 block of Madison Place in the Newtown Historic District, we are appealing the decision of the Historic Preservation Commission to grant a Certificate of Appropriateness on June 25, 2019 for the construction of a new two car garage on the side yard of 103-105 Madison Place. Plans for three different property alterations were submitted to the HPC in one application by architectural firm Frazier & Associates on behalf of the new owners of that property. We are only addressing the garage component in this appeal.

We live next door to the side yard in question. Along with seven other residents of this block, we appeared at the hearing on June 25th to express our concerns. A letter (copy attached) had been sent to each HPC member two days before the hearing detailing our substantive concerns about the proposed garage. We were not sure we would be given an opportunity to speak since there was no part of the agenda that indicated time for public comment, even though the rules governing HPC hearings require space for this (please see zoning code for H-1 districts, Chapter 18.85 attached) . To his credit, Chairman Brown reluctantly permitted the author of the letter, Paula Rau, to address the commission upon her request. Two other residents were allowed to make brief but important comments, though each time they were told that this was not a public hearing.

Despite what we feel were sound reasons to either re-think the siting of the garage as proposed in the application OR deny it altogether due to problems created by restrictive VDOT set-back zoning rules, the application was approved as submitted. The plan absolutely violates several clearly stated Historic Design Guidelines of 1996 and revised in 2018 by Frazier & Associates. It also contradicts the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings. **We feel that the approval of this project sets a precedent with the potential to enable future substantive changes to the character and structural patterns of this historic district, thus undoing decades of committed efforts for preservation.**

Further, the application did not correctly represent the slope of the site, thereby unjustifiably invalidating discussion of a compromise idea for a deeper set-back. Please reference the attached illustration from Frazier & Associates with our comments in red.

Please read the attached letter sent to the HPC in advance of their 6/25/19 meeting for clarification of our core concerns.

Respectfully,

Barbara Whipple and Paul Kazarov
540-886-2686

Supporting Residents:

Janet Phares
101 Madison Place

Elizabeth Hartman
12 Madison Place

John & Beth Hutchinson
118 Madison Place

Paul & Krista Welder
507 Johnson St. (adjacent to Madison Place)

Michael Cuevas & Barbara Haden
126 Madison Place

Paula Rau (out of town at the time of this submission)
115 Madison Place

Enclosed: **Letter from Paula Rau to Historic Preservation Commission members 6/23/19**
Slope elevation image of side yard 103-105 Madison Place
City of Staunton Zoning Ordinance (Code?), Chapter 18.85 re: H-1 Historic Preservation District

Paula Rau
115 Madison Pl
Staunton, VA 24401

June 23, 2019

Dear Members of the Staunton Historic Preservation Commission,

I am writing on behalf of the residents of the 100 block of Madison Place. We are concerned about our soon to be neighbors, Emily Rissman and Dan Burke's proposal submitted to you for a large front facing garage on the front half of the side yard of 103-05 Madison Place.
The placement and mass of the garage as proposed, and the adjacent 42" proposed street facing fence are inconsistent with the guidelines for newly constructed garages and other outbuildings in Historic Districts as well as with the patterning and character of Madison Place and the Newtown Historic District.
Staunton states that the Historic Preservation Commission bases their decisions to issue a Certificate of Appropriateness on the recommendations included in 1996 (now 2018) Residential Historic District Design Guidelines and in The Secretary of the Interior Illustrated Guidelines for Rehabilitating Historic Buildings.
The Staunton Guidelines and the Secretary of Interior Standards for Rehabilitation emphasis the necessity of respecting the character of the neighborhood in permitting new construction, and changes to existing structures.
The Historic District Goals included in the current guidelines (D., 8) call for "Respect(ing) the **existing physical street patterns** and lot orientation of the historic districts," and D.,4. "build(ing) on the existing character of Historic Districts."
Although there were at prior periods different configurations of garages on the side lot in question, nowhere in the Staunton or Department of Interior Guidelines does it suggest that no longer existing previous uses or structures should be grandfathered in for approving the construction of new buildings with similar functional use. The prior outbuildings were removed over a quarter century ago, were outliers in terms of the neighborhood patterning even then, and were already abandoned and derelict. That they once existed should not be a determinant in deciding whether an entirely different garage and a setback inconsistent with the street pattern and historic guidelines should be approved.
The proposal submitted suggests that the new construction would "echo" the smallest of the outbuildings shown on the 1929 Sanborn Map. It fails to note that that structure showed up on the 1929 map at the same time that two very large garages also did at the rear of the property. These indicate a commercial complex that was and would be now an outlier in terms of the neighborhood. A prior small outbuilding that first showed up on the 1921 Sanborn Map at the rear of the property was more in keeping with the pattern and **residential character of the neighborhood that already existed.** Further the proposed garage is probably 4 times the size of the small outbuilding that the proposal compares it to. Forty-two inch fences on the street sides of property, are also not characteristic of Newtown.
No other front facing garages in the Newtown Historic district are in line with the facades of adjacent homes on primary residential streets. The lots on the East side of Madison Place, including the side lot in question, extend through to St. Clair Street.

St. Clair is a secondary street., on which there are no front facing homes. There are only back yards, and garages. This pattern is consistent with many streets in Newtown. Historic garages in Newtown are consistently set at the back of lots, facing secondary or cross streets if the lots go through to these. If they face front they are still at the back, connected by long ribbon driveways, are small in scale in relation to the adjacent house and those of neighbors, and are largely obscured by the houses in front.

The Historic Preservation guidelines for the construction of garages within historic districts as revised in 2018 state:

Follow the applicable zoning requirements by placing new outbuildings, such as garages or sheds, to the rear of of lots that are large enough to accommodate them. The Guidelines clearly state ***New outbuildings cannot be located in front or side yards.***

The prior 1996 Guidelines state:

New garages or outbuildings should be located to the rear of the main house or they should be placed to the side of the main house without extending in front of the center line of the house.

4. The scale of new garages or outbuildings should not overpower the existing house or the size of the existing lot.

The proposed plan meets none of these criteria.

Because the 100 block of St. Clair is a street of backyards and garages, we in the neighborhood would not object to an appropriately designed and scaled garage facing St. Clair. There are many nearby examples of garages banked into slopes as characterize the back of this side yard. Next-door a historic garage is built into the slope at the back of the home of Paul Kazarov and Barbara Whipple.The garages belonging to Dennis and Mary Sue Kivlighan on Fayette St., and used as an example in the guidelines, face back to the block of Madison Place between Stuart and Federal, also a secondary street of mostly backyards,. These garages are typically partially banked into their backyards, as are the garages of Larry and Diane Ragland which face the nearby cross street Stuart.

Our objections to this proposal are based on our love of our neighborhood, street, and Staunton's historic districts. Our concerns extend to the precedent that approving this proposal for a garage at the front of a property in a Historic District that is inconsistent with the patterning and site designs of that district would set for further requests that ignore the clear intent of our guidelines for historic preservation that have served us so well.

A number of neighbors plan to attend the Commission's meeting this Tuesday evening and would like the opportunity to voice our concerns.

Respectfully,
Paula Rau

Chapter 18.85
H-1 HISTORIC PRESERVATION DISTRICT

18.85.050 Application to commission for certificate of appropriateness.

(2) Pre-Application Conference with Staff. Prior to the formal submission of a proposed plan of erection, demolition, alteration, or removal of buildings controlled by this chapter, the applicant or his or her representative is encouraged to meet with the designated staff of the commission concerning the proposed plan of action and submit unofficial preliminary studies, a written description, drawings, photographs, and plans of the concept of the proposed action for tentative review, comments, and recommendations (p. 86).

(6) Public Meetings on Applications for Certificate of Appropriateness, Notices, and Right to be Heard. The commission shall hold a public meeting at which each proposed certificate of appropriateness is discussed. Notice of the meeting shall be mailed by the commission to all owners and occupants of the proposed property. The commission shall give the property owner and/or applicant and any other interested party an opportunity to be heard at the meeting. (p. 86).

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

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

(a) Reconstruction, Alteration, New Construction, or Renovation. The commission shall issue certificates of appropriateness for the above proposed actions if those actions conform in design, scale, building material, setback and landscaping and to the Secretary of Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, a copy of which is attached hereto as an appendix and hereby incorporated by reference (p. 87).

(g) Approval or Rejection of Application for Certificate of Appropriateness. The commission shall approve or reject an application for a certificate of appropriateness at the meeting when the item is heard as prescribed in subsection (3) of this section. Failure of the commission to act shall constitute approval, and the certificate of appropriateness shall be issued, unless the applicant agrees to an extension of time in writing. Evidence of approval shall be by a certificate of appropriateness issued by the commission. Notice of the issuance of approval or denial of a certificate of appropriateness shall be sent by the United States mail to the applicant and all other persons who have requested such notice in writing filed with the commission within 15 calendar days of the date of the decision (p. 88).

(k) Recording of Applications for Certificate of Appropriateness. The commission shall keep a public record of all applications for certificates of appropriateness, and of all the commission's proceedings in connection with said application (p. 89).

(i) An appeal from a decision of the commission may be taken to the city council by the owner of the property in question or by any person, firm, or corporation aggrieved by said decision. This appeal must be filed within 30 days of the commission's decision and the city council will hear such appeal at its next regularly scheduled meeting to be held at least 14 days after the appeal is filed. In exercising its powers, the city council may, in conformity with the provisions of this chapter, reverse or affirm, wholly or partly, or may modify, any order, requirement, decision or determination appealed from and make such order, requirement, decision or determination as ought to be made and to that end shall have all the powers of the commission (p. 89).

North

West

East



PROPOSED SOUTH ELEVATION

The slope in this drawing is incorrect. The slope is very gradual.

Site for Garage is south of the house, where slope is even more gradual.

South

Exhibit E

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*

Exhibit F

Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON CITY COUNCIL
August 1, 2019
HSF Brief
Appeal of the HPC Decision for 103-105 Madison Place
New garage, drive, walks, rear and side additions, porches, and fence
Newtown Historic District

Discussion:
Please read the complete HPC review conducted for the Historic Preservation Commission. 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 Historic District Guidelines as adopted by the City of Staunton were outlined.

Further Review Discussion:

1. While developing the review consideration was given that, the specific zoning issues of placement and set back had been previously reviewed with the Community Development Department, Architect, and the applicant.

2. Following the guidelines – the review then followed IV. Guidelines for Site Design & Elements and then the directions to consider Chapter VII:
    - "Design new outbuildings to be compatible with the style and character of the primary building on the site, especially in scale, materials, and roof form. For more information on appropriate new construction, **see Chapter VII.** "

VII. Guidelines for New Construction & Additions

A. Introduction

The following guidelines offer general recommendations for the design of new buildings in Staunton's historic districts, both residential and commercial. There is limited opportunity to build new structures in these districts since most of the land is already occupied by existing historic buildings. For this reason, buildings that contribute to the historic character of these areas should not be demolished for new construction.

The intent of these guidelines is not to be overly specific or to dictate certain designs to owners and designers. Good designers can have the freedom to design appropriate, new architecture while still respecting and complementing the existing architectural vocabulary of Staunton's historic districts. They may create contemporary designs that are compatible with the existing historic buildings or they may choose to design new buildings in a traditional design vocabulary.

The following guidelines are all important when considering whether a proposed new building design is appropriate and compatible; however, the degree of importance of each criterion may vary within each area as conditions vary. For instance, Staunton's historic districts' distinctive character is derived not only from architectural style and building forms but also from the character of the street created by building setback, spacing, mass, and height as well as the landscape quality. This new building is considered in the context of the street character, and the block- including both sides of the street- in which the new site is located should therefore be carefully studied when designing a new infill dwelling including both sides of the street. While there is a very limited opportunity to construct new institutional buildings such as schools, libraries, and churches in the districts, their distinctive design would relate to their function and community symbolism. Their scale is often more monumental, and massing and orientation relate to the particular use within the building. For this reason, the design of any new such institutional building in the district would not follow some of these guidelines but would relate more to traditional designs of that building type. Nevertheless, the design of this type of project would still be reviewed by the HPC.

Special Note

Besides the guidelines for new construction contained in this chapter, various provisions of the City of Staunton's City Code as well as the building codes deal with new construction. All relevant sections of these and other regulations must be thoroughly reviewed by any property owner and/ or their architect, engineer and/or builder before designing or undertaking any new construction project. Multiple permits likely will be needed and the Community Development Department should be contacted at the beginning of any such project.

Please refer to the applicable sections of Chapter VII

A. Introduction VII-1

B. Setback VII-3

C. Spacing VII-4

D. Orientation.....VII-5

E. Complexity of Form & Massing VII-6

F. Height & Width.....VII-7

G. Building Scale VII-8

H. Directional Expression VII-9

I. Roof Form & Materials VII-10

N. Foundations VII-16

O. Materials & Textures VII-17

P. Architectural Details & Decorative Features VII-18

Q. Outdoor Lighting on Buildings VII-19

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.

For further reading and explanation:

Please read the attached NPS Introduction to Rehabilitation and the Site and Setting Guidelines

Based upon comments from the meeting; attached is a basic map attempting to indicate the relationship of most of the buildings, garages, parking, and drives in the neighborhood.

Recommendation:

HSF recommends Council uphold the decision reached by the Historic Preservation Commission. The Commission reviewed the existing conditions and considered the proposed changes in relation to the adopted guidelines in reaching their decision.

STANDARDS FOR REHABILITATION & GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

Rehabilitation

Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.



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 will 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 such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS

INTRODUCTION

In **Rehabilitation,** historic building materials and character-defining features are protected and maintained as they are in the treatment Preservation. However, greater latitude is given in the **Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings** to replace extensively deteriorated, damaged, or missing features using either the same material or compatible substitute materials. Of the four treatments, only **Rehabilitation** allows alterations and the construction of a new addition, if necessary for a continuing or new use for the historic building.

Identify, Retain, and Preserve Historic Materials and Features

The 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 to preserve that character. Therefore, guidance on ***identifying, retaining, and preserving*** character-defining features is always given first.

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. Protection includes the maintenance of historic materials and features as well as ensuring that the property is protected before and during rehabilitation work. A historic building undergoing rehabilitation will often require more extensive work. Thus, 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, again begins with the least degree of intervention possible. In rehabilitation, repairing also includes the limited replacement in kind or with a compatible substitute material of extensively deteriorated or missing components of features when there are surviving prototypes features that can be substantiated by documentary and physical evidence. Although using the same kind of material is always the preferred option, a substitute material may be an acceptable alternative if the form, design, and scale, as well as the substitute material itself, can effectively replicate the appearance of the remaining features.

Replace Deteriorated Historic Materials and Features

Following repair in the hierarchy, **Rehabilitation** guidance is provided for ***replacing*** an entire character-defining feature with new material because the level of deterioration or damage of materials precludes repair. If the missing feature is character defining or if it is critical to the survival of the building (e.g., a roof), it should be replaced to match the historic feature based on physical or his-

toric documentation of its form and detailing. As with repair, the preferred option is always replacement of the entire feature in kind (i.e., with the same material, such as wood for wood). However, when this is not feasible, a compatible substitute material that can reproduce the overall appearance of the historic material may be considered.

It should be noted that, while the National Park Service guidelines recommend the replacement of an entire character-defining feature that is extensively deteriorated, the guidelines never recommend removal and replacement with new material of a feature that could reasonably be repaired and, thus, preserved.

Design for the Replacement of Missing Historic Features

When an entire interior or exterior feature is missing, such as a porch, it no longer plays a role in physically defining the historic character of the building unless it can be accurately recovered in form and detailing through the process of carefully documenting the historic appearance. If the feature is not critical to the survival of the building, allowing the building to remain without the feature is one option. But if the missing feature is important to the historic character of the building, its replacement is always recommended in the **Rehabilitation** guidelines as the first, or preferred, course of action. If adequate documentary and physical evidence exists, the feature may be accurately reproduced. A second option in a rehabilitation treatment for replacing a missing feature, particularly when the available information about the feature is inadequate to permit an accurate reconstruction, is to ***design*** a new feature that is compatible with the overall historic character of the building. The new design should always take into account the size, scale, and material of the building itself and should be clearly differentiated from the authentic historic features. For properties that have changed over time, and where those changes have acquired significance, reestablishing missing historic features generally should not be undertaken if the missing features did not coexist with the features currently on the building. Juxtaposing historic features that did not exist concurrently will result in a false sense of the building's history.

Alterations

Some exterior and interior alterations to a historic building are generally needed as part of a **Rehabilitation** project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character defining, or outside the building's period of significance.

Code-Required Work: Accessibility and Life Safety

Sensitive solutions to meeting code requirements in a **Rehabilitation** project are an important part of protecting the historic character of the building. Work that must be done to meet accessibility and life-safety requirements must also be assessed for its potential impact on the historic building, its site, and setting.

Resilience to Natural Hazards

Resilience to natural hazards should be addressed as part of a **Rehabilitation** project. A historic building may have existing characteristics or features that help to address or minimize the impacts of natural hazards. These should always be used to best advantage when considering new adaptive treatments so as to have the least impact on the historic character of the building, its site, and setting.

Sustainability

Sustainability should be addressed as part of a **Rehabilitation** project. Good preservation practice is often synonymous with sustainability. Existing energy-efficient features should be retained and repaired. Only sustainability treatments should be considered that will have the least impact on the historic character of the building.

The topic of sustainability is addressed in detail in *The Secretary of the Interior's Standards for Rehabilitation & Illustrated Guidelines on Sustainability for Rehabilitating Historic Buildings.*

New Exterior Additions and Related New Construction

Rehabilitation is the only treatment that allows expanding a historic building by enlarging it with an addition. However, the **Rehabilitation** guidelines emphasize that new additions should be considered only after it is determined that meeting specific new needs cannot be achieved by altering non-character-defining interior spaces. If the use cannot be accommodated in this way, then an attached exterior addition may be considered. New additions should be designed and constructed so that the character-defining features of the historic building, its site, and setting are not negatively impacted. Generally, a new addition should be subordinate to the historic building. A new addition should be compatible, but differentiated enough so that it is not confused as historic or original to the building. The same guidance applies to new construction so that it does not negatively impact the historic character of the building or its site.

Rehabilitation as a Treatment. *When repair and replacement of deteriorated features are necessary; when alterations or additions to the property are planned for a new or continued use; and when its depiction at a particular time is not appropriate, Rehabilitation may be considered as a treatment. Prior to undertaking work, a documentation plan for Rehabilitation should be developed.*

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving features of the building site that are important in defining its overall historic character. Site features may include walls, fences, or steps; circulation systems, such as walks, paths or roads; vegetation, such as trees, shrubs, grass, orchards, hedges, windbreaks, or gardens; landforms, such as hills, terracing, or berms; furnishings and fixtures, such as light posts or benches; decorative elements, such as sculpture, statuary, or monuments; water features, including fountains, streams, pools, lakes, or irrigation ditches; and subsurface archeological resources, other cultural or religious features, or burial grounds which are also important to the site.	Removing or substantially changing buildings and their features or site features which are important in defining the overall historic character of the property so that, as a result, the character is diminished.



[42] This garden is an important character-defining landscape feature on this college campus.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and the landscape.	Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape. Removing or relocating buildings on a site or in a complex of related historic structures (such as a mill complex or farm), thereby diminishing the historic character of the site or complex. Moving buildings onto the site, thereby creating an inaccurate historic appearance. Changing the grade level of the site if it diminishes its historic character. For example, lowering the grade adjacent to a building to maximize use of a basement, which would change the historic appearance of the building and its relation to the site.
Protecting and maintaining buildings and site features by providing proper drainage to ensure that water does not erode foundation walls, drain toward the building, or damage or erode the landscape.	Failing to ensure that site drainage is adequate so that buildings and site features are damaged or destroyed; or, alternatively, changing the site grading so that water does not drain properly.
Correcting any existing irrigation that may be wetting the building excessively.	Neglecting to correct any existing irrigation that may be wetting the building excessively.
Minimizing disturbance of the terrain around buildings or elsewhere on the site, thereby reducing the possibility of destroying or damaging important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Using heavy machinery or equipment in areas where it may disturb or damage important landscape features, archeological resources, other cultural or religious features, or burial grounds.
Surveying and documenting areas where the terrain will be altered to determine the potential impact to important landscape features, archeological resources, other cultural or religious features, or burial grounds.	Failing to survey the building site prior to beginning work, which may result in damage or loss of important landscape features, archeological resources, other cultural or religious features, or burial grounds.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Protecting (e.g., preserving in place) important site features, archeological resources, other cultural or religious features, or burial grounds.	Leaving known site features or archeological material unprotected so that it is damaged during rehabilitation work.
Planning and carrying out any necessary investigation before rehabilitation begins, using professional archeologists and methods, when preservation in place is not feasible.	Allowing unqualified personnel to perform data recovery on archeological resources, which can result in damage or loss of important archeological material
Preserving important landscape features through regularly-scheduled maintenance of historic plant material.	Allowing important landscape features or archeological resources to be lost, damaged, or to deteriorate due to inadequate protection or lack of maintenance
Protecting the building site and landscape features against arson and vandalism before rehabilitation work begins by erecting temporary fencing and by installing alarm systems keyed into local protection agencies.	Leaving the property unprotected and subject to vandalism before work begins so that the building site and landscape features, archeological resources, other cultural or religious features, or burial grounds can be damaged or destroyed. Removing or destroying features from the site, such as fencing, paths or walkways, masonry balustrades, or plant material.
Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions on a building site, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the site.
Providing continued protection and maintenance of buildings and landscape features on the site through appropriate grounds and landscape management.	Failing to protect and maintain materials and features from the restoration period on a cyclical basis so that deterioration of the site results.
Protecting buildings and landscape features when working on the site.	Failing to protect building and landscape features during work on the site or failing to repair damaged or deteriorated site features.

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to site features, will be necessary.	Failing to undertake adequate measures to ensure the protection of the site.
Repairing historic site features which have been damaged, are deteriorated, or have missing components order reestablish the whole feature and to ensure retention of the integrity of the historic materials. Repairs may include limited replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of site features when there are surviving prototypes, such as paving, railings, or individual plants within a group (e.g., a hedge). Repairs should be physically and visually compatible.	Removing materials and features that could be repaired or using improper repair techniques. Replacing an entire feature of the site (such as a fence, walkway, or drive) when repair of materials and limited replacement of deteriorated or missing components are feasible.



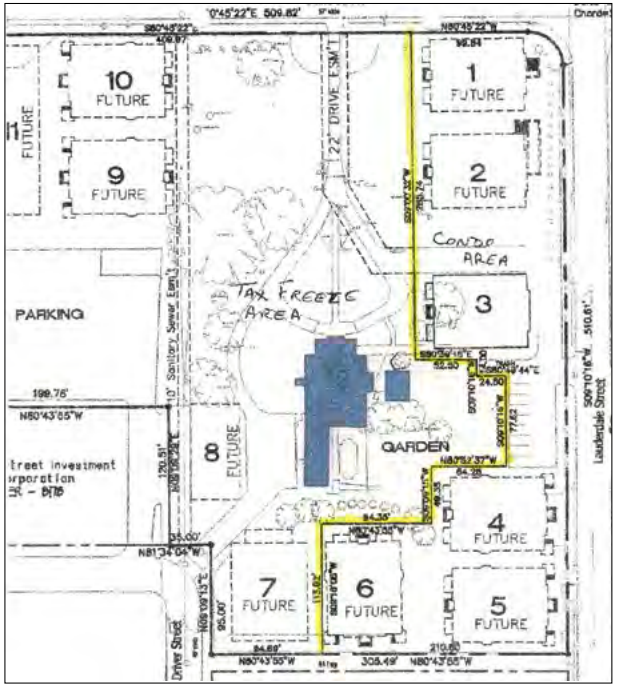
[43] The industrial character of the site was retained when this brewery complex was rehabilitated for residential use.



[44] **Not Recommended:** (a-b) The historic character of this plantation house (marked in blue on plan on opposite page) and its site was diminished and adversely impacted when multiple new buildings like this (#3 on plan) were constructed on the property (c).

BUILDING SITE

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire feature of the site that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. Examples could include a walkway or a fountain, a land form, or plant material. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the site that is unrepairable and not replacing it, or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving site feature or that is physically or ecologically incompatible. Adding conjectural landscape features to the site (such as period reproduction light fixtures, fences, fountains, or vegetation) that are historically inappropriate, thereby creating an inaccurate appearance of the site.





BUILDING SITE



[45] Undertaking a survey to document archeological resources may be considered in some rehabilitation projects when a new exterior addition is planned.

Note Additions for New Use

RECOMMENDED	NOT RECOMMENDED
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature on a site when the historic feature is completely missing. This could include missing outbuildings, terraces, drives, foundation plantings, specimen trees, and gardens. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently on the site. Or, it may be a new design that is compatible with the historic character of the building and site.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation, is not a compatible design, or because the feature did not coexist with the features currently on the site. Introducing a new feature, including plant material, that is visually incompatible with the site or that alters or destroys the historic site patterns or use.
Alterations and Additions for a New Use	
Designing new onsite features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationship between the building or buildings and the landscape, and are compatible with the historic character of the property.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the building site if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the site and preserves the historic relationship between the building or buildings and the landscape.	Introducing new construction on the building site which is visually incompatible in terms of size, scale, design, material, or color, which destroys historic relationships on the site, or which damages or destroys important landscape features, such as replacing a lawn with paved parking areas or removing mature trees to widen a driveway.
Removing non-significant buildings, additions, or site features which detract from the historic character of the site.	Removing a historic building in a complex of buildings or removing a building feature or a landscape feature which is important in defining the historic character of the site.
Locating an irrigation system needed for a new or continuing use of the site where it will not cause damage to historic buildings.	Locating an irrigation system needed for a new or continuing use of the site where it will damage historic buildings.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Identifying, retaining, and preserving building and landscape features that are important in defining the overall historic character of the setting. Such features can include circulation systems, such as roads and streets; furnishings and fixtures, such as light posts or benches; vegetation, gardens and yards; adjacent open space, such as fields, parks, commons, or woodlands; and important views or visual relationships.	Removing or substantially changing those building and landscape features in the setting which are important in defining the historic character so that, as a result, the character is diminished.



[46] The varied size, shapes, and architectural styles of these historic buildings are unique to this street in Christiansted, St. Croix, USVI, and should be retained in a rehabilitation project.

[47] Original paving stones contribute to the character of the historic setting and distinguish this block from other streets in the district.



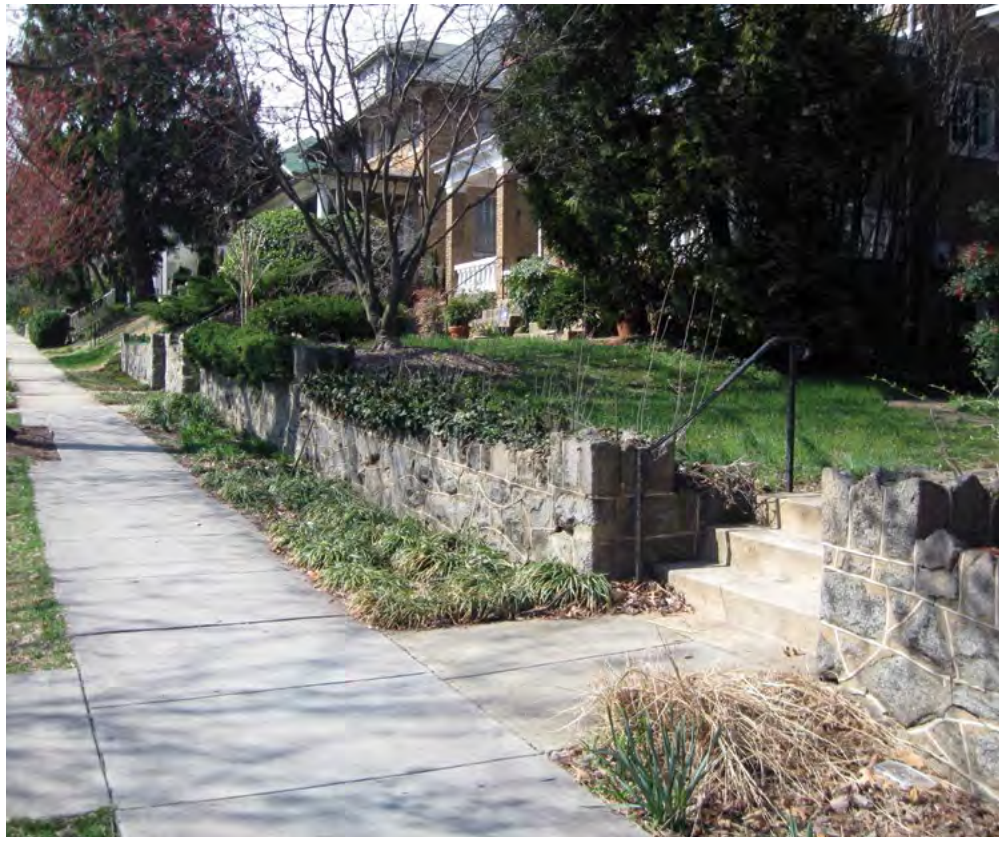


[48] Old police and fire call boxes, which are distinctive features in this historic district, have been retained, and now showcase work by local artists.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Retaining the historic relationship between buildings and landscape features in the setting. For example, preserving the relationship between a town common or urban plaza and the adjacent houses, municipal buildings, roads, and landscape and streetscape features.	Altering the relationship between the buildings and landscape features in the setting by widening existing streets, changing landscape materials, or locating new streets or parking areas where they may negatively impact the historic character of the setting. Removing or relocating buildings or landscape features, thereby destroying the historic relationship between buildings and the landscape in the setting.





[49] Low stone walls are character-defining features in this hilly, early-20th-century residential neighborhood.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Protecting and maintaining historic features in the setting through regularly-scheduled maintenance and grounds and landscape management.	Failing to protect and maintain materials in the setting on a cyclical basis so that deterioration of buildings and landscape features results. Stripping or removing historic features from buildings or the setting, such as a porch, fencing, walkways, or plant material.
Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, that are as unobtrusive as possible.	Installing protective fencing, bollards, and stanchions in the setting, when necessary for security, without taking into consideration their location and visibility so that they negatively impact the historic character of the setting.
Protecting buildings and landscape features when undertaking work in the setting.	Failing to protect buildings and landscape features during work in the setting.
Evaluating the overall condition of materials and features to determine whether more than protection and maintenance, such as repairs to materials and features in the setting, will be necessary.	Failing to undertake adequate measures to ensure the protection of materials and features in the setting.
Repairing features in the setting by reinforcing the historic materials. Repairs may include the replacement in kind or with a compatible substitute material of those extensively deteriorated or missing parts of setting features when there are surviving prototypes, such as fencing, paving materials, trees, and hedgerows. Repairs should be physically and visually compatible.	Failing to repair and reinforce damaged or deteriorated historic materials and features in the setting. Removing material that could be repaired or using improper repair techniques. Replacing an entire feature of the building or landscape in the setting when repair of materials and limited replacement of deteriorated or missing components are feasible.

SETTING (DISTRICT / NEIGHBORHOOD)

RECOMMENDED	NOT RECOMMENDED
Replacing in kind an entire building or landscape feature in the setting that is too deteriorated to repair (if the overall form and detailing are still evident) using the physical evidence as a model to reproduce the feature. If using the same kind of material is not feasible, then a compatible substitute material may be considered.	Removing a character-defining feature of the building or landscape from the setting that is unrepairable and not replacing it or replacing it with a new feature that does not match. Using a substitute material for the replacement that does not convey the same appearance of the surviving building or landscape feature in the setting or that is physically or ecologically incompatible.
The following work is highlighted to indicate that it is specific to **Rehabilitation** *projects and should only be considered after the preservation concerns have been addressed.*	
Designing the Replacement for Missing Historic Features	
Designing and installing a new feature of the building or landscape in the setting when the historic feature is completely missing. This could include missing steps, streetlights, terraces, trees, and fences. The design may be an accurate restoration based on documentary and physical evidence, but only when the feature to be replaced coexisted with the features currently in the setting. Or, it may be a new design that is compatible with the historic character of the setting.	Creating an inaccurate appearance because the replacement for the missing feature is based upon insufficient physical or historic documentation; is not a compatible design, or because the feature did not coexist with the features currently in the setting. Introducing a new building or landscape feature that is visually or otherwise incompatible with the setting's historic character (e.g., replacing low metal fencing with a high wood fence).
Alterations and Additions for a New Use	
Designing new features (such as parking areas, access ramps, or lighting), when required by a new use, so that they are as unobtrusive as possible, retain the historic relationships between buildings and the landscape in the setting, and are compatible with the historic character of the setting.	Locating parking areas directly adjacent to historic buildings where vehicles may cause damage to buildings or landscape features or when they negatively impact the historic character of the setting if landscape features and plant materials are removed.
Designing new exterior additions to historic buildings or adjacent new construction that are compatible with the historic character of the setting that preserve the historic relationship between the buildings and the landscape.	Introducing new construction into historic districts which is visually incompatible or that destroys historic relationships within the setting, or which damages or destroys important landscape features.
Removing non-significant buildings, additions, or landscape features which detract from the historic character of the setting.	Removing a historic building, a building feature, or landscape feature which is important in defining the historic character of the setting.

Note Additions for New Use

North

Garage

Parking Area—non commercial/civic

Drive/alley to parking or garages

Front facades of houses

Sides or Rear of houses



Exhibit G

Frazier Associates

ARCHITECTURE

HISTORIC PRESERVATION

COMMUNITY DESIGN

COMMUNITY GRAPHICS

August 1, 2019

To: Rodney Rhodes, City Planner, City of Staunton

From: Bill Frazier, FAICP, Kathy Frazier, AIA and Annie Mathot, AIA

RE: Comments on 103-105 Madison Place Certificate of Appropriateness Appeal

What follows are our notes in response to the appeal that has been submitted to you for this property.

Frazier Associates Design Process
We analyzed the site, including the zoning, guidelines, topography, neighborhood context, client needs, and the history of the site itself in the design of the proposed garage. A number of restrictions led to the decision to propose placement of the garage facing Madison Place.

- Zoning: The house is located in the R-4 district within the Newtown Historic District. The lot is a through lot with frontage on both Madison Place and St Clair Street. This means that the front setbacks must be respected for both street frontages. A garage may not be placed in front of the front line of a house, unless it is attached to the house. If a garage is attached to a house, it is counted towards the lot coverage, and, in this case, we could not attach the garage because it would exceed allowed lot coverage.
- Topography: The elevation of the property drops from Madison Place down to St Clair Street. At the current setback line on the St Clair side of the property, a garage would be significantly underground, making this placement impractical.
- Neighborhood context: many other garages face residential streets throughout the Newtown district (see our digital presentation).
- Site History: the site housed a series of garages beginning in 1921, continuing throughout most of the period of significance for the district with three garages on the property by 1929, with three garages still on the property through the 1980s. A curb cut of over 50' in length still exists.

Regarding the letter sent to City Council by Barbara Whipple and Paul Kazarov:

- The placement of the garage was dictated by zoning setback restrictions, not by VDOT regulations.
- The garage design does not contradict the Secretary of the Interior's Standards for Rehabilitation. The Secretary's Standards state:
    1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

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FAX 540.886.8629
www.frazierassociates.com

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.
3. Each property shall 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 architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
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.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

- The garage does not set a precedent for garages on all lots in the historic districts, as it was clearly stated that the approval was based on the historic presence of garages and the existing presence of a curb cut on this site, as well as the unique size of the site and inability to construct a garage facing St. Clair Street.
- The application did not incorrectly represent the slope of the site. The existing slope is gradual from Madison Place to St Clair Street; the illustration shows the proposed grade which shows a level area in front of the proposed screened porch, and a more level garden area towards the rear of the site, with a steeper slope in between to create more useable areas on the site.
- Frazier Associates did not invalidate conversation regarding considering deeper setback (from Madison Street). Actually we were discussing the possibility with the HPC when one of the HPC members asked the members of the neighborhood if this would be acceptable. There was a firm and resounding "NO" from the neighborhood representatives and that stopped the conversation.

In fact Frazier Associates was in the process of saying it could be set back more. (This is our recollection of the conversation and review of the recording of the meeting could further detail that conversation.)

Regarding the letter sent to the HPC by Paula Rau:

- The placement and mass of the garage as proposed are not inconsistent with the patterning and character of the Newtown Historic District; as illustrated in our presentation, there are many garages of varying design, massing, and placement throughout the Newtown Historic District.
- The statement that "The prior outbuildings were … outliers in neighborhood patterning even then" is not correct. There are other garages of very similar size throughout the neighborhood.
- The statement that "These [garages] indicate a commercial complex that was and would be now an outlier in terms of the neighborhood" is not correct; there is no evidence that the garages were commercial in nature and on the National Register nomination they were clearly identified as garages supporting the neighboring homes.
- The statement that "… the proposed garage is probably 4 times the size of the small outbuilding" is not correct. The proposed garage is sized for small modern cars, and is approximately 130% of the size of the small outbuilding referenced.
- The letter states consistently that "no other front facing garages in the Newtown Historic District are in line with the facades of adjacent homes on primary residential streets" and that "historic garages in Newtown are consistently set at the back of lots, facing secondary or cross streets…" There is no designation of primary or secondary streets or ranking of importance of the streets of Newtown. Garages face many streets throughout the district.
- The guidelines do state that "New outbuildings cannot be located in front or side yards," however, this property does not have a rear yard for placement of a garage. If the garage was placed on St. Clair, as suggested by the neighbors, it would still be considered a side yard.
- The guidelines state, "the scale of new garages or outbuildings should not overpower the existing house or the size of the existing lot." The scale of the garage does not overpower the scale of the house, as it is only one story, much smaller in size, and with simplified details and materials compared with the main house.

CITY COUNCIL AGENDA BRIEFING

Staunton, VA

Meeting Date:	**August 8, 2019**	**Staff Members:** **Rodney Rhodes** **Tim Hartless**
Item #	**F**	
Ordinance #		
Department:	**Community Development — Planning and Zoning**	
Council Vision:	**Built Environment**	
Subject:	**Consideration of a Final Plat for Olde South Village, Section Three**	

Background: Attached is the final plat of Olde South Village, Section Three, dated May 9, 2019. Olde South Village is a Planned Residential Development (PRD) located off Commerce Road and Green Hills Drive. As originally proposed, the subdivision contained 317 residential lots and three commercial lots.

The PRD and preliminary plat for the entire subdivision were approved by City Council in January 2006. In the fall of 2007, Council approved the first section of the development, which included the development of the first 30 lots.

An amended preliminary plat and master plan were approved by Council in 2013, reducing the total number of lots to 286. Open space increased from 20% to 26% of the total site.

A final plat for Section Two was approved by City Council in 2014, creating 20 lots. The majority of those lots have now been developed.

Review: The proposed plat for Section Three creates 33 lots and a new street named Chamberlain Drive. Staff conducted a review of the proposal and determined the plat is in general conformance with the approved master plan and preliminary plat. However, the

following issues were identified:

1. Facility fees need to be paid in the amount of $235,950.00.

2. A deed or right-of-way dedication will need to be recorded prior to Chamberlain Drive being accepted into the public street system.

3. A recorded Storm Water Maintenance Agreement will be required for approval of this plat.

Planning Commission Recommendation: At its meeting of June 20, 2019, the Planning Commission considered the request. On a 4-0 vote, the Commission voted to recommend approval of the final plat with the following conditions, concurring with staff's recommendation:

1. Facility fees to be paid in the amount of $235,950.00 prior to the item being placed on a City Council agenda.

2. A Storm Water Maintenance Agreement must be recorded prior to the item being placed on a City Council agenda.

3. A deed or right-of-way dedication will need to be recorded prior to Chamberlain Drive being accepted into the public street system.

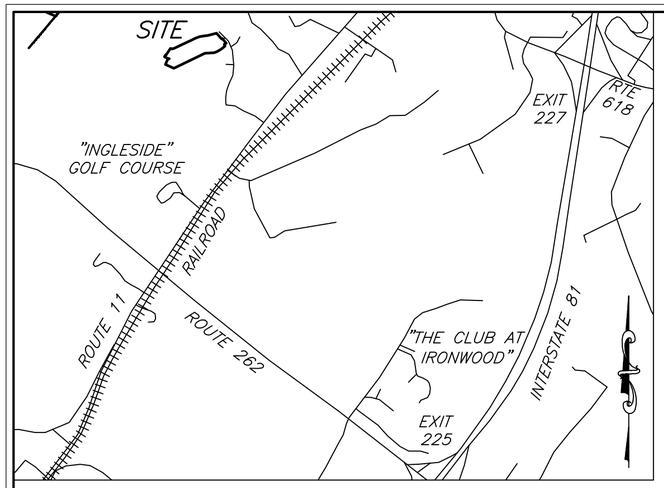
The developer has paid the facility fees and a storm water maintenance agreement has been recorded, leaving the right-of-way dedication as the only unresolved issue.

Attachments:
Attachment 1—Final Plat of Olde South Village, Section Three

Suggested Motion: I move that Council approve the final plat for Olde South Village, Section Three, as recommended by the Planning Commission, with the condition that a deed or right-of-way dedication shall be recorded prior to Chamberlain Drive being accepted into the public street system.

City Manager: Steven L. Rosenberg

Attachment 1



VICINITY MAP (SCALE: 1" ≈ 2000')

CERTIFICATE OF APPROVAL

THIS SUBDIVISION KNOWN AS "OLDE SOUTH VILLAGE SECTION THREE" IS APPROVED BY THE UNDERSIGNED IN ACCORDANCE WITH EXISTING SUBDIVISION REGULATIONS AND MAY BE ADMITTED TO RECORD.

APPROVED BY THE CITY OF STAUNTON

PLANNING COMMISSION DATE

CITY COUNCIL DATE

***IF THIS PLAT IS NOT RECORDED WITHIN 6 MONTHS, THE SUBDIVISION APPROVAL IS VOID.

40 0 40 80 120

Scale 1" = 40'

CURVE TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	CHORD LENGTH
C1	250.00'	167.15'	S67°35'13"W	164.05'
C2	250.00'	97.13'	S75°36'38"W	96.52'
C3	225.00'	239.30'	N85°03'05"W	228.18'
C4	275.00'	183.87'	S67°35'13"W	180.46'
C5	225.00'	87.42'	S75°36'38"W	86.87'
C6	250.00'	265.89'	N85°03'05"W	253.53'
C7	25.00'	34.70'	N63°30'18"E	31.98'
C8	200.00'	212.71'	S85°03'05"E	202.83'
C9	275.00'	106.85'	N75°36'38"E	106.17'
C10	225.00'	150.44'	N67°35'13"E	147.65'

LINE TABLE		
LINE	BEARING	DISTANCE
L1	N48°26'12"E	12.37'
L2	S62°08'12"W	44.47'
L3	S24°37'09"E	35.15'

GENERAL NOTES:

OWNER: VALLEY ALLIANCE LLC
PROP# 10435
INST #050002924

EXISTING ZONING: (R-4) HIGH DENSITY RESIDENTIAL

SETBACKS: FRONT = 25 FEET
SIDE = 7 FEET
REAR = 25 FEET

SUBDIVIDER: VALLEY ALLIANCE LLC
P.O. BOX 353
STAUNTON, VA 24402

AGENT: BALZER & ASSOCIATES, INC
1561 COMMERCE RD. SUITE 401
VERONA, VA 24482
540-248-3220 (TEL)
540-248-3221 (FAX)

WATER: CITY OF STAUNTON

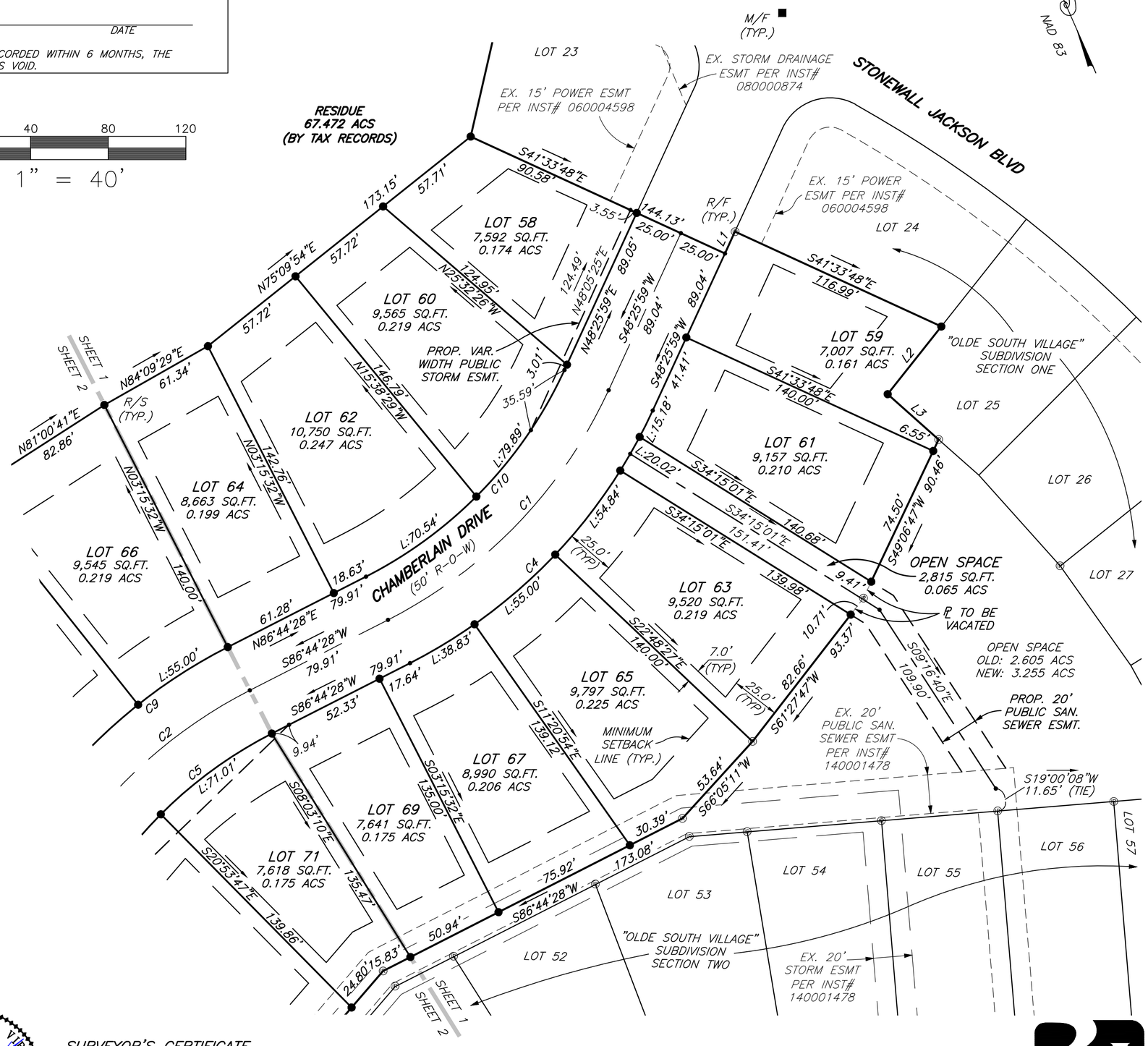
SEWER: CITY OF STAUNTON

AREA TABULATION FOR SECTION THREE:

AREA IN LOTS=	6.781 ACS
AREA IN ROADS=	1.300 ACS
AREA IN OPEN SPACE=	0.181 ACS
TOTAL=	8.262 ACS

LEGEND

- ■ M/F MONUMENT FOUND
- ⊕ M/S MONUMENT SET
- ® R/F ROD FOUND
- ● R/S ROD SET
- • POINT



SURVEY NOTES:

1) THIS PLAT REPRESENTS A CURRENT FIELD SURVEY.

2) THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO INFORMATION DISCLOSED BY SUCH.

3) PROPERTY IS LOCATED IN FEMA DEFINED ZONE "X"
MAP NUMBER: 51015C0333D & 51015C0334D
EFFECTIVE DATE: SEPTEMBER 28, 2007

4) ALL REAR LOT LINES SHALL HAVE A 10' UTILITY EASEMENT ALONG THE INTERIOR OF EACH LOT. ALL SIDE LOTS LINES SHALL HAVE A 10' UTILITY EASEMENT CENTERED ON EACH LOT LINE.

5) MAINTENANCE OF ALL OPEN SPACES AND PRIVATE EASEMENTS SHOWN HEREON SHALL BE THE RESPONSIBILITY OF THE DEVELOPER UNTIL SUCH TIME THAT THOSE AREAS ARE DEDICATED TO THE HOMEOWNERS' ASSOCIATION.

6) CHAMBERLAIN DRIVE, PREVIOUSLY SHOWN AS J.E.B. STUART DRIVE ON THE OLDE SOUTH VILLAGE MASTER PLAN AND PRELIMINARY PLAT AND AS STUART DRIVE ON OLDE SOUTH VILLAGE SUBDIVISION SECTION ONE FINAL PLAT RECORDED AT INSTRUMENT #080000874, IS HEREBY RENAMED.

7) CHAMBERLAIN DRIVE IS HEREBY DEDICATED FOR PUBLIC STREET PURPOSES.

8) "TEMPORARY TURNAROUND EASEMENT" AND "TEMPORARY CONSTRUCTION EASEMENT" SHOWN ON SHEET 2 SHALL BE VACATED AT SUCH TIME AS LINCOLN DRIVE AND/OR FUTURE ROADS ARE CONSTRUCTED TO PROVIDE SECONDARY ACCESS TO STONEWALL JACKSON BOULEVARD.

OWNER'S CONSENT TO DIVISION

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND "OLDE SOUTH VILLAGE SECTION THREE" IS WITH FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES, IF ANY.

_____
WILLIAM C McMEANS DATE
MANAGING PARTNER

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____, TO WIT:

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED

BEFORE ME THIS _____ DAY OF _____, 2019.

BY: _____

NOTARY: _____

COMMONWEALTH OF VIRGINIA
Daniel E. Hansen
Lic. No. 3217
06-11-2019
LAND SURVEYOR

SURVEYOR'S CERTIFICATE

I, DANIEL E. HANSEN, A LAND SURVEYOR DULY LICENSED BY THE COMMONWEALTH OF VIRGINIA, DO HEREBY CERTIFY THAT THIS SUBDIVISION KNOWN AS "OLDE SOUTH VILLAGE SECTION THREE" IS A PORTION OF THOSE CERTAIN TRACTS OF LAND LAST CONVEYED TO VALLEY ALLIANCE, LLC IN INSTRUMENT #050002924 OF RECORD IN THE CLERK'S OFFICE OF THE CITY OF STAUNTON, VIRGINIA.

OLDE SOUTH VILLAGE
SECTION THREE

CITY OF STAUNTON, VIRGINIA

PLANNERS / ARCHITECTS / ENGINEERS / SURVEYORS
ROANOKE / RICHMOND / NEW RIVER VALLEY / STAUNTON / HARRISONBURG / LYNCHBURG
1561 Commerce Road, Suite 401 / Verona, Virginia 24482 / Phone (540) 248-3220 / www.balzer.cc

REV: 06-11-2019
DATE: 05-09-2019
SCALE: 1" = 40'
JOB: 34150024.00
DRAWN BY: DEH

SHEET 01 OF 02

BALZER & ASSOCIATES

I:\34150024.00 OLDE SOUTH VILLAGE - PHASE 3\SURVEY\DWG\PLAT OF SEC 3 PHASE 1 V1 2019 06 06 FINAL.dwg

AUGUSTA COUNTY OF VIRGINIA
TAX MAP# 46-8
DB:488 PG:252

N66°00'54"W 822.37'

AUGUSTA COUNTY
CITY OF STAUNTON

ROD/F

MARGARET MAE DAVISON ET AL
TAX MAP# 46-18
INST# WF050017467

N66°15'26"W

SHENANDOAH VISTAS DEVELOPMENT, LLC
PROP# 10429
INST# 050001088

2353.19'

MATCH LINE

RESIDUE
67.472 ACS
(BY TAX RECORDS)

NAD 83

300 0 300 600
Scale 1" = 300'

INSERT 1" = 300'

NAD 83

SHEET 1
SHEET 2

N84°09'29"E 61.34'
N81°00'41"E 82.86'
N69°39'10"E 81.56'
N03°15'32"W 140.00'
N14°43'05"W 140.00'
N25°31'12"W 140.00'

LOT 64
8,663 SQ.FT.
0.199 ACS

LOT 66
9,545 SQ.FT.
0.219 ACS

LOT 68
9,480 SQ.FT.
0.217 ACS

LOT 70
8,400 SQ.FT.
0.193 ACS

LOT 72
8,400 SQ.FT.
0.193 ACS

LOT 74
8,400 SQ.FT.
0.193 ACS

LOT 76
9,100 SQ.FT.
0.209 ACS

OPEN SPACE
2,800 SQ.FT.
0.064 ACS

PROP. 20' PUBLIC SAN. SEWER ESMT

60.00' 440.00' 65.00' 20.00' 60.00' 25.0' 60.00' 43.19' 38.14' 5.05' 55.00' N64°28'48"E

L:55.00' 61.28' N86°44'28"E
3.45' L:51.85' C9
C2 S86°44'28"W 79.91'
C5 L:71.01' 226.63' S86°44'28"W 52.33'
9.94'

PROP. VAR. WIDTH PUBLIC STORM ESMT.
45.62' L:16.41' S69°40'42"W
S20°53'47"E 139.86' 135.47'
S08°03'10"E

CHAMBERLAIN DRIVE
(50' R-O-W)

460.03' 25.65' 60.00' 65.00' 20.00' 7.0' 155.00' 140.00' 140.70' 140.00' 140.00' 140.00