

**Work Session Agenda
Staunton City Council
Caucus Room
October 24, 2019
5:15 p.m.**

Invocation/Moment of Silence—Oakes

- | | | |
|------------------|-------------------|---|
| 5:15 p.m. | 1. | Consideration of Work Session and Regular Meeting Agendas |
| 5:20 p.m. | 2. | Presentation Concerning Possible Refinancing of 2007 and 2008 Bonds |
| 5:40 p.m. | 3. | Presentation of Quarterly Financial Report |
| 5:55 p.m. | 4. & C | Discussion of Resolution of the Council of the City of Staunton, Virginia to Terminate the Appointment of the City Manager, Steven L. Rosenberg, as the Blue Ridge Criminal Justice Board Member and Concurrently Appoint the Assistant City Manager, Leslie M. Beauregard, as the City's Representative Member on the Board |
| 6:00 p.m. | 5. & D | Discussion of Resolution Supporting the 2020 Census and Creating a Regional Complete Count Committee |
| 6:10 p.m. | | Break |
| 6:30 p.m. | 6. & E | Discussion of Resolution Related to Exchange of Visits between Delegations from Çair Municipality, Skopje, North Macedonia and City of Staunton |
| 6:35 p.m. | 7. | Discussion of 2020 Legislative Program |
| 6:45 p.m. | 8. | Discussion of Virginia Municipal League Conference |

7:00 p.m. 9. Discussion Concerning Gypsy Hill Golf Course

7:15 p.m. Break

**Regular Meeting Agenda
Staunton City Council
Council Chambers
October 24, 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 October 10, 2019

REGULAR MEETING

- A. Appeal of Historic Preservation Commission Denial of a Certificate of Appropriateness for 208 North Market Street (Stuart Addition Historic District)—New Roof (After-the-Fact) and Solar Panels**
- B. Presentation by Mary Baldwin University**
- C. Consideration of Resolution of the Council of the City of Staunton, Virginia to Terminate the Appointment of the City Manager, Steven L. Rosenberg, as the Blue Ridge Criminal Justice Board Member and Concurrently Appoint the Assistant City Manager, Leslie Beauregard, as the City's Representative Member on the Board**
- D. Consideration of Resolution Supporting the 2020 Census and Creating a Regional Complete Count Committee**
- E. Consideration of Resolution Related to Exchange of Visits between Delegations from Çair Municipality, Skopje, North Macedonia and City of Staunton**

Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 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

**Work Session Agenda
Staunton City Council
Caucus Room
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| 6:45 p.m. | 8. | Discussion of Virginia Municipal League Conference |

7:00 p.m. 9. Discussion Concerning Gypsy Hill Golf Course

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Matters from the City Manager

Matters from the Public

Adjournment

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Staff Member: Phil Trayer
Item #	2	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Presentation Concerning Possible Refinancing of 2007 and 2008 Bonds	

Background: In 2007, the City issued publicly traded Tax-Exempt General Obligation Public Improvement Bonds, Series 2007 for the refunding of the Stonewall Jackson Hotel and Conference Center and golf irrigation system at Gypsy Hill Par. The 28-year bonds, totaling \$10,600,000, were issued at a variable rate of interest of three and one-half percent to four and one-quarter percent. Interest rates for the remaining life of these these bonds range from four percent to four and one-quarter percent. The remaining principal as of this date is \$8,190,000.

In 2008, the City issued tax exempt debt through the State Literary Loan programs for McSwain and Ware elementary school renovations. The two loans were issued for 20 years and were in the amount of \$7,500,000 each, totaling \$15,000,000. Both loans were issued at a fixed rate of three percent. The remaining principal as of this date is \$3,375,000 for both the McSwain and Ware loans, totaling \$6,750,000.

The City issued a request for proposals for refinancing of the 2007 and 2008 outstanding bonds totaling \$14,940,000 for tax-exempt bank qualified and non-bank qualified financing. The debt structure will be in complete alignment with the majority dates of the existing debt. As a result of the proposals and negotiations, staff has identified two banks, SunTrust and Atlantic Union, with which final negotiations are occurring. Both proposals will provide a net present value savings over a 15-year period in excess of \$1.3 million for the City. Mr. Ted Cole, Senior Vice President with Davenport & Company LLC, the City's financial advisor, will provide an overview of the proposals and refinancing at the work session. A memorandum from the financial advisor summarizing the procurement process to date is attached to this agenda briefing.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

To City Council, City of Staunton, Virginia
From Davenport & Company LLC
Date October 24, 2019
Subject General Obligation Refunding Bond, Series 2019 RFP Summary

Background

On September 26, 2019, as Financial Advisor to the City of Staunton, Virginia (the “City”), Davenport & Company LLC (“Davenport”), distributed a Request for Proposals (“RFP”) to obtain long-term funding in the form of a General Obligation Refunding Bond, Series 2019 (the “2019 Bond”). The proceeds of the 2019 Bond would be used to refund existing City Obligations as outlined in the request Options below:

Option A

- General Obligation Public Improvement and Refunding Bonds, Series 2007 (the “2007 Bonds”).

Option B

- General Obligation Public Improvement and Refunding Bonds, Series 2007 (the “2007 Bonds”);
- General Obligation Public Improvement Bond, Series 2005 (the “2005 Bond”);
- 2008 Literary Fund Note (McSwain Elementary School) (the “2008 McSwain Note”);
- 2008 Literary Fund Note (Ware Elementary School) (the “2008 Ware Note”);
- General Obligation Public Improvement Bond, Series 2012 (the “2012 Bond”); and
- General Obligation Public Improvement Bond, Series 2013 (the “2013 Bond”).

The RFP was distributed to over 100 national, regional, and local financing institutions. After the initial distribution, Davenport reached out to the potential proposers to assess their interest in the financing and address any questions they had.

RFP Responses

Through this process, the County was able to secure twelve (12) responses to the RFP, including:

1. Atlantic Union Public Finance (“Atlantic Union”);
2. Bank of America;
3. Branch Banking & Trust (“BB&T”);
4. Capital One Public Funding (“Capital One”);
5. Chase Bank (“Chase”);
6. First Bank & Trust Company (“First Bank & Trust”);
7. First Internet Bank;
8. Key Government Finance (“Key”);
9. Pinnacle Public Finance (“Pinnacle”);
10. Sterling National Bank (“Sterling”);
11. SunTrust; and
12. TD Bank.

The following pages contain a summary of the key terms and conditions for the responses received.

October 24, 2019

Discussion Points

1. Interest Rates

A summary of the interest rates proposed by the twelve (12) lenders is outlined in Table 1 below.

Table 1: Summary of Interest Rates Received

Option A: Bank Qualified (\$8.2 Million)			Option A: Non-Bank Qualified (\$8.2 Million)			Option B: Non-Bank Qualified (\$26.1 Million)		
Fixed Interest Rates			Fixed Interest Rates			Fixed Interest Rates		
1	SunTrust	1.900%	1	SunTrust	1.900%	1	SunTrust	1.860%
2	Atlantic Union	2.024%	2	Atlantic Union	2.024%	2	Atlantic Union	1.886%
3	BB&T	2.290%	3	Pinnacle	2.305%	3	Pinnacle	2.230%
4	Pinnacle	2.305%	4	BB&T	2.330%	4	Capital One	2.290%
5	Capital One	2.390%	5	Capital One	2.390%	5	BB&T	2.330%
6	Sterling	2.560%	6	Sterling	2.560%	6	Sterling	2.540%
7	First Internet Bank	3.250%	7	First Internet Bank	3.250%	7	First Internet Bank	3.250%
8	First Bank & Trust	3.800%	8	First Bank & Trust	3.990%	8	First Bank & Trust	No Bid
Indicative Interest Rates (Not Firm Proposals)			Indicative Interest Rates (Not Firm Proposals)			Indicative Interest Rates (Not Firm Proposals)		
9	Chase (No Call) ⁽¹⁾	1.760%	9	Chase (No Call) ⁽¹⁾	1.760%	9	Chase (No Call) ⁽¹⁾	1.820%
10	Chase (8 Year Call) ⁽¹⁾	1.840%	10	Chase (8 Year Call) ⁽¹⁾	1.840%	10	Chase (8 Year Call) ⁽¹⁾	1.890%
11	Chase (4 Year Call) ⁽¹⁾	2.000%	11	Bank of America (Make Whole) ⁽³⁾	2.050%	11	Bank of America (Make Whole) ⁽²⁾	1.920%
12	TD Bank (Make Whole) ⁽²⁾	2.030%	12	TD Bank (Make Whole) ⁽²⁾	2.070%	12	TD Bank (Make Whole) ⁽³⁾	1.930%
13	Bank of America (Make Whole) ⁽³⁾	2.050%	13	Chase (4 Year Call) ⁽¹⁾	2.080%	13	Bank of America (Par Call) ⁽²⁾	2.040%
14	Key ⁽⁴⁾	2.222%	14	Key ⁽⁴⁾	2.222%	14	Chase (4 Year Call) ⁽¹⁾	2.050%
15	Bank of America (Par Call) ⁽³⁾	2.240%	15	Bank of America (Par Call) ⁽³⁾	2.240%	15	Key ⁽⁴⁾	2.062%
16	TD Bank (Par Call) ⁽²⁾	2.370%	16	TD Bank (Par Call) ⁽²⁾	2.410%	16	TD Bank (Par Call) ⁽³⁾	2.250%

(1) Chase's interest rates are indicative as of 10/11/2019 and may be locked in upon receipt of a signed term sheet by 10/15/2019. Chase can provide updated pricing upon request and can hold updated rates for 48 (business) hours.

(2) TD Bank's indicative fixed interest rates may be locked in upon the City's request. At that time, the interest rates would be locked in based upon specific formulas set forth in the Proposal.

(3) Bank of America's interest rate can be locked in upon receipt of a signed term sheet and the Bank can provide updated pricing upon request.

(4) Key Bank requires acceptance of the Interest Rate Lock by 10/18/2019. A signed term sheet is not required for acceptance.

Atlantic Union and SunTrust provided the lowest fixed interest rates for each of the Options above. Based upon the interest rates proposed by Atlantic Union and SunTrust for **Option B**, certain series of bonds were not producing sufficient savings to be refunded. Therefore, an additional interest rate proposal for a third refunding (**Option C** approximating \$14.9 Million) was requested from Atlantic Union and SunTrust to refinance the following series:

- The 2007 Bonds;
- The 2008 McSwain Note; and
- The 2008 Ware Note.

Both Atlantic Union and SunTrust provided revised interest rate proposals for **Option C** as shown below:

- Atlantic Union 1.984% (Non-Bank Qualified)
- SunTrust 1.880% (Non-Bank Qualified)

In discussions with City Staff and Bond Counsel, it was determined that the new **Option C** was the preferred scenario for consideration. The remainder of this memo will focus on these proposals under **Option C**.

October 24, 2019

2. Prepayment Provisions

The prepayment provisions offered by Atlantic Union and SunTrust are outlined in Table 2 below.

Table 2: Summary of Prepayment Provisions

Lender	Prepayment Provisions
Atlantic Union	Prepayable in whole or in part at any time without penalty.
SunTrust	Prepayable in whole or in part at any time with a 3% penalty for the first 12 months, a 2% penalty for months 13 through 24, a 1% penalty for months 25 through 36, and at par thereafter.

3. Bank Closing Fees

Bank closing fees required by Atlantic Union and SunTrust are shown in Table 3 below.

Table 3: Summary of Bank Closing Fees

Lender	Bank Closing Fees
Atlantic Union	No costs to the City.
SunTrust	\$5,000

October 24, 2019

4. Estimated Savings

A summary comparison of the estimated debt service savings of **Option C** is shown below in Table 4. The preliminary estimated debt service savings accounts for estimated costs of issuance. A more detailed analysis is included in Appendix A.

Table 4: Summary of Estimated Savings

	Preliminary Results	SunTrust	Atlantic Union	Difference
1	Key Assumptions			
2	Closing / Funding Date	11/22/2019	11/22/2019	
3	Redemption Date ⁽¹⁾	12/23/2019	12/23/2019	
4	1st Interest Payment	8/1/2020	8/1/2020	
5	1st Principal Payment	2/1/2021	2/1/2021	
6	Final Maturity	2/1/2034	2/1/2034	
7	Total Term (Years)	14.2	14.2	
8	Interest Rate / TIC	1.880%	1.984%	0.104%
9				
10	Sources			
11	Par Amount	\$ 14,785,000	\$ 14,780,000	\$ (5,000)
12	Equity: FY 2020 Budgeted Debt Service	574,806	574,806	-
13	Total Sources	\$ 15,359,806	\$ 15,354,806	\$ (5,000)
14				
15	Uses			
16	Escrow Deposit	\$ 15,153,833	\$ 15,153,833	\$ -
17	Costs of Issuance	200,000	200,000	-
18	Lender's Counsel Fees	5,000	-	(5,000)
19	Additional Proceeds	973	973	-
20	Total Uses	\$ 15,359,806	\$ 15,354,806	\$ (5,000)
21				
22	Estimated Savings			
23	2020	\$ -	\$ -	\$ -
24	2021	119,679	110,474	(9,205)
25	2022	118,061	109,900	(8,161)
26	2023	118,476	110,552	(7,924)
27	2024	119,591	109,928	(9,663)
28	2025	117,031	110,686	(6,345)
29	2026	117,741	109,678	(8,062)
30	2027	119,644	109,925	(9,719)
31	2028	118,703	110,386	(8,316)
32	2029	118,731	108,829	(9,903)
33	2030	99,916	95,485	(4,431)
34	2031	99,883	95,088	(4,795)
35	2032	100,351	95,217	(5,134)
36	2033	99,806	95,368	(4,438)
37	2034	100,369	95,636	(4,732)
38	Total Savings	\$ 1,567,982	\$ 1,467,153	\$ (100,829)
39	PV Savings (\$)	\$ 1,436,844	\$ 1,341,436	\$ (95,408)
40	PV Savings (%)	9.62%	8.98%	-0.64%

(1) Assumes 30 Day Notice required after Closing. To be clarified with Bond Counsel.

October 24, 2019

Recommendation

Based upon our review of the proposals, related analyses, and discussions with City Staff and Bond Counsel, Davenport recommends that the City move forward with either the SunTrust or Atlantic Union proposal for the **Option C** refinancing.

If SunTrust is agreeable to removing / clarifying certain legal provisions and business points contained in their proposal to the satisfaction of the City and Bond Counsel, Davenport recommends moving forward with SunTrust. The SunTrust proposal provides the lowest interest rate, prepayment flexibility, and the most debt service savings. The SunTrust interest rate, which is fixed through final maturity and held firm through the proposed closing date, generates over \$1.5 Million of total debt service savings or an average of approximately \$112,000 per year.

If SunTrust is not able to amend their proposal to address certain legal provisions and business points as mentioned above, Davenport recommends moving forward with Atlantic Union. The Atlantic Union proposal provides the second lowest interest rate which is also fixed through final maturity and held firm through the proposed closing date. The Atlantic Union Proposal also provides complete prepayment flexibility and generates estimated debt service savings of over \$1.4 Million or an average of approximately \$105,000 per year.

Davenport, working with City Staff and Bond Counsel, will provide clarification on the SunTrust proposal and associated legal provisions for City Council consideration on Thursday, October 24th.

Next Steps

Date	Task
October 24	City Council Meeting. ▪ Davenport presents preliminary analysis of Direct Bank Loan RFP Results. ▪ City Council considers selecting winning proposer.
November 14	City Council Meeting. ▪ City Council considers adopting final resolution(s) and form of financing documents.
By November 22	▪ Bond Documents and numbers finalized. ▪ Close on Direct Bank Loan.

Appendix A

Overview of Bank RFP Results

Key Considerations | Top 2 Fixed Interest Rate Proposers

SunTrust & Atlantic Union



- SunTrust and Atlantic Union provided the lowest fixed interest rates. A summary of key considerations for these proposals is shown below:

Atlantic Union

- Provided the second lowest fixed interest rate.
- Prepayable in whole or in part at any time without penalty.
- No costs passed on to the City related to lender's counsel.

SunTrust

- Provided the lowest fixed interest rate.
- Prepayable in whole or in part at any time with a 3% penalty for the first 12 months, a 2% penalty for months 13 through 24, a 1% penalty for months 25 through 36, and at par thereafter.
- City responsible for lender's counsel costs not-to-exceed \$5,000 (Williams Mullen).

- Based upon the interest rates proposed by Atlantic Union and SunTrust for Option B, certain series of bonds were not producing sufficient savings to be refunded. Therefore, an additional interest rate proposal for a third refunding (Option C approximating \$14.9 Million) was requested from SunTrust and Atlantic Union to refinance the following series:
 - The 2007 Bonds;
 - The 2008 McSwain Note; and
 - The 2008 Ware Note.
- In discussions with City Staff and Bond Counsel, it was determined that the new Option C was the preferred scenario for consideration.

Preliminary Comparative Results | Option C

SunTrust and Atlantic Union



Preliminary Results	SunTrust	Atlantic Union	Difference
1 Key Assumptions			
2 Closing / Funding Date	11/22/2019	11/22/2019	
3 Redemption Date ⁽¹⁾	12/23/2019	12/23/2019	
4 1st Interest Payment	8/1/2020	8/1/2020	
5 1st Principal Payment	2/1/2021	2/1/2021	
6 Final Maturity	2/1/2034	2/1/2034	
7 Total Term (Years)	14.2	14.2	
8 Interest Rate / TIC	1.880%	1.984%	0.104%
9			
10 Sources			
11 Par Amount	\$ 14,785,000	\$ 14,780,000	\$ (5,000)
12 Equity: FY 2020 Budgeted Debt Service	574,806	574,806	-
13 Total Sources	\$ 15,359,806	\$ 15,354,806	\$ (5,000)
14			
15 Uses			
16 Escrow Deposit	\$ 15,153,833	\$ 15,153,833	\$ -
17 Costs of Issuance	200,000	200,000	-
18 Lender's Counsel Fees	5,000	-	(5,000)
19 Additional Proceeds	973	973	-
20 Total Uses	\$ 15,359,806	\$ 15,354,806	\$ (5,000)
21			
22 Estimated Savings			
23 2020	\$ -	\$ -	\$ -
24 2021	119,679	110,474	(9,205)
25 2022	118,061	109,900	(8,161)
26 2023	118,476	110,552	(7,924)
27 2024	119,591	109,928	(9,663)
28 2025	117,031	110,686	(6,345)
29 2026	117,741	109,678	(8,062)
30 2027	119,644	109,925	(9,719)
31 2028	118,703	110,386	(8,316)
32 2029	118,731	108,829	(9,903)
33 2030	99,916	95,485	(4,431)
34 2031	99,883	95,088	(4,795)
35 2032	100,351	95,217	(5,134)
36 2033	99,806	95,368	(4,438)
37 2034	100,369	95,636	(4,732)
38 Total Savings	\$ 1,567,982	\$ 1,467,153	\$ (100,829)
39 PV Savings (\$)	\$ 1,436,844	\$ 1,341,436	\$ (95,408)
40 PV Savings (%)	9.62%	8.98%	-0.64%

(1) Assumes 30 Day Notice required after Closing. To be clarified with Bond Counsel.

Preliminary Results | Option C Details | Atlantic Union



Atlantic Union Refunded Bonds	Refunding of 2007 GO Bonds	Refunding of 2008 Lit. Loan (McSwain)	Refunding of 2008 Lit. Loan (Ware)	Aggregate Refunding
1 Par Refunded	\$ 8,190,000	\$ 3,375,000	\$ 3,375,000	\$ 14,940,000
2 Coupon	4.0% to 4.25%	3.00%	3.00%	3.00% to 4.25%
3 Call Date	Any Time	Any Time	Any Time	Any Time
4 Call Price	100%	100%	100%	100%
5 Maturities Refunded	2/1/2020 to 2/1/2034	8/1/2020 to 8/1/2028	8/1/2020 to 8/1/2028	2/1/2020 to 2/1/2034
6				
7				
8 Refunding Bonds				
9 Par Amount	\$ 7,856,000	\$ 3,462,000	\$ 3,462,000	\$ 14,780,000
10 Equity Contribution: Budgeted FY 2020 Debt Service	574,806	-	-	574,806
11 Final Maturity	2/1/2034	2/1/2029	2/1/2029	2/1/2034
12 Interest Rate/TIC	1.984%	1.984%	1.984%	1.984%
13 All-In TIC	2.172%	2.267%	2.267%	2.207%
14				
15 Cash Flow Savings By Fiscal Year				
16 2020	\$ -	\$ -	\$ -	\$ -
17 2021	95,676	7,399	7,399	110,474
18 2022	95,916	6,992	6,992	109,900
19 2023	95,315	7,618	7,618	110,552
20 2024	95,597	7,166	7,166	109,928
21 2025	95,380	7,653	7,653	110,686
22 2026	95,556	7,061	7,061	109,678
23 2027	95,105	7,410	7,410	109,925
24 2028	95,027	7,680	7,680	110,386
25 2029	95,089	6,870	6,870	108,829
26 2030	95,485	-	-	95,485
27 2031	95,088	-	-	95,088
28 2032	95,217	-	-	95,217
29 2033	95,368	-	-	95,368
30 2034	95,636	-	-	95,636
31 Total Gross Savings	\$ 1,335,455	\$ 65,849	\$ 65,849	\$ 1,467,153
34 Average Annual Cash Flow Savings	95,390	7,317	7,317	104,797
32 Net PV Savings	\$ 1,155,529	\$ 92,954	\$ 92,954	\$ 1,341,436
33 Net PV Savings %	14.11%	2.75%	2.75%	8.98%

Preliminary Results | Option C Details | SunTrust



SunTrust Refunded Bonds	Refunding of 2007 GO Bonds	Refunding of 2008 Lit. Loan (McSwain)	Refunding of 2008 Lit. Loan (Ware)	Aggregate Refunding
1 Par Refunded	\$ 8,190,000	\$ 3,375,000	\$ 3,375,000	\$ 14,940,000
2 Coupon	4.0% to 4.25%	3.00%	3.00%	3.00% to 4.25%
3 Call Date	Any Time	Any Time	Any Time	Any Time
4 Call Price	100%	100%	100%	100%
5 Maturities Refunded	2/1/2020 to 2/1/2034	8/1/2020 to 8/1/2028	8/1/2020 to 8/1/2028	2/1/2020 to 2/1/2034
6				
7				
8 Refunding Bonds				
9 Par Amount	\$ 7,859,000	\$ 3,463,000	\$ 3,463,000	\$ 14,785,000
10 Equity Contribution: Budgeted FY 2020 Debt Service	574,806	-	-	574,806
11 Final Maturity	2/1/2034	2/1/2029	2/1/2029	2/1/2034
12 Interest Rate/TIC	1.880%	1.880%	1.880%	1.880%
13 All-In TIC	2.072%	2.170%	2.170%	2.108%
14				
15 Cash Flow Savings By Fiscal Year				
16 2020	\$ -	\$ -	\$ -	\$ -
17 2021	100,345	9,667	9,667	119,679
18 2022	99,643	9,209	9,209	118,061
19 2023	99,593	9,441	9,441	118,476
20 2024	100,394	9,598	9,598	119,591
21 2025	99,671	8,680	8,680	117,031
22 2026	100,329	8,706	8,706	117,741
23 2027	100,331	9,656	9,656	119,644
24 2028	99,677	9,513	9,513	118,703
25 2029	100,143	9,294	9,294	118,731
26 2030	99,916	-	-	99,916
27 2031	99,883	-	-	99,883
28 2032	100,351	-	-	100,351
29 2033	99,806	-	-	99,806
30 2034	100,369	-	-	100,369
31 Total Gross Savings	\$ 1,400,451	\$ 83,765	\$ 83,765	\$ 1,567,982
34 Average Annual Cash Flow Savings	100,032	9,307	9,307	111,999
32 Net PV Savings	\$ 1,221,066	\$ 107,889	\$ 107,889	\$ 1,436,844
33 Net PV Savings %	14.91%	3.20%	3.20%	9.62%

Detailed Summary of Proposals

Bank (Alphabetical)	Interest Rates		All Callable \$26.6MM	Interest Rate Indicative / Locked In	Prepayment Provisions			Bank Fees/ Lender's Counsel	Proposal Acceptance/ Expiration	Close By
	2007 Bonds Only (\$8.5MM) BQ	NBQ			Whole or Part	Timing	Penalty			
1 Atlantic Union	2.024%	2.024%	1.886%	Locked In	In whole or in part	Any time	No penalty	No cost to the City	10/25/2019	11/22/2019
2 Bank of America (Make Whole)	2.050%	2.050%	1.920%	Indicative ⁽¹⁾	In whole or in part	Any time	Make whole	No cost to the City	11/10/2019	11/22/2019
3 Bank of America (Par Call)	2.240%	2.240%	2.040%	Indicative ⁽¹⁾	In whole only	On or after 2/1/2027	No penalty	No cost to the City	11/10/2019	11/22/2019
4 BB&T	2.290%	2.330%	2.330%	Locked in	In whole only	Any time	1% First half; Par thereafter	Paid by City; Amount TBD	Flexible	11/25/2019
5 Capital One	2.390%	2.390%	2.290%	Locked in	In whole only	On or after 2/1/2026	No penalty	No cost to the City	10/18/2019	11/22/2019
6 Chase (4 Year Call)	2.000%	2.080%	2.050%	Indicative ⁽²⁾	In whole only	On or after 2/1/2024	No penalty	Option A - \$4,500 Option B - \$5,500	10/15-10/24 ⁽⁵⁾	11/22/2019
7 Chase (8 Year Call)	1.840%	1.930%	1.890%	Indicative ⁽²⁾	In whole only	On or after 2/1/2028	No penalty	Option A - \$4,500 Option B - \$5,500	10/15-10/24 ⁽⁵⁾	11/22/2019
8 Chase (No Call)	1.760%	1.850%	1.820%	Indicative ⁽²⁾	No Call			Option A - \$4,500 Option B - \$5,500	10/15-10/24 ⁽⁵⁾	11/22/2019
9 First Bank & Trust	3.800%	3.990%	No Bid	Locked in	TBD	TBD	No penalty	Paid by City; Amount TBD	Flexible	11/22/2019
10 First Internet	3.250%	3.250%	3.250%	Locked in	In whole or in part	On or after 2/1/2027	No penalty	Option A - \$5,000 Option B - \$7,500	Flexible	11/31/2019
11 Key Bank	2.222%	2.222%	2.062%	Rate Lock ⁽³⁾	In whole only	Any time	1.5% Yr 1; 1.0% Yr 2; then Par	No cost to the City	10/18/2019	11/22/2019
12 Pinnacle	2.305%	2.305%	2.230%	Locked in	In whole or in part	On or after 2/1/2027	No Penalty	\$7,000	11/22/2019	11/22/2019
13 Sterling	2.560%	2.560%	2.540%	Locked in	In whole only	On or after 2/1/2025	No penalty	No cost to the City	10/25/2019	11/22/2019
14 SunTrust	1.900%	1.900%	1.860%	Locked in	In whole or in part	Any time	In whole or part at any time; 3% mos. 1-12, 2% mos. 13- 24, 1% mos. 25-36, par thereafter.	\$5,000	Flexible	12/8/2019
15 TD Bank (Make Whole)	2.030%	2.070%	1.930%	Indicative ⁽⁴⁾	TBD	TBD	Make whole	\$6,000	TBD	TBD
16 TD Bank (Par Call)	2.370%	2.410%	2.250%	Indicative ⁽⁴⁾	TBD	TBD	No penalty	\$6,000	TBD	TBD

(1) Bank of America's actual fixed interest rate can be locked in upon receipt of a signed term sheet and the Bank can provide updated pricing upon request.

(2) Chase's interest rates are indicative as of 10/11/2019 and may be locked in upon receipt of a signed term sheet by 10/15/2019. Chase can provide updated pricing upon request and can hold updated rates for 48 (business) hours.

(3) Key Bank requires acceptance of the Interest Rate Lock by 10/18/2019. A signed term sheet is not required for acceptance.

(4) TD Bank's indicative fixed interest rates may be locked in upon the City's request. At that time, the interest rates would be locked in based upon specific formulas set forth in the Proposal.

(5) Chase's indicative rate must be accepted on or before the close of business on 10/15/2019. The rate will be refreshed thereafter until acceptance occurs on or before 10/24/2019 and funding and closing occurs on or before 11/22/2019.

Municipal Advisor Disclosure



The enclosed information relates to an existing or potential municipal advisor engagement.

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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Staff Member: Phil Trayer
Item #	3	
Ordinance #		
Department:	Finance	
Council Vision:	Responsive, Efficient Government	
Subject:	Presentation of Quarterly Financial Report	

Background: Phil Trayer, Chief Finance Officer, will present a financial report for the first quarter of fiscal year 2020. The quarterly financial report and the sales, meals and lodging tax history reports are attached.

Attachments:

Financial Report
Sales, Meals and Lodging Tax Reports

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

FY 2020 FINANCIAL REPORT

SEPTEMBER 30, 2019

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	Comment
PROPERTY TAXES					
Real Estate Taxes 2019 (75%) & 2020 (25%)	\$ 18,350,000	\$ 2,662,300	\$ 15,687,700	15%	75% of 2020 Taxes due June 20, 2020 25% of 2019 Taxes due Dec 5, 2019
Real Estate Taxes 2018-...	800,000	63,494	736,506	8%	Delinquent Taxes
Real Estate - Public Service	900,000	-	900,000	0%	100% of 2019 Taxes due Dec 5, 2019
Real Estate - Interest	175,000	36,051	138,949	21%	
Real Estate- Penalty	130,000	33,993	96,007	26%	
Real Estate Tax -Downtown Serv District	125,000	8,087	116,913	6%	25% due Dec 5; 75% due June 20
Personal Property Taxes 2019-...	5,050,000	-	5,050,000	0%	100% of 2019 PP Tax due December 5, 2019
Personal Property Taxes 2018-...	225,000	59,546	165,454	26%	Delinquent Taxes due prior to December 5, 2019
Personal Property Taxes- Public Service	4,000	-	4,000	0%	
Personal Property -Interest	55,000	14,624	40,376	27%	
Personal Property - Penalty	85,000	10,511	74,489	12%	
Machinery & Tools Tax	491,500	-	491,500	0%	100% Tax Due December 5, 2019
TOTAL PROPERTY TAXES	\$ 26,390,500	\$ 2,888,606	\$ 23,501,894	11%	
OTHER LOCAL TAXES					
Business & Occupational Licenses	\$ 2,200,000	\$ 72,011	\$ 2,127,989	3%	BPOL License due March 1, 2020
Water Utility Tax	280,000	40,368	239,632	14%	Paid Monthly w/ 1-2 months delay in collection
Gas Utility	300,000	39,570	260,430	13%	Paid Monthly w/ 1-2 months delay in collection
Electric Utility	585,000	98,033	486,967	17%	Paid Monthly w/ 1-2 months delay in collection
Local Sales Tax	4,300,000	399,841	3,900,159	9%	Paid Monthly w/ 2 months delay in payment from State
Bank Stock	475,000	-	475,000	0%	Paid in June
Recordation	200,000	33,126	166,874	17%	Paid Monthly w/ 1 month delay in collection
Cigarette Tax	395,000	111,012	283,988	28%	Paid at sale date, no delay in collection
Lodging Tax	890,000	185,556	704,444	21%	Paid Monthly w/ 1 month delay in collection
Meals Tax	4,600,000	782,302	3,817,698	17%	Paid Monthly w/ 1 month delay in collection
Probate Tax on Wills	7,000	1,276	5,724	18%	
Short Term Rental Tax	25,000	-	25,000	0%	
Local Communications Tax	1,250,000	99,585	1,150,415	8%	Paid Monthly w/ 1-2 months delay in collection
TOTAL OTHER LOCAL TAXES	\$ 15,507,000	\$ 1,862,681	\$ 13,644,319	12%	
PERMITS					
Short Term Rental Registration/Precious Metal	\$ -	\$ 750	\$ (750)	#DIV/0!	Airbnb Fees
Judicial Charges for Services	900	155	745	17%	
Public Safety Charges for Services	265,500	40,581	224,919	15%	
Planning and Development Charges for Services	14,500	4,125	10,375	28%	
TOTAL PERMITS	\$ 280,900	\$ 45,610	\$ -	\$ 235,290	16%

SEPTEMBER 30, 2019

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
FINES & FORFEITURES					
Circuit Court Fines	\$ 167,054	\$ 23,850	\$ 143,204	14%	
Court Recorder Fees	\$ 45,000	\$ 7,275	\$ 37,725		
Courthouse Maintenance Fee	10,000	2,049	7,951	20%	
Animal Control Fines	5,500	845	4,655	15%	
TOTAL FINES & FORFEITURES	\$ 227,554	\$ 34,019	\$ 193,535	15%	
REVENUE FROM USE OF PROPERTY					
Interest Revenue	\$ 200,000	\$ 33,250	\$ 166,750	17%	
Rental of Real Property	41,100	1,120	39,980	3%	
Rental of Real Property-Recreation	5,000	675	4,325	14%	
TOTAL REVENUE FROM USE OF PROPERTY	\$ 246,100	\$ 35,045	\$ 211,055	14%	
CHARGES FOR SERVICES					
Property Clean Up Fees	\$ 2,000	\$ 60	\$ 1,940	3%	
Payment in Lieu of Tax from Proprietary Funds	1,233,959	-	1,233,959	0%	
DMV Stop Fees	5,000	1,558	3,442	31%	
Administrative Fees	23,000	2,900	20,100	13%	
Judicial Operations Charges for Services	58,617	14,072	44,545	24%	
Public Safety Tax Exempt Service Charge	4,790	-	4,790	0%	
Recreation Charges for Services	\$ 495,000	152,663	342,337	31%	
TOTAL CHARGES FOR SERVICES	\$ 1,822,366	\$ 171,252	\$ 1,651,114	9.40%	
MISCELLANEOUS					
Sale of Salvage & Surplus	\$ 15,000	\$ 181	\$ 14,819	1%	
Payment in Lieu of Taxes SRHA	13,500	-	13,500	0%	
Donations	-	35,491	(35,491)	#DIV/0!	
Miscellaneous	-	4,044	(4,044)	#DIV/0!	
TOTAL MISCELLANEOUS	\$ 28,500	\$ 39,716	\$ (11,216)	139%	
RECOVERED COSTS					
Wellness Program Reimbursement	\$ 10,000	\$ -	\$ 10,000	0%	
Recovered Costs - General Govt	278,390	-	\$ 278,390	0%	
Recovered Costs - Courts	58,000	-	58,000	0%	
Recovered Costs- Public Safety	589,874	27,096	562,778	5%	Buy-In from Harrisonburg/Rockingham for Regional Jail
Recovered Costs- Police Security	45,000	1,024	43,976	2%	
Recovered Costs- Insurance Recovery	-	24,310	(24,310)	#DIV/0!	
Recovered Costs- Public Works	25,000	474	24,526	2%	
Recovered Costs- Education	89,600	-	89,600	0%	Software Annual Costs and Bus Mechanic Services
Recovered Costs- Recreation/ Library	50,400	13,937	36,463	28%	Talking Book Center Reimbursement
TOTAL RECOVERED COSTS	\$ 1,146,264	\$ 66,840	\$ 1,079,424	6%	

SEPTEMBER 30, 2019

GENERAL FUND REVENUES	REVISED BUDGET	ACTUAL YTD	AVAILABLE BUDGET	% RECEIVED	
COMMONWEALTH OF VIRGINIA REVENUE					
Public Facilities Tax	\$ 120,000	\$ -	\$ 120,000	0%	State sales tax revenue from Stonewall Jackson Hotel
Recordation	70,000	-	70,000	0%	
Rolling Stock Taxes	14,000	9,793	4,207	70%	
Motor Vehicle Rental Tax	80,000	26,568	53,432	33%	
HB599 Law Enforcement	919,044	238,722	680,322	26%	Quarterly Payments from State
Personal Property Tax Relief Act (PPTRA)	1,652,200	82,610	1,569,590	5%	
Recordation - Grantor's Tax	50,000	9,949	40,051	20%	
Juror/Witness Fees	10,000	2,640	7,360	26%	
State Crime Forfeited Assets-Commonwealth Attorney	-	-	-	#DIV/0!	
DCJS- Victim Witness Grant	25,000	3,076	21,924	12%	
DMV Four for Life Funds	25,250	-	25,250	0%	
DMV Animal License Plates	750	-	750	0%	
State Crime Forfeited Assets- Police	-	4,999	(4,999)	#DIV/0!	Revenue based on criminal drug activity
Fire Programs Fund	75,000	-	75,000	0%	
E911 Wireless Funds	76,000	23,180	52,820	30%	Grants from the Wireless Board of Virginia
Street & Highway Maintenance	4,290,026	1,053,671	3,236,355	25%	Quarterly Payments from State
Public Assistance	1,354,510	218,721	1,135,789	16%	
CSA Administrative Fees	11,793	-	11,793	0%	
Comprehensive Services Act (CSA)	2,174,000	-	2,174,000	0%	
VA Comm for the Arts	4,500	-	4,500	0%	
Library	155,160	42,407	112,753	27%	Quarterly Payments from State
Commissioner of Revenue	126,165	20,646	105,519	16%	
Treasurer	124,858	18,781	106,077	15%	
Electoral Board & Registrar	38,525	-	38,525	0%	
Commonwealth Attorney	544,152	80,866	463,286	15%	
Sheriff	302,800	48,374	254,426	16%	
Circuit Court Clerk	323,076	55,481	267,595	17%	
TOTAL COMMONWEALTH OF VIRGINIA	\$ 12,566,809	\$ 1,940,483	\$ 10,626,326	15.44%	
FEDERAL REVENUES					
Victim Witness Federal Grant	\$ 75,000	\$ 10,237	\$ 64,763	14%	
FEMA Fire SAFER Grant	177,786	-	177,786	0%	
Welfare Public Assistance	1,030,721	177,827	852,894	17%	
TOTAL FEDERAL REVENUE	\$ 1,283,507	\$ 188,063	\$ 1,095,444	14.65%	
PRIOR YEAR APPROPRIATIONS					
Appropriation for Prior Year Encumbrances	\$ 691,890	\$ -	\$ 691,890	0%	Outstanding Encumbrances at June 30, 2019
TOTAL PRIOR YEAR APPROPRIATIONS	\$ 691,890	\$ -	\$ 691,890	0%	
TOTAL GENERAL FUND REVENUES	\$ 60,191,390	\$ 7,272,316	\$ 52,919,074	12%	\$ (212,420.08)

FY 2018 FINANCIAL REPORT
SEPTEMBER 30, 2019

GENERAL FUND EXPENDITURES	REVISED BUDGET	ACTUAL YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
GENERAL GOVERNMENT ADMINISTRATION						
CITY COUNCIL	\$ 157,328	\$ 35,733	\$ 9,937	\$ 111,658	29%	
CLERK OF COUNCIL	53,842	7,688	5,110	41,044	24%	
CITY MANAGER	578,678	84,450	-	494,228	15%	
HUMAN RESOURCES	648,584	139,452	31,974	477,157	26%	
CITY ATTORNEY	387,265	65,739	45,790	275,736	29%	
COMMUNICATIONS MANAGER	108,187	22,010	-	86,177	20%	212,420
PROFESSIONAL CONSULTANTS	70,000	-	-	70,000	0%	
CITY MEMBERSHIPS	28,197	27,884	-	313	99%	
FINANCE	1,413,835	256,634	141,876	1,015,326	28%	
ASSESSOR	277,217	71,338	-	205,879	26%	
COMMISSIONER OF REVENUE	335,807	72,668	311	262,828	22%	
TREASURER	452,504	85,566	1,075	365,863	19%	
REGISTRAR	142,182	23,817	141	118,223	17%	
INFORMATION TECHNOLOGY	1,287,080	342,565	48,722	895,793	30%	
RISK MANAGEMENT	795,000	220,783	220,170	354,047	55%	
TOTAL GENERAL GOV'T ADMINISTRATION	\$ 6,735,706	\$ 1,456,327	\$ 505,107	\$ 4,774,272	29%	
JUDICIAL ADMINISTRATION						
CIRCUIT COURT	\$ 161,021	\$ 32,019	\$ -	\$ 129,002	20%	
GENERAL DISTRICT COURT	10,900	618	-	10,282	6%	
MAGISTRATES	2,000	116	-	1,884	6%	
JUVENILE DOMESTIC RELATIONS COURT	75,092	8,467	-	66,625	11%	
CLERK OF THE CIRCUIT COURT	587,946	133,055	1,485	453,406	23%	
SHERIFF	577,283	141,396	4,962	430,925	25%	
VICTIM/WITNESS GRANT	86,887	20,426	-	66,461	24%	
COMMONWEALTH ATTORNEY	781,332	168,440	2,842	610,050	22%	
TOTAL JUDICIAL ADMINISTRATION	\$ 2,282,462	\$ 504,537	\$ 9,289	\$ 1,768,636	23%	
PUBLIC SAFETY						
POLICE	\$ 5,239,937	\$ 1,241,568	\$ 90,708	\$ 3,907,661	25%	
E911 CENTER	923,448	184,868	10,264	728,315	21%	
FIRE	3,153,237	743,961	60,991	2,348,285	26%	
COMMUNITY PUBLIC SAFETY	117,713	18,226	18,585	80,903	31%	
JUVENILE DETENTION HOME	100,053	25,013	-	75,040	25%	
JAIL	1,967,160	527,421	-	1,439,740	27%	
OFFICE ON YOUTH	151,534	657	2,361	148,516	2%	
INSPECTIONS	386,494	86,945	-	299,549	22%	
ANIMAL CONTROL	75,000	1,170	-	73,830	2%	
MEDICAL EXAMINER	250	40	-	210	16%	
TOTAL PUBLIC SAFETY	\$ 12,114,826	\$ 2,829,868	\$ 182,908	\$ 9,102,049	25%	

SEPTEMBER 30, 2019

GENERAL FUND EXPENDITURES	REVISED BUDGET	ACTUAL YTD	INCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
PUBLIC WORKS						
ENGINEERING	\$ 339,704	\$ 77,042	\$ 536	\$ 262,126	23%	
PUBLIC WORKS ADMINISTRATION	278,810	62,314	1,647	214,850	23%	
STREETS	3,245,594	407,947	54,049	2,783,598	14%	
TRAFFIC ENGINEERING	307,393	31,909	10,470	265,014	14%	
TRAFFIC SIGNALS	446,533	70,604	73,277	302,653	32%	
BUILDING MAINTENANCE	1,332,835	268,223	121,444	943,169	29%	
EQUIPMENT MAINTENANCE	468,141	104,319	357	363,465	22%	
TOTAL PUBLIC WORKS	\$ 6,419,010	\$ 1,022,357	\$ 261,779	\$ 5,134,874	20%	
HEALTH AND WELFARE						
PUBLIC HEALTH	\$ 305,390	\$ 76,348	\$ -	\$ 229,043	25%	
VALLEY COMM SERVICES BOARD	184,139	46,035	-	138,104	25%	Quarterly Payments
COMMUNITY POLICY MGMNT TEAM (CSA)	3,100,000	387,623	-	2,712,377	13%	
DEPT OF SOCIAL SERVICES	3,193,805	715,592	-	2,478,213	22%	
TAX RELIEF FOR THE ELDERLY	205,000	-	-	205,000	0%	Real Estate Tax Relief- processed May each year
COMMUNITY WELFARE ASSISTANCE	99,692	48,542	-	51,150	49%	Outside Agency Contributions
TOTAL HEALTH AND WELFARE	\$ 7,088,026	\$ 1,274,139	\$ -	\$ 5,813,887	18%	
EDUCATION -OTHER						
EDUCATIONAL CONTRIBUTIONS-BRCC	\$ 8,000	\$ 8,000	\$ -	\$ -	100%	Contribution to Blue Ridge Community College
TOTAL EDUCATION-OTHER	\$ 8,000	\$ 8,000	\$ -	\$ -	100%	
PARKS, RECREATION, LIBRARY, CULTURAL						
PARKS AND RECREATION ADMIN	\$ 1,204,657	\$ 353,628	\$ 59,626	\$ 791,403	34%	
HORTICULTURE	171,487	33,115	-	138,372	19%	
GOLF COURSE	113,137	27,526	-	85,611	24%	
COMMUNITY RECREATION ASSISTANCE	20,000	20,000	-	-	100%	Boys and Girls Club
PARK MAINTENANCE	1,316,797	312,034	34,787	969,977	26%	
COMMUNITY CULTURAL CONTRIBUTIONS	14,000	8,000	-	6,000	57%	Outside Agency Contributions
LIBRARY	1,211,403	258,873	44,685	907,844	25%	
TOTAL PARKS, RECREATION, LIBRARY, CULTURAL	\$ 4,051,481	\$ 1,013,176	\$ 139,098	\$ 2,899,207	28%	
PLANNING AND COMMUNITY DEVELOPMENT						
PLANNING	\$ 368,617	\$ 76,547	\$ -	\$ 292,070	21%	
COMMUNITY DEVELOPMENT ASSISTANCE	337,505	201,236	-	136,269	60%	Outside Agency Contributions
ECONOMIC DEVELOPMENT	642,061	121,368	-	520,693	19%	
TOURISM	488,936	135,150	16,181	337,605	31%	
STAUNTON WELCOME CENTER	56,296	13,350	-	42,946	24%	
TRANSPORTATION-CSPDC	63,000	63,000	-	-	100%	
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	\$ 1,956,415	\$ 610,652	\$ 16,181	\$ 1,329,582	32%	

MARCH 31, 2018

GENERAL FUND EXPENDITURES	REVISED BUDGET	ACTUAL YTD	ENCUMBRANCES	AVAILABLE BUDGET	% EXPENDED	
<u>TRANSFERS TO OTHER FUNDS/NON-DEPARTMENTAL</u>						
TRANSFER TO DEBT SERVICE FUND	\$ 4,844,415	\$ -	\$ -	\$ 4,844,415	0%	Annual Debt Payments
TRANSFER TO CIP FUND	841,050	-	-	841,050	0%	
TRANSFER TO EDUCATION FUND	13,850,000	-	-	13,850,000	0%	Education Transfer
NON-DEPARTMENTAL EXPENDITURES	-	4,401		(4,401)	#DIV/0!	Distribution account-equal to zero at year end
TOTAL TRANSFERS AND NON-DEPARTMENTAL	\$ 19,535,465	\$ 4,401	\$ -	\$ 19,531,064	0%	

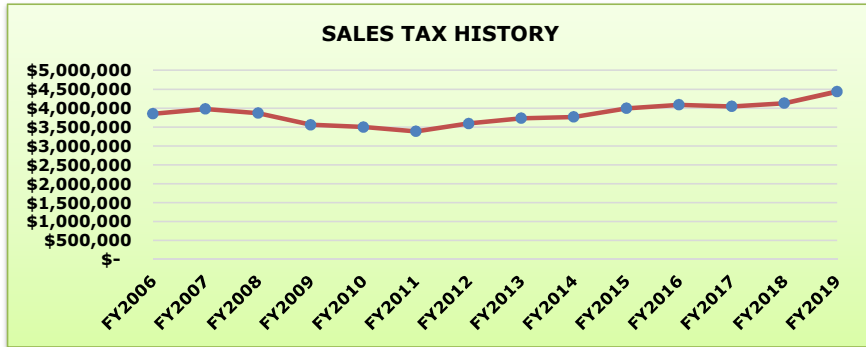
TOTAL GENERAL FUND EXPENDITURES	\$ 60,191,390	\$ 8,723,457	\$ 1,114,362	\$ 50,353,572	16%
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FY2020 GENERAL FUND BUDGET

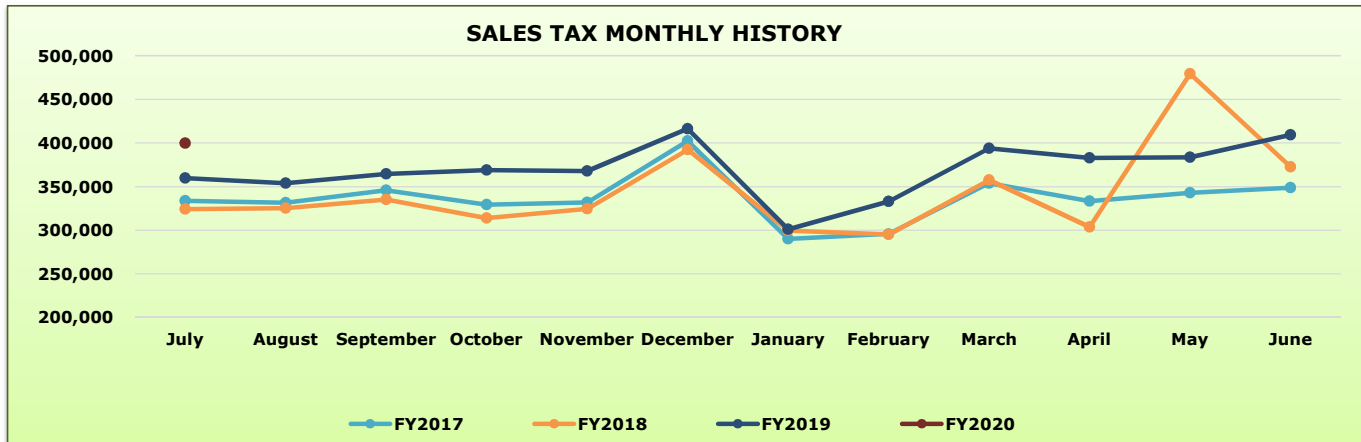
ADOPTED BUDGET	\$ 59,275,000	JULY 1, 2019
ENCUMBRANCE CARRY FORWARDS	691,890	JULY 1, 2019
FY2020 BUDGET AMENDMENT NO. 1	224,500	July 11, 2019
FY2020 REVISED BUDGET	<u>\$ 60,191,390</u>	
FY2020 REVENUES	\$ 7,272,316	
FY2020 EXPENDITURES	<u>\$ (8,723,457)</u>	
FY2020 NET YTD	\$ (1,451,142)	

LOCAL SALES TAX - FY2020 - 1% Tax Rate

	FY2016	FY2017	FY2018	FY2019	FY2020	% Change	YTD Change
July	336,983.33	333,714.89	324,282.53	359,853.28	399,841.46	12.3%	\$ 39,988.18
August	342,818.18	331,429.16	325,420.04	353,757.54	-	0.0%	\$ -
September	334,364.25	345,905.68	335,270.60	364,511.12	-	0.0%	\$ -
October	355,170.69	329,371.48	314,014.94	368,778.54	-	0.0%	\$ -
November	353,379.01	331,907.37	324,549.36	367,724.17	-	0.0%	\$ -
December	405,213.36	402,206.55	392,310.26	416,329.42	-	0.0%	\$ -
January	287,573.87	290,166.67	299,703.49	301,088.06	-	0.0%	\$ -
February	294,123.26	295,776.24	295,141.63	333,109.54	-	0.0%	\$ -
March	349,737.11	353,757.64	357,635.60	393,767.00	-	0.0%	\$ -
April	336,522.60	333,521.23	303,519.77	382,962.51	-	0.0%	\$ -
May	333,614.68	343,047.36	479,377.67	383,654.21	-	0.0%	\$ -
June	350,418.62	348,854.14	372,636.24	409,438.98	-	0.0%	\$ -
Totals	\$ 4,079,918.96	\$ 4,039,658.41	\$ 4,123,862.13	\$ 4,434,974.37	\$ 399,841.46		\$ 39,988.18
Budget	\$ 3,900,000.00	\$ 4,050,000.00	\$ 4,100,400.00	\$ 4,015,000.00	\$ 4,300,000.00		
Budget Variance	\$ 179,918.96	\$ (10,341.59)	\$ 23,462.13	\$ 419,974.37	\$ (3,900,158.54)		
% OF BUDGET	105%	99.7%	100.6%	110.5%	9.3%		
% CHANGE- YEAR	2.3%	-1.0%	2.1%	7.5%	-91.0%		

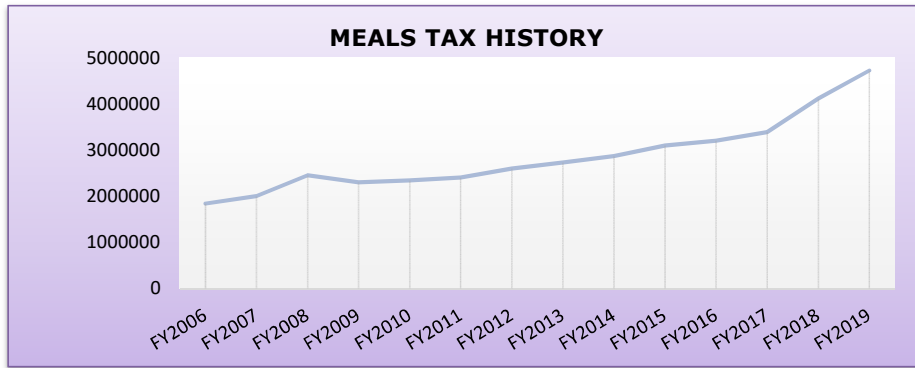


FY2006	\$ 3,847,115	
FY2007	\$ 3,975,958	3.3%
FY2008	\$ 3,862,575	-2.9%
FY2009	\$ 3,554,096	-8.0%
FY2010	\$ 3,495,905	-1.6%
FY2011	\$ 3,381,018	-3.3%
FY2012	\$ 3,588,737	6.1%
FY2013	\$ 3,729,201	3.9%
FY2014	\$ 3,760,505	0.8%
FY2015	\$ 3,988,839	6.1%
FY2016	\$ 4,079,919	2.3%
FY2017	\$ 4,039,658	-1.0%
FY2018	\$ 4,123,862	2.1%
FY2019	\$ 4,434,974	7.5%

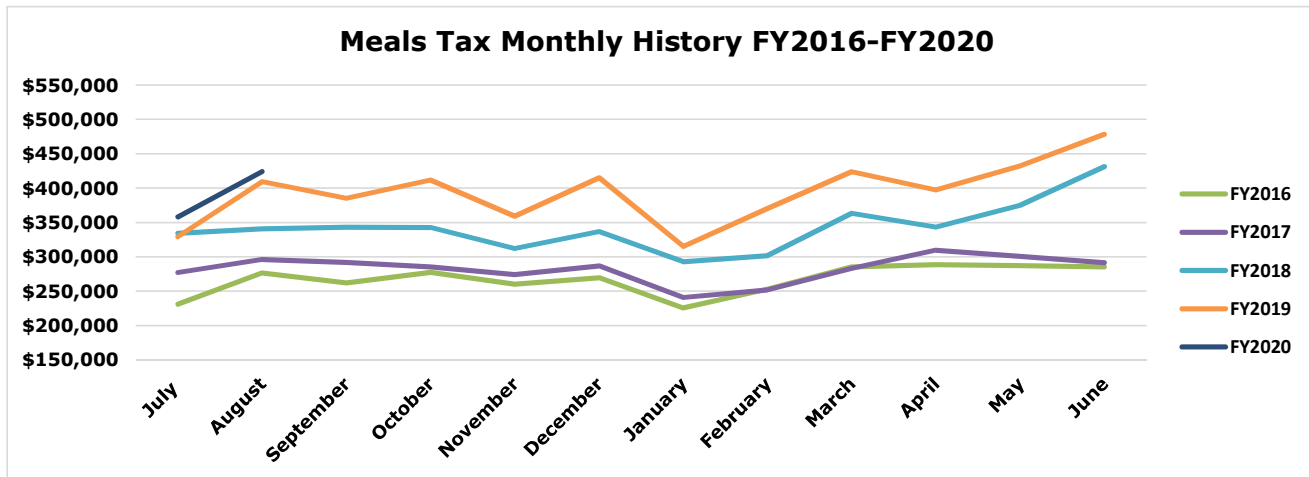


FY 2020 MEALS TAX - 7% Tax Rate

	6% TAX RATE	6% TAX RATE	7% TAX RATE	7% TAX RATE	7% TAX RATE		
	FY2016	FY2017	FY2018	FY2019	FY2020	% Change	\$ Change
July	231,275.49	277,144.75	334,578.70	329,572.70	358,211.89	8.6%	28,639.19
August	276,759.09	296,419.00	341,094.46	409,425.39	424,089.70	4.3%	14,664.31
September	262,272.64	292,135.16	343,277.21	385,385.11	-	0.0%	-
October	277,731.42	285,660.12	342,809.63	411,876.40	-	0.0%	-
November	260,344.43	274,337.57	312,114.40	359,315.82	-	0.0%	-
December	269,727.57	286,909.42	336,803.99	415,029.83	-	0.0%	-
January	225,700.89	240,970.03	293,064.10	315,163.07	-	0.0%	-
February	253,068.03	251,855.24	301,835.99	370,264.93	-	0.0%	-
March	285,566.17	283,281.51	363,206.78	423,831.12	-	0.0%	-
April	288,491.69	309,789.07	343,386.30	397,109.84	-	0.0%	-
May	287,234.01	300,966.20	374,830.10	432,042.64	-	0.0%	-
June	285,467.00	291,868.85	431,265.13	478,306.06	-	0.0%	-
Actuals	\$ 3,203,638.43	\$ 3,391,336.92	\$ 4,118,266.79	\$ 4,727,322.91	\$ 782,301.59		\$ 43,303.50
Budget	2,990,000.00	3,200,000.00	3,850,000.00	4,112,500.00	4,600,000.00		
Budget Variance	213,638	191,337	268,267	614,823	(3,817,698)		
% of BUDGET	107.1%	106.0%	107.0%	115.0%	17.0%		



FY2006	\$	1,841,936	
FY2007	\$	2,004,839	8.8%
FY2008	\$	2,456,629	22.5%
FY2009	\$	2,304,448	-6.2%
FY2010	\$	2,344,698	1.7%
FY2011	\$	2,406,577	2.6%
FY2012	\$	2,599,776	8.0%
FY2013	\$	2,732,598	5.1%
FY2014	\$	2,868,910	5.0%
FY2015	\$	3,099,130	8.0%
FY2016	\$	3,203,638	3.4%
FY2017	\$	3,391,337	5.9%
FY2018	\$	4,118,267	21.4%
FY2019	\$	4,727,323	14.8%

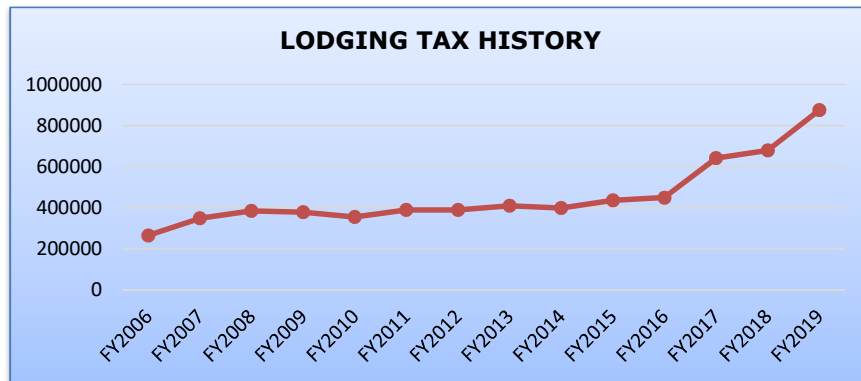


MEALS TAX HISTORY- RATE INCREASES

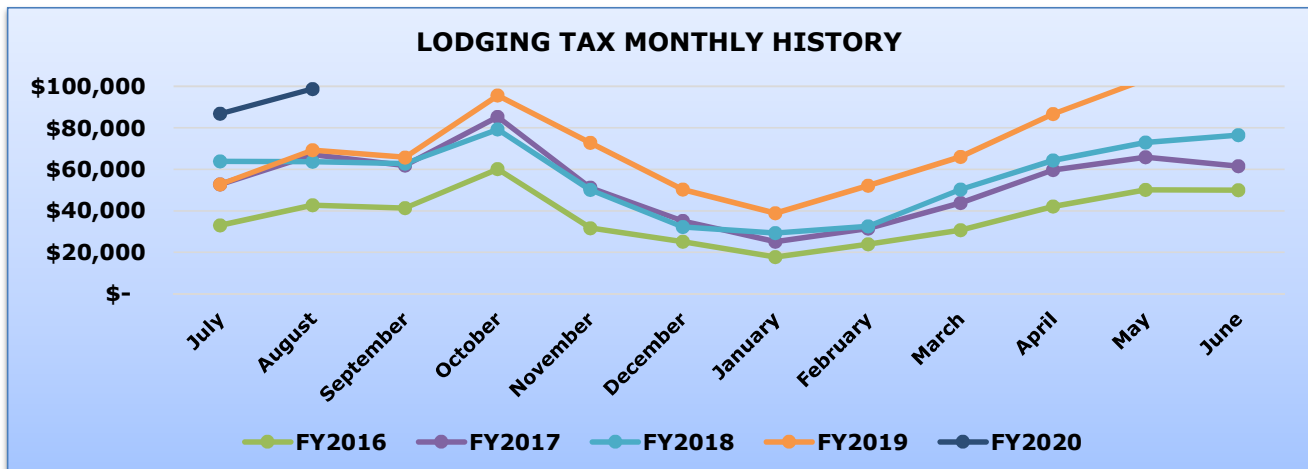
JULY 1, 1986	3%	
JULY 1, 1994	4%	
SEPTEMBER 1, 1	5%	NEW STREET PARKING GARAGE FUNDING
JULY 1, 2007	6%	CIP/ SCHOOL PROJECTS
JULY 1, 2017	7%	SCHOOL PROJECT - LEE HIGH RENOVATION

FY 2020 LODGING TAX - 6.7% Tax Rate

TAX RATE	5.00%	6.70%	6.70%	6.70%	6.70%			
	FY2016	FY2017	FY2018	FY2019	FY2020	% CHANGE	\$ Change	
July	\$ 33,008	\$ 52,799	\$ 63,907	\$ 52,798	\$ 86,792	35.8%	22,884.38	
August	\$ 42,662	\$ 67,072	\$ 63,738	\$ 69,287	\$ 98,765	55.0%	35,026.09	
September	\$ 41,273	\$ 61,866	\$ 62,756	\$ 65,785	\$ -	0.0%	-	
October	\$ 60,092	\$ 85,289	\$ 79,262	\$ 95,600	\$ -	0.0%	-	
November	\$ 31,690	\$ 51,208	\$ 50,187	\$ 72,869	\$ -	0.0%	-	
December	\$ 25,056	\$ 35,136	\$ 32,225	\$ 50,208	\$ -	0.0%	-	
January	\$ 17,704	\$ 25,091	\$ 29,239	\$ 38,856	\$ -	0.0%	-	
February	\$ 23,844	\$ 31,475	\$ 32,490	\$ 52,085	\$ -	0.0%	-	
March	\$ 30,648	\$ 43,728	\$ 50,304	\$ 65,973	\$ -	0.0%	-	
April	\$ 42,095	\$ 59,636	\$ 64,326	\$ 86,719	\$ -	0.0%	-	
May	\$ 50,184	\$ 65,931	\$ 72,905	\$ 103,399	\$ -	0.0%	-	
June	\$ 49,921	\$ 61,612	\$ 76,577	\$ 121,369	\$ -	0.0%	-	
Actuals	\$ 448,175	\$ 640,843	\$ 677,917	\$ 874,948	\$ 185,556		\$ 57,910.47	
Budget Totals	\$ 405,000	\$ 540,000	\$ 575,000	\$ 890,000	\$ 890,000			
Budget Variance	\$ 43,175	\$ 100,843	\$ 102,917	\$ (15,052)	\$ (704,444)			
% of BUDGET	111%	119%	118%	98%	21%			
% CHANGE-YEAR	3.0%	43.0%	5.8%	29.1%				



	TOTAL REVENUE	% CHANGE
FY2006	\$ 263,920	
FY2007	\$ 348,115	31.9%
FY2008	\$ 383,716	10.2%
FY2009	\$ 376,829	-1.8%
FY2010	\$ 354,239	-6.0%
FY2011	\$ 388,022	9.5%
FY2012	\$ 388,721	0.2%
FY2013	\$ 408,906	5.2%
FY2014	\$ 397,786	-2.7%
FY2015	\$ 447,792	9.4%
FY2016	\$ 448,175	3.0%
FY2017	\$ 640,843	43.0%
FY2018	\$ 677,917	5.8%
FY2019	\$ 874,948	29.1%



CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	City Manager Steve Rosenberg
Item #	4 & C	
Ordinance #		
Department:	City Manager	
Subject:	Resolution of the Council of the City of Staunton, Virginia to Terminate the Appointment of the City Manager, Steven L. Rosenberg, as the Blue Ridge Criminal Justice Board Member and Concurrently Appoint the Assistant City Manager, Leslie M. Beauregard, as the City's Representative Member on the Board	

Background: Leslie Beauregard has joined the City as assistant city manager. Her portfolio of departments includes Blue Ridge Court Services, which provides community corrections services to the courts of the Central Shenandoah Valley. To align with Ms. Beauregard's responsibility, the attached resolution, proposed for Council's consideration, provides for her appointment as the City's member on the Blue Ridge Criminal Justice Board. The board is the community criminal justice board charged with advising Blue Ridge Court Services on the development and operation of local pretrial services and community-based probation services for use by the courts in diverting offenders from local correctional facility placements and performing other statutorily imposed responsibilities.

Further information about Blue Ridge Court Services can be found at <https://www.ci.staunton.va.us/departments/court-services>.

City Manager's Recommendation: Recommend the resolution be adopted, as presented.

Suggested Motion: I move to adopt the proposed resolution terminating the appointment of Steven L. Rosenberg to the Blue Ridge Criminal Justice Board and appointing Leslie M. Beauregard the City representative on the board.

City Manager: Steven L. Rosenberg

Recitals

B. The City of Staunton, Virginia, is a participating locality of BRCJB;

D. City Manager, Steven L. Rosenberg currently serves as the City of Staunton's government representative to BRCJB;

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

2. It directs the Clerk of Council to transmit immediately an attested copy of this Resolution to the BRCJB.

Carolyn W. Dull, Mayor

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49 ATTEST:_____

50 Suzanne F. Simmons

51 Clerk of Council

DRAFT

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Staff Members: Rodney Rhodes Tim Hartless
Item #	5 & D	
Ordinance #		
Department:	Community Development—Planning and Zoning	
Council Vision:	Responsive, Efficient Government	
Subject:	Resolution Supporting 2020 Census and Creating a Regional Complete Count Committee	

Background: Preparation for the 2020 Census has begun. The actual census count will occur in the spring of 2020. The U.S. Census Bureau has established the Complete Count Committee program create awareness in communities all across the country. As a part of the program, localities are encouraged to create a complete count committee. The committee is to be comprised of representatives from the public, private, and non-profit sectors. The complete count committee will work to help educate citizens on the census count process and to help ensure that all who are eligible to be counted are counted. The cities of Staunton and Waynesboro and Augusta County propose to jointly create a regional complete count committee that will be staffed by the Central Shenandoah Planning District Commission. A resolution to supporting the 2020 Census and establishing the regional committee is attached to this agenda briefing. Resolutions are scheduled for consideration by the Augusta County Board of Supervisors on October 23, and the Waynesboro City Council on October 28.

Attachment:

Attachment 1—Draft Resolution

City Manager's Recommendation: Recommend the resolution be adopted, as presented.

Suggested Motion: I move that Council adopt a resolution supporting the 2020 United States Census and establishing, together with Augusta County and the City of Waynesboro, a regional complete count committee.

City Manager: Steven L. Rosenberg

Recitals

A. The United States Census Bureau is required by the U.S. Constitution to conduct a count of the population and the census provides a historic opportunity to help shape the foundation of our society and play an active role in American democracy;

B. The Council of the City of Staunton, Virginia, Council of the City of Waynesboro, Virginia, and Board of Supervisors of the County of Augusta, Virginia are committed to ensuring that every resident is counted;

C. Federal and state funding is allocated to communities, and decisions are made on matters of local importance based, in part, on census data;

D. Information from the 2020 Census is vital for economic development planning and increased employment;

E. A united voice from business, government, community-based and faith-based organizations, educators, media and others will enable the 2020 Census message to reach more of our citizens;

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

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF
THE CITY OF STAUNTON, VIRGINIA, that;**

1. The City of Staunton supports the goals of the 2020 Census and will disseminate 2020 Census information;
2. The City of Staunton will encourage all of its residents to participate in events and initiatives that will raise the overall awareness of the 2020 Census and increase participation;
3. A regional 2020 Census Complete Count Committee (Committee), to be staffed by the Central Shenandoah Planning District Commission, is hereby established for the purpose of mobilizing and leveraging personnel and resources, both internal and external, to local government administration, to assure an accurate census count resulting in an

equitable share of financial assistance and representation for the citizens of the City of Staunton, the City of Waynesboro, and the County of Augusta;

4. The City Manager of the City of Staunton, City Manager of the City of Waynesboro, and Administrator of the County of Augusta will appoint members of the Committee to represent elected officials, faith-based organizations, neighborhoods and civic leagues, business enterprises, non-profit organizations and employees from relevant local government departments;

5. This resolution shall be effective immediately upon the last of the member localities to adopt substantially this form of resolution through the end of the 2020 Census period.

Adopted:

Carolyn W. Dull, Mayor
City of Staunton

ATTEST:_____
Suzanne F. Simmons
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Mayor Carolyn Dull
Item #	6 & E	
Ordinance #		
Department:	City Council	
Council Vision:	Culture	
Subject:	Resolution Related to Exchange of Visits between Delegations from Çair Municipality, Skopje, North Macedonia and City of Staunton	

Background: Planning continues for visits by a delegation from Çair Municipality, Skopje, North Macedonia to Staunton in early November, and by a Staunton delegation to Çair Municipality later during the same month. Consistent with guidance from Council provided during its work session on October 10, 2019, the attached resolution has been prepared for Council's discussion and consideration. It is contemplated the adopted resolution will be presented by Mayor Carolyn Dull to representatives of Çair Municipality during her visit in November.

City Manager's Recommendation: Recommend the resolution be adopted, as presented.

Suggested Motion: I move that Council adopt a resolution of partnership and support, recognizing the relationship between the Municipality of Çair, Skopje, North Macedonia and the City of Staunton, Virginia.

City Manager: Steven L. Rosenberg



CITY OF STAUNTON, VIRGINIA

Resolution

- WHEREAS,** residents of the Municipality of Çair, Skopje, North Macedonia have previously visited the City of Staunton, Virginia; and
- WHEREAS,** during such visit it became apparent that our communities, cultures and people can gain much from continuing exchanges of ideas and people between our communities; and
- WHEREAS,** Mayor Visar Ganiu of the Municipality of Çair, Skopje, North Macedonia, in a letter dated August 20, 2019, requested that the Municipality of Çair and the City of Staunton establish a commitment to continuing partnership and an enduring relationship to benefit each city and our respective citizens; and
- WHEREAS,** an exchange of visits by delegations from the Municipality of Çair and the City of Staunton is currently being planned that are hoped to produce new connections between our communities; and
- WHEREAS,** the Staunton City Council deeply appreciates the hospitality and friendship that has been extended to Staunton by representatives of the Municipality of Çair and believes that international friendship and cooperation are keys to economic prosperity and peace in our global community.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Staunton, Virginia that the City of Staunton is committed to promoting prosperity, peace and understanding in a world filled with tensions and conflicts; that the City of Staunton and our citizens desire to improve and enhance international relationships among all nations and peoples; and the City of Staunton recognizes that enduring peace and friendships arise from person-to-person contacts and exchanges, and the City of Staunton pledges to support opportunities for such exchanges.

AND BE IT FURTHER RESOLVED that the City of Staunton recognizes the importance of the special relationship that has developed and continues to develop between the people of the Municipality of Çair, Skopje, North Macedonia and the City of Staunton, Virginia; and the Staunton City Council pledges our friendship and commitment to the people of the Municipality of Çair for the purpose of promoting cultural, social, economic and political ties between our communities and people through ongoing exchanges of our citizens, young people and representatives; and the exchange of information between our communities and partner organizations.

Adopted:

Carolyn W. Dull, Mayor

ATTEST: _____
Suzanne F. Simmons
Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Staff Member: Steven L. Rosenberg
Item #	7	
Ordinance #		
Department:	City Manager	
Council Vision:	Responsive, Efficient Government	
Subject:	Discussion of 2020 Legislative Program	

Background: Each year, City Council adopts a legislative program which is transmitted to the Governor, local General Assembly members, the Virginia Municipal League (VML), and Virginia First Cities. During Council's work session, there will be a discussion of the City's legislative program for 2020. Last year's resolution, adopted by Council, is attached for Council's reference as is VML's 2020 legislative program.

City Manager's Recommendation: Discuss and provide input on the 2020 Legislative Program so that it may be prepared and adopted at City Council's meeting in November or December.

City Manager: Steven L. Rosenberg

**RESOLUTION ESTABLISHING THE
CITY OF STAUNTON'S
2019 LEGISLATIVE PROGRAM**

The Mayor and City Council of the City of Staunton, Virginia, governing from a position closest to the City's citizens and desiring to make City government more responsive to Staunton citizens, believe it is important to advise the City's representatives in the Virginia General Assembly of the City's legislative positions.

THEREFORE, BE IT RESOLVED by the Council of the City of Staunton that the legislative principles adopted by the Virginia Municipal League (VML) are hereby endorsed:

The Governor and General Assembly should not:

- Restrict further local revenue authority or sources.
- Impose new funding requirements or expand existing ones on services delivered by local governments.
- Shift state funding responsibilities onto local governments.
- Impose state fees, taxes or surcharges on local government services.
- Place additional unfunded mandates and other administrative burdens on local governments.

BE IT FURTHER RESOLVED that City Council respectfully requests that the General Assembly **support** legislation regarding the following issues:

A. Education

1. The General Assembly should fully fund public education—funding all mandated programs and services of education on the basis of realistic costs; increasing Standards of Quality funding, coming from general fund revenues, appropriated to elementary and secondary education; providing for flexibility in the use of those funds to meet unique local needs; and supporting specialized training, professional development and extended contracts for staff in challenged schools.
2. The General Assembly should fully fund the Virginia Preschool Initiative.
3. The General Assembly should continue to support the revisions of the system of accountability to encompass balanced assessments and expand the implementation of problem-based assessments for greater validity and more cost-effective sampling techniques, and continue the implementation of expedited test retakes to more accurately reflect student achievement, sense of inquiry, and love of learning.

4. The General Assembly should enact legislation to double the sales and use tax revenue distribution statewide to provide funding for capital for new or renovated school building projects, using the same formula for sales and use tax distribution as is used currently for distribution for Standards of Quality funding.
5. The General Assembly should provide new avenues for funding public school construction and renovation costs, including the creation of a pilot program of competitive grants using funds from the Virginia Public Building Authority to offset new construction costs for publicly owned and operated K-12 schools.

B. Pediatric Cancer Research

City Council is appalled by the lack of cancer research coordination, the glacially slow FDA new treatment approval process, and the totally inadequate level of federal funding for pediatric cancer research. Less than 4% of all cancer research spending is for pediatric cancer and only two treatments are currently approved by the FDA. Council requests that the Virginia General Assembly petition the federal government to make pediatric cancer a real priority in order to save the lives of countless children who cannot speak for themselves or vote.

C. Certificates of Public Need

Council supports Virginia's Certificate of Public Need (COPN) program as an important component of the Commonwealth's health care system and encourages the General Assembly to retain COPN in its current form.

D. Chesapeake Bay Water Quality

City Council requests that the Commonwealth increase Stormwater Legal Assistance Fund (SLAF) funding to at least \$50 million and Agricultural BMP Cost-Share Program funding to at least \$100 million.

E. Transportation

1. City Council supports improvements to railroad infrastructure to increase freight shipment capacity and reduce truck traffic and impacts on Interstate 81.
2. City Council supports a Primary Seatbelt Law.
3. City Council supports a ban on handheld cell phone use by operators of moving motor vehicles.

4. City Council supports the use of non-motorized transportation, including trails, pathways and green corridors, for health, energy conservation and cost reasons for all Virginians.
5. City Council supports increased federal and state funding for public transit; policies that allow for the equitable distribution of such funding; and dedicated sources for such funding.

F. Libraries

City Council supports efforts to maintain and increase State Aid to Public Libraries as mandated by the Code of Virginia to strengthen funding for public library materials and programs that target childhood literacy and STEM instruction.

G. Virginia State Parks

City Council encourages the Governor and General Assembly to support additional land acquisition for state parks, outdoor recreation and natural areas.

H. Broadband Expansion

City Council supports the expansion of broadband to all areas of the Commonwealth.

I. Solar Tax Incentives

City Council supports state tax incentives for private homeowners, businesses and the solar energy industry to incentivize an increase in the use of clean solar energy systems, to reduce dependence on extractive fossil fuels and emissions and increase energy independence.

J. Predatory Lending

City Council continues its eight-year long fight against predatory lending. Council supports:

- A return to the usury law (36% interest rate cap inclusive of all fees) that Virginia had prior to 2002.
- Vigorous enforcement by the Attorney General of the ban on illegal internet loans.
- If the Senate and the House refuse to act, swift approval by the General Assembly of a statewide referendum on an interest rate cap.

K. Equal Rights Amendment

City Council supports passage of the Equal Rights Amendment (ERA) and urges the General Assembly to take the necessary steps to put this matter before the citizens of the Commonwealth of Virginia.

L. Opioids

City Council supports any efforts to curb opioid use and abuse, including state programs that partner with local governments to deal with the effects of this growing epidemic.

M. Fair Elections

Like many of our citizens, members of City Council regard with concern the reports received from other states and regions of apparent attempts on the part of government officials to suppress voter turnout. Reductions in voting locations, malfunctioning voting machines, preemptory removal of citizens' names from voting rolls, and other such strategies for unfairly influencing the outcome of an election reflect an abandonment of the democratic principles upon which our nation and commonwealth were founded.

Council urges our representatives in the General Assembly to make every effort to ensure that Virginia elections are fair, secure, accurate, accessible, and transparent. Further, Council urges the General Assembly to explore and implement additional strategies for encouraging voter turn-out, including:

- automatic registration
- expanded voting hours
- establishment of election day as a state holiday

N. Public Notice, Public Hearing and Public Procurement

The General Assembly should support legislation to reduce required, expensive newspaper advertising for public notices, public hearings and public procurement including legislation to give localities the option to use electronic or other forms of notification as an alternative to newspaper advertising.

O. Behavioral Health and Development Disability

- The General Assembly should provide full funding for the System Transformation Excellence and Performance (STEP-VA) initiative of the Virginia Department of Behavioral Health & Developmental Services during the 2018-2020 biennial budget.

- The General Assembly should increase the Medicaid Early Intervention case management reimbursement rate to its data-determined adequacy.
- The General Assembly should fund 800 additional Family and Individual Supports (FIS) Waivers and 250 Community Living (CL) Waivers.

P. State Aid to Localities for Law Enforcement - HB599

The City of Staunton requests the General Assembly fully fund HB599 for law enforcement as mandated by the Code of Virginia.

Q. Jail Staffing/Compensation Board

The City of Staunton requests the General Assembly fund the required staffing positions based on the Average Daily Population (ADP) for regional jails, which would result in 70 more positions for Middle River Regional Jail based on ADP for 2017.

BE IT ALSO RESOLVED that City Council respectfully requests that the General Assembly **oppose** the following legislation:

A. Eminent Domain by Private Utilities for Surveying

City Council opposes the eminent domain rights extended to Dominion Virginia Power and other private utilities to enter onto private property without the consent of the landowner for the purpose of surveying for proposed projects before agreements have been reached with such property owners.

B. Stormwater Utility Exemptions

City Council opposes legislation which would exempt any property owner from the payment of local stormwater utility fees.

The Clerk of Council shall mail or deliver a copy of this Resolution to the Governor, the City's representatives in the General Assembly, other selected members of the General Assembly and area local governments; to the Virginia Municipal League, Virginia Association of Counties and Virginia First Cities and to other interested persons, as appropriate.

Adopted this ____ day of _____, 2018.

Carolyn W. Dull, Mayor

ATTEST: _____
Suzanne F. Simmons
Clerk of Council

VML 2020 Legislative Program

As approved by the VML Membership on Oct. 8, 2019

Preamble: Local Authority

VML supports expanded local government authority and opposes any erosion of local authority.

VML 2020 Legislative Program

Listed in alphabetical order

**=Priority issue; \$=Budget Priority*

Access to Mental Health Crisis Services and Alternative Transportation*

VML supports efforts to ensure that adults and children experiencing a mental health crisis are able to obtain timely evaluation and assistance, including emergency custody and temporary detention, as close to their home community as possible. VML supports the statewide implementation of alternative transportation options to help as many individuals in crisis get to evaluation services and treatment with the goal of eliminating the reliance on local law enforcement for extended transportation and custody services.

Addressing Abusive Data Harvesting

Recognizing that local governments are increasingly subject to cyberattacks, VML supports the continued study by the Virginia Freedom of Information Act (FOIA) Council of the threat of attacks on citizens and public employees whose contact and private information is legally obtained as a result of a FOIA request and urges ample local government participation in the development of solutions to prevent abusive data harvesting.

Appealing Property Assessments

Article X of the Virginia Constitution mandates that all real and personal property be assessed at fair market value and that all property not constitutionally exempt be taxed.

Taxpayers have the right to contest property assessments through administrative and legal means. Taxpayers pay no local fees to challenge real property and personal property assessments. If taxpayers are displeased with the determinations made by their local commissioner of the revenue or other local assessing official, additional real property appeals can be submitted to the local Boards of Equalization. Taxpayers can also appeal real and personal property assessments in the Circuit Courts and, if still aggrieved, may appeal to the Virginia Supreme Court.

Reforms enacted in the 2011 Session of the General Assembly lowered the level of proof required by the taxpayer (from “clear preponderance” to “preponderance”) to prove property is valued at more than fair market value or that the assessment is not uniform in its application and that it was not developed in accordance with generally accepted appraisal practices and applicable Virginia law relating to property valuation.

In 2017, there were more than 3.1 million taxable parcels and 20,777 appeals of which 10,472 were administratively resolved. Another 2,341 appeals were granted by local Boards of Equalization. Taxpayers filed 18 appeals in circuit courts of which seven were granted.

VML does not believe the assessment appeals process is flawed or in need of major policy changes and opposes statutory changes that would upend a process that protects taxpayers and the public.

Broadband

VML supports programs which provide tools to localities to expand broadband access in their localities, including access to state funding for ownership by localities of broadband networks. Expanded authority, tools, and access to funding are essential for broadband service to improve for all Virginia local governments and citizens.

Cancer Presumption and Workers' Compensation

Compensability for work-related presumptive employee disability benefits for any class of employees should be determined by establishing whether work or non-work related risk factors are more likely the primary cause of the claimant's condition. When adding additional presumptive disability benefits key components of any analysis should include civic responsibility as well as fiscal responsibility.

Commonwealth Attorney Funding

VML urges the General Assembly to fully fund all currently authorized positions for Commonwealth's Attorney offices statewide to allow these offices to fully comply with new discovery rules being promulgated by the Virginia Supreme Court; to keep up with and effectively incorporate new sources of evidence resulting from new technology, including body worn camera video; and to make up for historic under-funding of these offices.

Communications Sales and Use Tax

The Virginia Communications Sales and Use Tax was enacted to establish a statewide tax rate and to preempt local taxes on communications sales and services. VML supports setting the tax rate at the same level as the state sales tax rate and broadening the coverage of the tax to include audio and video streaming services and prepaid calling cards. VML opposes transfers of these revenues to the state general fund for purposes other than those currently stipulated in the Code of Virginia.

Distracted & Inattentive Driving

VML supports local government authority to enforce full attention and time to driving ordinances. VML supports access to training for impartial enforcement of these ordinances by all law enforcement personnel.

Education Funding*\$

A strong public school system is essential to economic development and prosperity. The state must be a reliable funding partner in accordance with the Virginia Constitution and state statutes. The Standards of Quality should recognize the resources, including positions, required for a high-quality public education system. VML opposes changes in methodology and changes in the division of financial responsibility that result in a shift of funding responsibility from the state to localities.

Further, VML opposes policies that lower state contributions but do nothing to address the cost of meeting the requirements of the Standards of Accreditation and Standards of Learning.

Any approach to improving low-performing schools must include adequate state financial support. VML supports increased state funding for the Virginia Preschool Initiative, the K-3 reduced class size program and Early Reading Intervention program. VML also supports increased state stipends for highly effective teachers in high-poverty schools, and other innovative programs for teachers and students.

Equal Rights Amendment*

VML supports the passage of the Equal Rights Amendment (ERA) and urges the General Assembly to take the necessary steps to put this matter before the citizens of the Commonwealth of Virginia.

Funding the Real Cost of Education*\$

The state funding formula for education operating costs breaks down on a statewide level as 55 percent state/45 percent local funding. However, the Standards of Quality do not recognize the true costs of education, including pupil transportation, school support staff, providing and updating broadband and other technology, and instructional staff salaries. Neither does it recognize most construction and renovation costs.

Local governments match more than is required for basic state education dollars, pay the majority of public school capital costs and struggle to find scarce local tax dollars to keep up with the demands for meeting additional and expanding state requirements and for creating 21st century learning environments for our children to master the challenges of tomorrow's workplace.

VML supports actions for the Commonwealth to recognize and fund the true costs of public education, including new avenues for funding public school construction and renovation costs such as the creation of a pilot program of competitive grants using funds from the Virginia Public Building Authority to offset new construction or renovation costs for publicly-owned and operated K-12 schools in fiscally stressed communities as defined by the Virginia Commission on Local Government.

Housing Solutions

Local governments are the solution for solving the housing crisis in the Commonwealth. Allowing local governments the authority to use flexible tools for achieving housing goals and greater land use authority for creative housing types is needed. VML also encourages modernization by keeping up with demographic trends and needs.

Human Trafficking

VML supports the appointment of a sex trafficking response coordinator at the Department of Criminal Justice Services and the proposed development of much-needed public outreach, education, and treatment services; local government representatives should be part of the development of those components.

Outreach efforts and avenues for reporting trafficking must address language barriers for those reporting suspected trafficking and those seeking rescue from trafficking. Further, since

labor trafficking is a component of human trafficking, all types of trafficking situations should ultimately be addressed in Virginia's outreach, education, and response plan.

Local Option Regulation of Disposable Plastic Bags

VML supports legislation to allow local option authority to develop incentives or regulations to decrease or otherwise regulate the distribution, sale, or offer of disposable plastic bags.

Removing Barriers to Distributed Solar

The Grid Transformation and Security Act approved by the 2018 General Assembly authorizes and encourages many clean power production activities, but Virginia law still restricts the ability of local governments, businesses, and others from installing solar facilities for their own use. VML supports legislation to remove barriers and allow for the creation of stronger markets for distributed solar goals, to include the following components:

- Lifting the one percent cap on the total amount of solar power that can be net metered in a utility territory to five percent; and
- Allowing local government entities to install solar facilities of up to 5 MW on government-owned property and use the electricity for schools or other government-owned buildings located nearby, even if not contiguous.

Restoring Reductions to Community Services Boards

Community services boards are experiencing substantial state general fund reductions in the 2018-20 biennium (\$11.0 million in FY19 and \$25.0 million in FY20). Health care expansion through Medicaid may eventually make up for these reductions, but the timing of implementation puts the boards at risk of service and staffing disruptions during the biennium. VML supports the revisiting of slated reductions in fiscal year 2020 and beyond, specifically to ensure that the state's goal of providing more services at the community level, including new STEP-VA service requirements, can be achieved without shifting funding burdens to local governments.

State and Local Government Fiscal Relationship

Governance at the local level becomes ever more challenging as the Commonwealth and the Federal government add new programs, or modify existing program guidelines, and promulgate complex regulations and higher standards for local governments to implement. It is not uncommon for the state and federal governments to either underfund their share of the costs or to ignore them altogether.

To that end, the Virginia Municipal League holds as essential these principles on local taxing and budget authority:

- Specific local revenue authority and sources cannot be further restricted without first granting and providing alternative revenue authority with reliable, sustainable revenue sources. This includes, without limitation, the BPOL and M&T taxes.
- Local governments must be involved in any discussions relating to local taxing authority including legislation that exempts specific industries from local taxes and fees.
- Local general fund revenue and special funds must not be confiscated or redirected to the state treasury.

- Placing additional administrative burdens on local governments without sufficient resources or administrative flexibility jeopardizes the quality of services delivered at the local level. Local governments cannot be expected to bear the expenses related to the imposition of new funding requirements or the expansion of existing ones on services delivered at the local level without a commensurate increase of state financial assistance or new local taxing authority.
- Shifting traditional state funding responsibilities onto local governments for services including public education, law enforcement, and public safety activities and any core services affecting local government, is bad fiscal policy, resulting in stress on local finances without reductions in overall program costs.
- Imposing state fees, taxes or surcharges on local government services impedes transparency at both the state and local level.
- Any efforts at tax reform must begin with a thorough examination of state tax reform and the financing of state services. The State should reform its own tax structure before taking on the topic of local taxes. State and/or local tax changes should not negatively affect local revenues.
- State budget cuts to state mandated and other high priority programs should specify the programs to be affected by the cuts.

The Commonwealth should:

- Enter a dialogue with local governments to examine state requirements and service expansions that can be suspended or modified to alleviate to the degree possible the financial burden on state and local taxpayers.
- Examine models in other states that allow for modernizing state and local taxing authority.
- Develop spending and revenue priorities that support economic development, public safety, education and other public goals. State tax credits, tax deductions and tax relief policies must receive the same scrutiny as spending programs as part of the prioritization process.
- In times of revenue crises, review ways to increase revenues to meet constitutional and statutory obligations to Virginia citizens after all other actions have been taken.
- Include local government representatives on any “blue ribbon” commission or other body established by the state that has as its purpose changes to local revenue authority or governance.

State Assistance to Local Police Departments (HB 599) \$

Almost 70 percent of Virginians live in communities served by police departments. The state created a program of financial assistance to local police departments (HB 599) when it imposed an annexation moratorium on cities more than 30 years ago. It has increasingly de-emphasized this funding obligation as a priority but has never compromised on the annexation moratorium. VML calls for the state to honor its commitment to local governments and public safety by funding the program as stipulated in the Code of Virginia or lift the moratorium on annexation.

State Funding for Planning District Commissions

VML supports increased state funding for the statewide network of planning district commissions/regional councils (PDCs). PDCs carry out efforts supported by state and local policy makers to advance and sustain regional coordination, cooperation, and technical assistance for the benefit of regions across the Commonwealth.

Stormwater Local Assistance \$

VML supports continued investment of at least \$50 million annually in the Stormwater Local Assistance Fund to assist localities with critical stormwater projects to meet federal and state clean-water requirements.

Taxing, Licensing, and Regulating Internet-based Businesses and Services

In taking state action to regulate private enterprises employing a business model that emphasizes the use of the Internet to either provide retail or facilities or ride-sharing services, local government interests should be acknowledged, and localities should be included in the decision-making.

As general principles, VML believes state and local policies should 1) encourage a level playing field for competing services in the market place; 2) not provide a tax preference or tax policy advantage for one group at the expense of another group in the competitive field; 3) seek to preserve state and local revenue; 4) ensure safety, reliability, and access for consumers, providers, and the public; and 5) protect local government's ability to regulate businesses whether they are traditional, electronic, Internet-based, virtual or otherwise.

VML also believes that the state should not prohibit the sharing of financial information between the Commonwealth and appropriate local authorities that is normally treated as part of the public domain. VML further believes that the state should not prohibit a locality from exercising its authority to enter into voluntary collection agreements provided that such agreements include provisions to protect the public's interest.

Water Quality Funding

For continued successful local water quality improvement projects the Commonwealth must fully capitalize the Water Quality Improvement Fund and provide the necessary appropriations for local government water quality improvement projects to clean up the Chesapeake Bay and its tributaries. In addition, any changes to the state's stringent wastewater mandates imposed on localities must be scientifically and economically defensible, employing implementation strategies that produce any necessary wastewater improvements at the least cost.

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Councilwoman Brenda Mead
Item #	8	
Ordinance #		
Department:	City Council	
Council Vision:	Responsive, Efficient Government	
Subject:	Discussion of Virginia Municipal League Conference	

Background: At the request of Councilwoman Brenda Mead, this item has been added to Council's work session agenda for October 24, 2019. Council members will have an opportunity to discuss subjects of interest from the Virginia Municipal League conference attended by them earlier this month.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Mayor Carolyn Dull
Item #	9	
Ordinance #		
Department:	Parks and Recreation Finance	
Council Vision:	Culture Responsive, Efficient Government	
Subject:	Discussion Concerning Gypsy Hill Golf Course	

Background: At the request of Mayor Carolyn Dull, this item has been added to Council's work session agenda for October 24, 2019, for further discussion.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg

City Council
WORK SESSION
October 10, 2019
6:00 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 6:00 p.m. and the invocation/moment of silence was given by Ms. Mead.

Ms. Mead moved that Morgan Smith be appointed as Acting Clerk of Council for the recordation of the proceedings of Council in its work session and regular meeting of October 10, 2019, and that she be authorized and directed to sign and execute such documents as are necessary and proper regarding the presence of Council members, a quorum, consideration and voting.

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

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

1. Consideration of Work Session and Regular Meeting Agendas

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

Ms. Mead moved to approve the Work Session agenda with the addition of a debriefing of the Virginia Municipal League conference if time allowed and the Regular Meeting agenda as presented.

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

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

2. Presentation of Staunton Creative Community Fund Annual Report

The scheduled presentation by Debbie Irwin, Executive Director of Staunton Creative Community Fund, was deferred until later in the work session, given Ms. Irwin's late arrival.

3. Discussion of Application to the Virginia Department of Transportation for Transportation Alternatives Program Grant Funding-2019 Staunton Pedestrian Safety Improvement Projects

Nickie Mills, City Engineer, stated that the City is revisiting an application that submitted in 2018, for a Virginia Department of Transportation (VDOT) Highway Safety Improvement Program (HSIP) grant for pedestrian safety improvements. The initial HSIP application was for \$170,000, with 100% grant funding and no required local match. Projects under the Transportation Alternatives Program (TAP) are funded at 80%, with a 20% required local match. Since the initial HSIP application, VDOT has recommended that additional costs be accounted for in the final application. Final project costs are now estimated to be \$257,000, requiring a local match of \$51,400.

In 2019, VDOT announced that HSIP applications would not be processed, and that no projects (including the City's) would be funded from the prior application cycle. In September of 2019, VDOT announced that localities with suspended HSIP applications, eligible for TAP funding, would be permitted to apply for such funding for a limited time. City staff have completed the preapplication process for TAP.

The TAP application will be for the same improvements that the original HSIP grant application covered. Pedestrian safety improvements will occur at the following five intersections:

- Coalter Street, Edgewood Road, and Statler Boulevard
- Augusta Street and Johnson Street
- Middlebrook Avenue and Hampton Street
- Greenville Avenue and Barterbrook Road
- Augusta Street and Taylor Street

Proposed improvements include pedestrian signals, ADA-compliant curb ramps and crosswalks at each intersection. These intersections are identified City's Bicycle and Pedestrian Plan, adopted in 2018, as intersections most in need of upgrade to address inadequate or nonexistent pedestrian infrastructure.

Mr. Mills noted that a resolution of support is required from City Council to be included as a part of the final application to be submitted to VDOT.

Vice Mayor Kier asked Mr. Mills whether, if the final costs for the project come in under the projected amount, the City would be required to refund money to the state. Mr. Mills responded negatively.

Dr. Harrington inquired whether the City has funds available for the local match of \$51,400. Mr. Mills confirmed the funds are available.

Mr. Holmes asked whether sidewalk improvements along Edgewood Road and Augusta Street are included in this program. Mr. Mills responded that the Edgewood project is already fully funded by a Virginia Department of Transportation (VDOT) SMART SCALE grant and is set to be completed in the future.

Ms. Oakes asked Mr. Mills to elaborate on the reasons for the change in type of funding. Mr. Mills reiterated that the original funding through HSIP had been pulled and that to get the projects completed in a reasonable time, VDOT had suggested that the City apply for a TAP grant.

This will be Item B on the Regular meeting agenda.

99
100 **4. Exchange of Visits between Delegations from Çair Municipality, Skopje, North**
101 **Macedonia and the City of Staunton**
102

103 Steve Rosenberg, City Manager, stated he has been working with Robin von Seldeneck of the
104 Woodrow Wilson Presidential Library and Dave Hosaflook from Çair Municipality, in preparation
105 for visits by a delegation from Çair Municipality, Skopje, North Macedonia to Staunton in early
106 November, and by a Staunton delegation to Çair Municipality later during the same month.
107

108 Mr. Rosenberg sought guidance and direction from the Council regarding timing and location of a
109 formal presentation by Çair Municipality and reception or dinner in Staunton, gifts to be presented
110 by the Staunton delegation upon their visit to Çair Municipality and funding for the event in
111 Staunton and the gifts. There was a consensus among Council members that the City pay the
112 expenses of a dinner or reception in Staunton in honor of the Çair Municipality delegation and
113 gifts not to exceed \$400 in value to be presented by the Staunton delegation upon their visit to Çair
114 Municipality.
115

116 Council members also suggested that arrangements be made to provide a tour of the City, which
117 may include visits to the American Shakespeare Center and the Frontier Culture Museum.
118

119 Mr. Rosenberg indicated to Council members he will continue to work with the representatives of
120 Çair Municipality to plan the respective visits.
121

122 **2. Presentation of Staunton Creative Community Fund Annual Report**
123

124 Debbie Irwin, Executive Director of Staunton Creative Community Fund (SCCF), presented
125 SCCF's annual report for fiscal year 2019, and provided an overview of loans available to local
126 entrepreneurs from SCCF. Ms. Irwin shared the following details:
127

- 128 • SCCF hosted the first Startup Experience this past October where 151 high school students
129 from Staunton, Waynesboro, Augusta County, Rockingham County and Harrisonburg
130 formed teams and created business models that attempted to solve deep problems.
- 131 • This year's Startup Experience will be held November 18-19, and will include students
132 from Stuart Hall in Staunton.
- 133 • Entrepreneurs are able to participate in Tuesday Tip Workshops and the Business
134 Bootcamp and can be provided with a local entrepreneur as a mentor.
135

136 Ms. Irwin encouraged local entrepreneurs and those that knew some who might be willing to
137 volunteer as mentors to contact the SCCF.
138

139 Ms. Mead inquired as to why the number of loans fluctuated significantly in the past few years.
140 Ms. Irwin informed the Council that due to staffing issues, including turnover, the organization
141 was a little behind on awarding loans in comparison to prior years.
142

143 Mr. Holmes asked whether entrepreneurs receive a lump sum. Ms. Irwin answered that each
144 recipient of a loan does receive the loan as a lump sum and the loan is repaid with a low interest
145 rate.
146

5. **Closed Meeting for Consultation with Legal Counsel for Necessary Legal-Related Advice and Discussion Pertaining to (i) Specific Land Use and Zoning Matters; (ii) the Role of the City Attorney as to One or More City Agencies or Authorities; and (iii) Potential Jurisdictional and Venue Ramifications in the Operation of a State District Court, Including, but not Limited to a Consideration of the Provisions of Section 19.2-244 of the Virginia Code, and Related Discussion within a Fuller Context of the Implications for Localities**

Ms. Oakes moved to enter a closed meeting for consultation with legal counsel for necessary legal-related advice and discussion pertaining to: (i) specific land use and zoning matters; (ii) the role of the city attorney as to one or more city agencies or authorities; and (iii) potential jurisdictional and venue ramifications in the operation of a state district court, including but not limited to a consideration of the provisions of Section 19.2-244 of the Virginia Code, and related discussion within a fuller context of the implications for localities, pursuant to Virginia Code § 2.2-3711(A)(8).

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

Mr. Holmes	aye	Mayor Dull	aye
Ms. Mead	aye	Vice Mayor Kier	aye
Dr. Harrington	aye	Dr. Curren	aye
Ms. Oakes	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 Mr. Holmes and carried unanimously as follows:

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

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

Morgan Smith
Acting Clerk of Council

REGULAR MEETING OF STAUNTON CITY COUNCIL
Thursday, October 10, 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: **Steven Rosenberg, City Manager**
 Douglas L. Guynn, City Attorney
 Morgan Smith, Acting Clerk of Council

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

MAYOR'S REPORT

Mayor Dull stated she'd participated in a class at Mary Baldwin University. She noted she attended Earth-tober Day held at the Courthouse which focused on the climate and problems with plastic usage and was very inspiring.

Mayor Dull stated she and several Council members toured the construction site at Staunton High School.

Mayor Dull stated she recently attended the Mayor's Institute and joined Council members for the Virginia Municipal League conference held in Roanoke, Virginia.

Mayor Dull read the following Proclamation and presented it to Ilia Desjardins from the Talking Book Center, Catherine Bacik, from the Virginia Department of Blind and Vision Impaired, and Pat Trice, Superintendent of the Virginia School of the Deaf and Blind.

WHEREAS, the white cane, which every blind citizen of Staunton has the right to carry, demonstrates and symbolizes the ability to achieve a full and independent life and the capacity to work productively in competitive employment; and

WHEREAS, the white cane, by allowing every blind person to move freely and safely from place to place, makes it possible for the blind to fully participate in and contribute to our society and to the lives they want; and

WHEREAS, every citizen should be aware that the law requires that motorists and cyclists exercise appropriate caution when approaching a blind person carrying a white cane; and

WHEREAS, applicable law also calls upon employers, both public and private, to be aware of and utilize the employment skills of our blind citizens by recognizing their worth as individuals and their productive capacities; and

WHEREAS, Staunton, through its public agencies and agencies of the Commonwealth of Virginia, can and should facilitate the expansion of employment opportunities for and greater acceptance of blind persons in the competitive labor market.

NOW, THEREFORE, BE IT PROCLAIMED, by Staunton City Council that October 15 is hereby designated as

White Cane Awareness Day

in the City of Staunton and Council calls upon our schools, colleges and universities to offer full opportunities for training to blind persons; upon employers and the public to utilize the available skills of competent blind persons and to open new opportunities for the blind in our rapidly changing society; and upon all citizens to recognize the white cane as a tool of independence for blind pedestrians on our streets and highways.

Dated this 10th day of October, 2019.

/s/ Carolyn W. Dull

CAROLYN W. DULL, MAYOR

ATTEST: /s/ Morgan Smith

ACTING CLERK OF COUNCIL

Ms. Desjardins presented Mayor Dull with a Braille copy of the proclamation. The public was invited to attend a White Cane Walk on October 15, 2019.

ADDITIONAL ITEMS BY MEMBERS OF COUNCIL

Ms. Mead stated she attended a field day at a local hemp farm which Senator Kaine visited as well. She noted the Valley once was the largest industrial hemp producing market in the world. Ms. Mead stated at the VML conference there was a non-profit volunteer organization that collects and recycles oyster shells and expressed interest in working with Staunton restaurants. Ms. Mead shared that at the conference she learned about traumas that first responders face every day, affordable housing, and supply chain management for the farm-to-table effort.

Vice Mayor Kier stated it was an impactful seminar regarding the first responders and made him think about the service that the City has. He encouraged citizens to thank first responder members.

Ms. Oakes stated she and Mayor Dull attended the Staunton Downtown Development Association awards ceremony where businesses were recognized for outstanding service to the community. She recognized Vice Mayor Kier for serving on the executive board of the Virginia Municipal League. Ms. Oakes thanked the Celebration of Holiday Lights committee for providing dinner tonight for Council members.

Mayor Dull also noted Sheryl Wagner, Director of Tourism, made a presentation at the VML conference.

APPROVAL OF MINUTES

Ms. Oakes moved to approve the work session and regular meeting minutes of September 26, 2019.

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

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

REGULAR MEETING

A. Presentation by Staunton Augusta Waynesboro Metropolitan Planning Organization of Transportation Studies – Richmond Road and 25 Connector Transit Service

Ann Cundy, transportation program manager, with the Staunton Augusta Waynesboro Metropolitan Planning Organization (SAWMPO) shared the results and recommendations of two recently completed transportation studies in service to the City. She noted the SAWMPO was formed in 2012, after the 2010 census when the urbanized area reached a 50,000-person population threshold.

Ms. Cundy stated the first study, Richmond Road Multimodal Corridor Study, was selected in coordination with City staff because of its regional significance, its proximity to the interstate, and retail and commercial growth in that area. The 1-mile long segment studied was from Frontier Drive to the I-81 interchange, consisting of four lanes divided by a median, has four signalized intersections, two unsignalized intersections, and roughly 26,000 cars per day. Ms. Cundy stated that the area averages 41 crashes per year. It was noted the area between Lowe's and Sheetz was also included.

Ms. Cundy shared a PowerPoint presentation and stated the main goals of the study were to create an accessible corridor for all modes of transportation and address the challenging safety trend. She presented short and long-term recommendations made by SAWMPO which had the greatest potential to develop into future projects. The study can be viewed at [Corridor Study](#). Ms. Cundy presented information regarding funding options for the recommended projects.

Ms. Cundy also presented information and recommendations regarding the second study, 250 Connector Route Evaluation and Recommendations, which can be viewed at [Route Study](#). She noted the goals were to improve route reliability, connect transit with new destinations, and improve bus stop safety.

Dr. Harrington asked Ms. Cundy to comment on the general acceptance among the public of improvements requiring U-turns, as recommended by SAWMPO. Ms. Cundy acknowledged the challenge of gaining public acceptance but noted the expected enhancement of safety.

Ms. Cundy introduced Aidan Quirke, new transit program manager for the Central Shenandoah Planning District Commission.

B. Consideration of Application to the Virginia Department of Transportation for Transportation Alternatives Program Grant Funding-2019 Staunton Pedestrian Safety Improvement Projects

Nickie Mills, City Engineer, stated the matter before Council concerns an application for Virginia Department of Transportation (VDOT) Transportation Alternatives Program (TAP) funding. He noted this a re-application for a project that was the subject of a prior application to VDOT for funding under the Highway Safety Improvement Program (HSIP) for pedestrian safety improvements at the following five intersections:

- Coalter Street, Edgewood Road, and Statler Boulevard
- Augusta Street and Johnson Street
- Middlebrook Avenue and Hampton Street
- Greenville Avenue and Barterbrook Road
- Augusta Street and Taylor Street

Mr. Mills stated in 2019, VDOT announced that HSIP applications would not be processed, and that no projects (including the City's) would be funded from the prior application cycle. In September of 2019, VDOT announced that localities with suspended HSIP applications, eligible for TAP funding, would be permitted to apply for such funding for a limited time. City staff have completed the preapplication process for TAP.

Mr. Mills stated the initial HSIP application was for \$170,000, with 100% grant funding and no required local match. Projects under TAP are funded at 80%, with a 20% required local match. Since the initial HSIP application, VDOT has recommended that additional costs be accounted for in the final application. Final project costs are now estimated to be \$257,000, requiring a local match of \$51,400.

Mr. Mills stated proposed improvements include pedestrian signals, ADA-compliant curb ramps and crosswalks at each intersection. These intersections are identified City's Bicycle and Pedestrian Plan, adopted in 2018, as intersections most in need of upgrade to address inadequate or nonexistent pedestrian infrastructure.

Mr. Mills stated a resolution of support is required from City Council to be included as a part of the final application to be submitted to VDOT.

Dr. Harrington moved that Council adopt a resolution authorizing staff to apply to the Virginia Department of Transportation for a grant in the amount of \$257,000, for funding for the City's 2019 Transportation Alternatives Program (TAP) grant application, with a required local match of \$51,400.

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

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

TRANSPORTATION ALTERNATIVES PROGRAM GRANT RESOLUTION 2019 STAUNTON PEDESTRIAN SAFETY IMPROVEMENT PROJECTS

WHEREAS, the City of Staunton desires to submit an application for a grant of funds from the Virginia Department of Transportation (the "Department"), in the total amount of \$257,000, from the Transportation Alternatives Program to fund the cost of the City's 2019 Pedestrian Safety Projects, with 80% of that amount, or \$205,600, funded by the Department, and a local 20% match of \$51,400, funded by the City; and

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution be received from the City requesting that the Department establish a Transportation Alternatives Program grant project to be administered by the City.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF STAUNTON, VIRGINIA, THAT:

1. The City requests the Commonwealth Transportation Board to establish a project for the 2019 Staunton Pedestrian Safety Improvement Projects as presented to City Council on October 10, 2019, with a total allocation of funds in the amount of \$257,000.

2. The City commits to provide a minimum 20% matching contribution for this project and any additional funds necessary to complete the project.

3. The City agrees to enter into a project administration agreement with the Department and provide the necessary oversight to ensure the project is developed in accordance with all state and federal requirements for design, right-of-way acquisition and construction of a federally funded transportation project.

4. The City will be responsible for maintenance and operating costs of any improvement/facility constructed with Transportation Alternative Program grant funds unless other arrangements have been made with the Department.

5. If the City subsequently elects to cancel this project, the City agrees to reimburse the Department for the total amount of costs expended by the Department through the date the Department is notified of such cancellation. The City also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration.

6. The Council of the City of Staunton, Virginia grants authority to the City Manager to execute project agreements, and amendments to project agreements, for the above referenced 2019 Staunton Pedestrian Safety Improvement Projects.

Adopted this 10th of October, 2019.

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

ATTEST: /s/ Morgan Smith
Morgan Smith, Acting Clerk of Council

MATTERS FROM THE CITY MANAGER

Mr. Rosenberg apologized for the technical difficulties experienced during the meeting. He shared an email thanking the City's Police, Fire and Rescue, Public Works and Parks and Recreation departments, and other staff, for their hard work during the Queen City Mischief and Magic festival. Mr. Rosenberg also recognized the SDDA and Sarah Lynch.

MATTERS FROM THE PUBLIC

Dan Sullivan, United Way of Greater Augusta, asked for volunteers to help with the Valley VITA (Volunteer Income Tax Assistance) program and encouraged those interested in volunteering to attend the gathering on October 16, at the Fishersville office of the United Way.

Joe Mills, West End Business Association, thanked Ms. Oakes and City Council for their strong support. He introduced Kim Harris, Bit N' Bridle Tack Shop; Jason Miles, Morgan-Miles Picture Frames; and Tonya Sivinski, State Farm Insurance and Chairman of West End Business Association. Ms. Sivinski provided an update on the West End Road Rally success and was very thankful to the City of Staunton. She presented a framed flyer signed by all of the participating businesses to City Council.

Nancy Eisner, 231 Sycamore Street, Alexandra Pitts, 239 Sycamore Street, and Mark Pitts, 239 Sycamore Street, discussed continued issues with Mary Baldwin University students. Mr. Rosenberg stated that the University was working on a plan, and that he would also be willing to meet with the Sycamore Street residents to discuss their concerns.

There was no one else wishing to speak.

ADJOURNMENT

There being no further business to come before Council, the meeting adjourned at 8:46 p.m.

Morgan Smith
Acting Clerk of Council

CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	Staff Members: Rodney Rhodes Linda Nesselrodt Historic Staunton Foundation Representative: Frank Strassler
Item #	A	
Ordinance #		
Department:	Community Development—Planning and Zoning	
Council Vision:	Built Environment	
Subject:	Appeal of Historic Preservation Commission Denial of a Certificate of Appropriateness for 208 North Market Street (Stuart Addition Historic District)—New Roof (After-the-Fact) and Solar Panels	

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, Power Home Solar (company that applied for COA) appeals to City Council the Commission's September 24, 2019 action to deny a Certificate of Appropriateness for the installation of a new roof and solar panels at 208 North Market Street. (Exhibit A, Appeal letter from Danny Matthews, on behalf of Power Home Solar, Requesting Appeal.) Attached to this briefing are exhibits that constitute the administrative record of proceedings before the Commission and other relevant documentation (Attachments A – K).

Background: The subject of this appeal is a single-family structure located at 208 North Market Street, in the Stuart Addition Historic District, and constructed in 1891. In June of 2019 the owners applied for a COA for the installation of solar panels. (Exhibit B, Application for Certificate

of Appropriateness.) The Commission considered the request at its July 23, 2019 meeting. During the discussion on the solar panels, the applicant noted that the roof would be replaced prior to the installation of the solar panels. It was noted that the new roof would not need a COA if it was a like-for-like replacement. The Commission further noted that the application did not clarify what the actual appearance of the panels would be from city streets. The application was therefore tabled until the August meeting. (Exhibit C, Minutes of the July 23, 2019 Meeting of the Staunton Historic Preservation Commission.) During the site visit prior to the August meeting, Commissioners and staff noticed that the roof had been replaced with a snap lock metal roof system. At the August 27, 2019 meeting, the applicant was informed that the roof was not a like-for-like replacement and would need to be considered by the Commission. The application was tabled until the September meeting in order for the applicant to address the replacement roof. (Exhibit D, Minutes of the August 27, 2019 Meeting of the Staunton Historic Preservation Commission.)

At its meeting on September 24, 2019, the applicant requested an after-the-fact COA for the new roof along with a COA for the proposed solar panels. (Exhibit E, Minutes of the September 24, 2019 Meeting of Staunton Historic Preservation Commission.) The applicant stated that they were “not made aware of the restrictions of a standing seam roof needing to be traditionally folded, and not of the ridge cap style” until after the roof was replaced. They stated that the proposed placement of the solar panels is in a manner that has the most limited area of visibility without severely restricting the production of the panels and that they would blend in with the roof color.

Mr. Frank Strassler, an expert in historic preservation with the Historic Staunton Foundation (HSF) (Exhibit F, 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 replacement roof, Mr. Strassler recommended to the Commission that it deny the Certificate of Appropriateness, stating:

The roofing material is not appropriate due to the contemporary/commercial appearance of the snap lock seams, the wavy corrugated pan, and the application of ridge caps on all of the hip ridges. The roof does not create the same appearance as a traditional, folded seam, flat pan standing seam metal roof. The modern, wide ridge caps appear as a commercial roofing application. (Exhibit G, Recommendation of Historic Staunton Foundation dated September 18, 2019, for the Staunton Historic Preservation Commission.)

Concerning the solar panels, Mr. Strassler stated they:

- A. should be placed in locations with limited or no visibility,
- B. should be installed in a manner that limits their impact on historic materials and features of the building,
- C. should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.

(Exhibit H, Recommendation of Historic Staunton Foundation dated August 21, 2019, for the Staunton Historic Preservation Commission.)

At its meeting on September 24, 2019, upon consideration of the information presented, including the Historic Staunton Foundation's recommendation, the Commission acted to deny the requested Certificate of Appropriateness for an after-the-fact replacement roof and proposed solar panels. The Commission noted that the roofing is not compatible due to the use of wider ridge caps on the hip ridges and the peak and that these features do not reflect the architectural design and features of a historic, traditional folded, standing seam metal roof. The Commission also noted that the proposal for the solar panels did not comply with the guidelines either and would be denied as well. (Exhibit E, Minutes of the September 24, 2019 Meeting of Staunton Historic Preservation Commission.)

Exhibit I 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.

Administrative Record Exhibits:

- A. Appeal letter from Danny Matthews, on behalf of Power Home Solar, Requesting Appeal
- B. Application for Certificate of Appropriateness dated June 21, 2019
- C. Minutes of the July 23, 2019 Meeting of the Staunton Historic Preservation Commission
- D. Minutes of the August 27, 2019 Meeting of the Staunton Historic Preservation Commission
- E. Minutes of the September 24, 2019 Meeting of the Staunton Historic Preservation Commission
- F. Frank Strassler Resume
- G. Recommendation of Historic Staunton Foundation dated September 18, 2019, for the Staunton Historic Preservation Commission
- H. Recommendation of Historic Staunton Foundation dated August 21, 2019, for the Staunton Historic Preservation Commission
- I. Recommendation of Historic Staunton Foundation dated October 14, 2019, for Staunton City Council
- J. Picture of Original Traditional Standing Seam Metal Roof (showing proposed solar panels)
- K. Pictures of Replacement Snap Lock Standing Seam Metal Roof

Issue: Whether to reverse or affirm, wholly or partly, the decision of the Staunton Historic Preservation Commission, denying a Certificate of Appropriateness for the replacement of a roof and the installation of solar panels.

After conducting the appeal, City Council may:

1. reverse the decision of the Commission and approve the Certificate of Appropriateness as requested by the applicant, permitting the replacement of the roof and the installation of solar panels;
2. affirm the decision of the Commission, denying the Certificate of Appropriateness;
3. modify the decision of the Commission; or

4. remand the matter back to the Commission to consider any new information presented at the City Council meeting.

Suggested Motion: I move that Council wholly affirm the decision of the Historic Preservation Commission denying the requested Certificate of Appropriateness, for the reasons on which the Commission based its decision.

City Manager: Steven L. Rosenberg



Mr. Rodney S. Rhodes and Whomever Else It May Concern;

This is a request of an appeal for the denial by the Historic Preservation Commission of installation of a Metal Standing Seam roof at the address 208 N Market St. Staunton, VA 24401 that did not meet the requirements that reflect the districts historic guidelines. Below I will provide a timeline of events to as why we should have the roof approved, and how there was never the guidelines communicated to us prior to install despite many contacts between our company and the district.

We had signed Mr. and Mrs. Crittenden up for both replacing their dilapidated roof, and to add solar panels to their home on June 12, 2019. The homeowners did mention to us that they live in a historic district, we requested they send us any information that would hinder the project moving forward. They had sent us two pieces of literature pertaining to solar, one being "Historic District Guidelines for Energy" and "Solar in HD Guidline HSF presentation". Neither one of these referenced the roof portion of the project.

Following this on June 13th, Crystal Baier whom was in our permitting department, reached out to the city to a) confirm the jurisdiction that would need to be contacted for permitting, and b) that there was no permit required for the re-roofing. We had completed designs for the solar array and ordered materials for the roof. We then had reached out to the county on June 17th they mentioned to us once again that the customer lives a historic district. Victoria Kleinhandler, another member of our permitting team, reached out to the zoning department and left a message. She was contacted by Linda Nesselrodt the following day stating that she needed to meet with a representative from Powerhome Solar regarding placement of the solar panels and their view from different angles around the home.

Josh Marks, the sales rep, met with Linda on the 20th at the Crittenden's home to go over the zoning boards questions and concerns. At this time, she did discuss with Josh we would need to present to the board the proposed changes to the home and that "if we're replacing standing seam with standing seam, it wouldn't be an issue." Victoria then reached back out to see what exactly would be needed for the board meeting and sent off the required documents and photos. She then received an email that we would need to attend the next meeting that was being held on July 23rd, once again only the solar was mentioned here.

We had a representative present for the July meeting, Jarrad Wisherd. He answered all the questions and discussed that the solar panels are black in color and once again that they would be matching the new roof that was being placed on the home. The board had no mention of the restrictions at this moment for the roofing portion of the project, again just concerned with the solar panels and their placement. We were advised to submit more photos and the board was going to "Table and revisit at the next meeting" in August.

For this August meeting, Aleah had submitted to Linda all requested information on August 6th with a confirmation from Linda that, "This will do" and a confirmed August meeting date. At this time, we had received all the materials needed for the roof to be replaced. We scheduled it to be installed August 14th and 15th, weather permitting. We were able to complete on August 19th. All was good for a week until



Linda had planned a "Field Trip" the day before the meeting, and at this time we were made aware that the roof did not meet the appropriateness for the Committee's requirements of needing to be a traditional standing seam roof.

This is the point of when we were made aware of the restrictions of a standing seam roof needing to be traditionally folded, and not of the ridge cap style. This was reviewed by the commission at the September meeting and deemed unfit.

We have reviewed the restrictions that are provided by the committee and feel that the roof does meet most of the requirements put forth. There are always exceptions made and as the Crittenden's mentioned to us, there are other homes in the district that have been included for these. We did replace the roof as best as we could to ensure the covering to be as close as possible in color and texture. It is not a bright color since it is black and precoated. The roof is not painted. We have tried to maintain as close as possible the integrity of the homes allure and charm without taking away from other homes in the area. We try to do this as a company policy regardless of restrictions from districts or jurisdictions requirements.

Regarding solar and the placement proposed for the customer, the panels are in a manner that they are in the most limited area of visibility on the home, without severely restricting the production of the panels. They do blend in with the roof color and will barely be noticeable unless they are being sought out. They limit the impact of the historic features and character since it is not on a street facing roof slope.

If the restrictions would have been clearly communicated from the start, they would have been addressed right away. But as you can clearly see along the entire timeline, this is not the case despite all the contact between multiple people from our company and the board. To replace this roof will cost us over \$25,000 after we have already spent \$16,000 in materials that will need to be discarded. This is not economical or efficient for any of the parties involved. Please take all the information above into consideration when making your decision about an appeal. We operated in our best practices to meet any guidelines that may have been in effect but never received them until after the project was started.

On Behalf of Powerhome Solar,

Danny Matthews

Account Manager

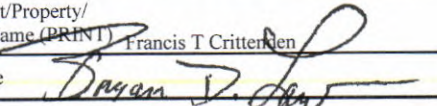


IMPORTANT NOTE: The complete application must be filed with the City of Staunton's Office of Planning & Inspections no later than the first Tuesday of the month to be heard at that month's Historic Preservation Commission Meeting. Applications received after the first Tuesday of the month will be heard 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

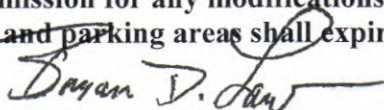
Location of property	208 N Market St	Historic District	14 STU
Business Name		Tax Map No: 342	Parcel ID 581
Application Fee \$50 Paid	☒ YES ☐ NO		

Applicant/Property/ Owner Name (PRINT) Francis T Critterden	Representative Agent(s) Name Bryan D Law
Signature 	Firm Power Home Solar
Mailing Address 208 N Market St	Mailing address 919 N Main st
City/State/Zip Staunton, VA 24401	City/State/Zip Mooresville NC 28115
Phone/Fax Number: 850-294-1122	Phone/Fax Number: 919-200-7053
Email:	Email: vkleinhandler@powerhome.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 Solar _____	☐	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.



6/21/19

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:

Proposing to install 11 solar panel modules to existing residence, grid tied 3.30 KW

REQUIRED INFORMATION TO BE SUBMITTED WITH APPLICATION:

(Each item submitted is to be INITIALED by the applicant. If you are not submitting any of the requested information, please indicate not applicable and explain in the space provided why it is not necessary for this project)

_____ **Sketch, drawing and/or elevations showing the proposed changes or improvements**

_____ **Site plan or plat of property**

_____ **Photographs showing property, work in question, and the area of the proposed project**

_____ **Other (please list)**

_____ **A list of materials that identifies the type and quality of materials to be used in the Proposed project**

 x **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)



152 S. Broad St.
Lansdale, PA 19446
(215)361-8040

June 17, 2019

PowerHome Solar
919 N. Main St
Mooresville, NC 28115

RE: **Crittenden Residence**
208 N Market St, Staunton, VA 24401
Client Project #: 208CRIT
PFE Project #: 193206

On behalf of PowerHome Solar, Penn Fusion Engineering LLC (PFE) performed a structural analysis of the roof at the above referenced location. The purpose of our analysis was to determine if the existing roof system is structurally sufficient to support the new photovoltaic modules in addition to the code required design loads. Our analysis is based on the information provided by PowerHome Solar and is isolated only to the areas where the modules are intended to be placed. If any discrepancies are found by the contractor during installation, please contact PFE.

System Specifications:

Panel Specs: (11) Silfab Solar – SLA-M
Racking System: Iron Ridge – Flush Mount

The modules are to be located on the following roof plane:

Mounting Plane	Rafter Size	Rafter Spacing	Horizontal Span	Collar Ties	Collar Tie Spacing	Sheathing	Shingle Type	Number of Shingle Layers	Ceiling Profile
1	2x6	24"	12ft. 6in.	N/A	0"	CDX 1/2"	Metal Standing Seam	1	Flat

The roof design has been analyzed in accordance with the 2015 Virginia Residential Code with design loads as follows:

Ground Snow (Pg): 43 psf
Wind Speed (V): 115 mph

Mounting Plane 1

The calculations for these structural members are attached. It has been determined by this office that the rafters, as specified above, exceed the allowable span for the total design loading. Attached are repair details that, when installed, will render the roof design structurally adequate to support the new PV modules in addition to the code required design loading.

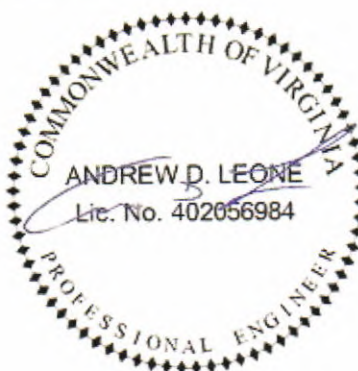
Attach the module rail brackets to the roof with S-5! S-5-E Brackets at 48 on center maximum.

This office has determined that the installation of the PV System as specified above will meet the structural requirements of the 2015 Virginia Residential Code and ASCE7-10 when installed in accordance with the manufacture's instructions.

If you have any questions regarding this analysis, please feel free to contact us.

Best Regards,
Penn Fusion Engineering LLC

Andrew D. Leone, P.E.
Principal





152 S. Broad St.
Lansdale, PA 19446
(267)640-2758

Client Name: PowerHome Solar
PFE Project Number: 193206
Client Project Number: 208CRIT
Project: Crittenden Residence
Address: 208 N Market St
Staunton, VA 24401
Description: Mounting Plane 1
Calculations By: ADL
Date: June 17, 2019

Roof Construction

2x6 Rafters at 24" on center

A=	8.25 in ²
Ix=	20.8 in ⁴
Sx=	7.56 in ³
Wood Species=	Doug-Fir Larch #2
Fb=	900 psi
Fv=	180 psi
E=	1600000 psi
Roof Slope=	18 °
Rafter Span=	12.53 ft
Ceiling Attached to Rafters?:	No

Design Criteria

Ground Snow (P _g):	43 psf
Design Wind Speed:	115 mph
Live Load:	20 psf
Dead Load:	3.91 psf
PV Modules:	3.15 psf

Wind Calculations

Directionality Factor (K _d):	0.85
Topographic Factor (K _{zt}):	1
Velocity Pressure Exposure Coefficient (K _z):	0.7
Importance Factor (I):	1
Velocity Pressure (q _z):	20.14 psf
Tributary Square Footage on Component:	10.83 ft ²
Component Roof Pressures:	13.56 / -55.58 psf

Snow Load Calculations

Exposure Factor (C _e):	1
Thermal Factor (C _t):	1
Importance Factor (I):	1
Flat Roof Snow Loads (P _f):	30.1 psf
Roof Slope Factor (C _s):	0.8
Sloped Snow Loads (P _s):	24.08 psf
Unbalanced Snow Load:	43 psf

Member Calculations

Bending

M_d :	1966.16 ft*lb		
f_b :	3119.85 psi		
Load Duration Factor (C_d):	1.15		
Stability Factor (C_t):	1		
Wet Service Factor (C_M):	1		
Temperature Factor (C_T):	1		
Size Factor (C_F):	1.3		
Flat Use Factor (C_{fu}):	1		
Incising Factor (C_i):	1		
Repetitive Member Factor (C_r):	1.15		
F_b :	900 psi		
F'_b :	1547.33 psi	3119.85 > 1547.33	No Good in Bending

Shear

V_d :	627.47 lb		
f_v :	114.09 psi		
Load Duration Factor (C_d):	1.15		
Wet Service Factor (C_M):	1		
Temperature Factor (C_T):	1		
Size Factor (C_F):	1.3		
Flat Use Factor (C_{fu}):	1		
Incising Factor (C_i):	1		
F_v :	180 psi		
F'_v :	207 psi	114.09 <= 207	OK in Shear

Deflection

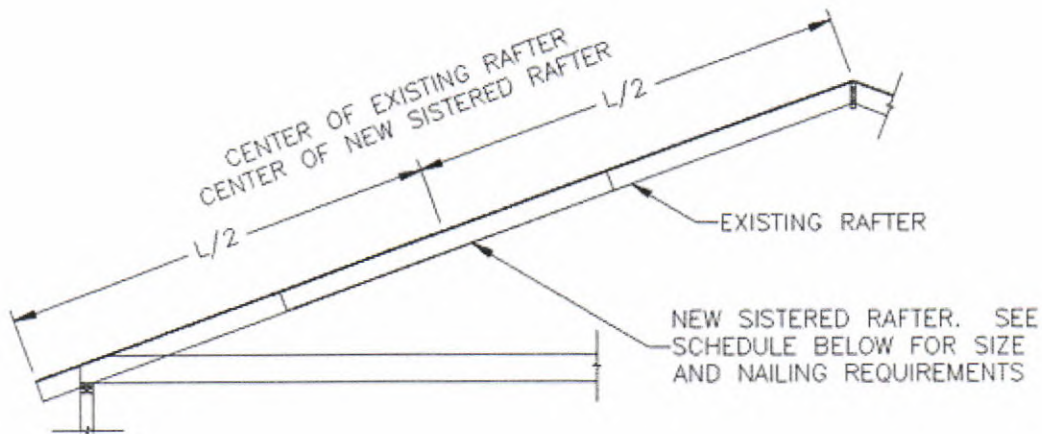
Live Load Deflection (Δ_L):	1.44 in	L/105	No Good in Live Load Deflection
Total Load Deflection (Δ_T):	1.67 in	L/90	No Good in Total Load Deflection

Uplift Calculation

Tributary Square Footage on Component:	10.83 ft ²
Uplift Pressure:	-55.58 psf
Uplift per Lag:	-602.13 lbs
Lag Screw Diameter:	5/16 in
Allowable Withdrawal per Inch:	490.99 lbs/in
Minimal Screw Penetration:	1.23 in

Install 5/16" diameter lag screws @ 48 on center with minimum penetration of 2" into rafter.

Client Name: PowerHome Solar
PFE Project Number: 193206
Client Project Number: 208CRIT
Project: Crittenden Residence
Address: 208 N Market St
Staunton, VA 24401
Description: Mounting Plane 1
Calculations By: ADL
Date: June 17, 2019



New Sistered Rafter Size: 2x6x8' Doug-Fir Larch #2 or better*

Nailing Requirements: (2) 10d Nails @ 12" on center with (3) additional 10d Nails at each end

10d = .12" shank diameter x 3" long minimum

Note: Apply repair to each rafter under PV system

*Suitable Alternate Species:

- Spruce-Pine-Fir #2 or #1
- Southern-Yellow-Pine #2 or #1

PROJECT DESCRIPTION:

11 x SILFAB SLA-M 300 MODULES
ROOF MOUNTED SOLAR PHOTOVOLTAIC MODULES
SYSTEM SIZE: 3.30 kW DC STC
ARRAY AREA: ROOF #1- 193.38 SQ. FT.

EQUIPMENT SUMMARY

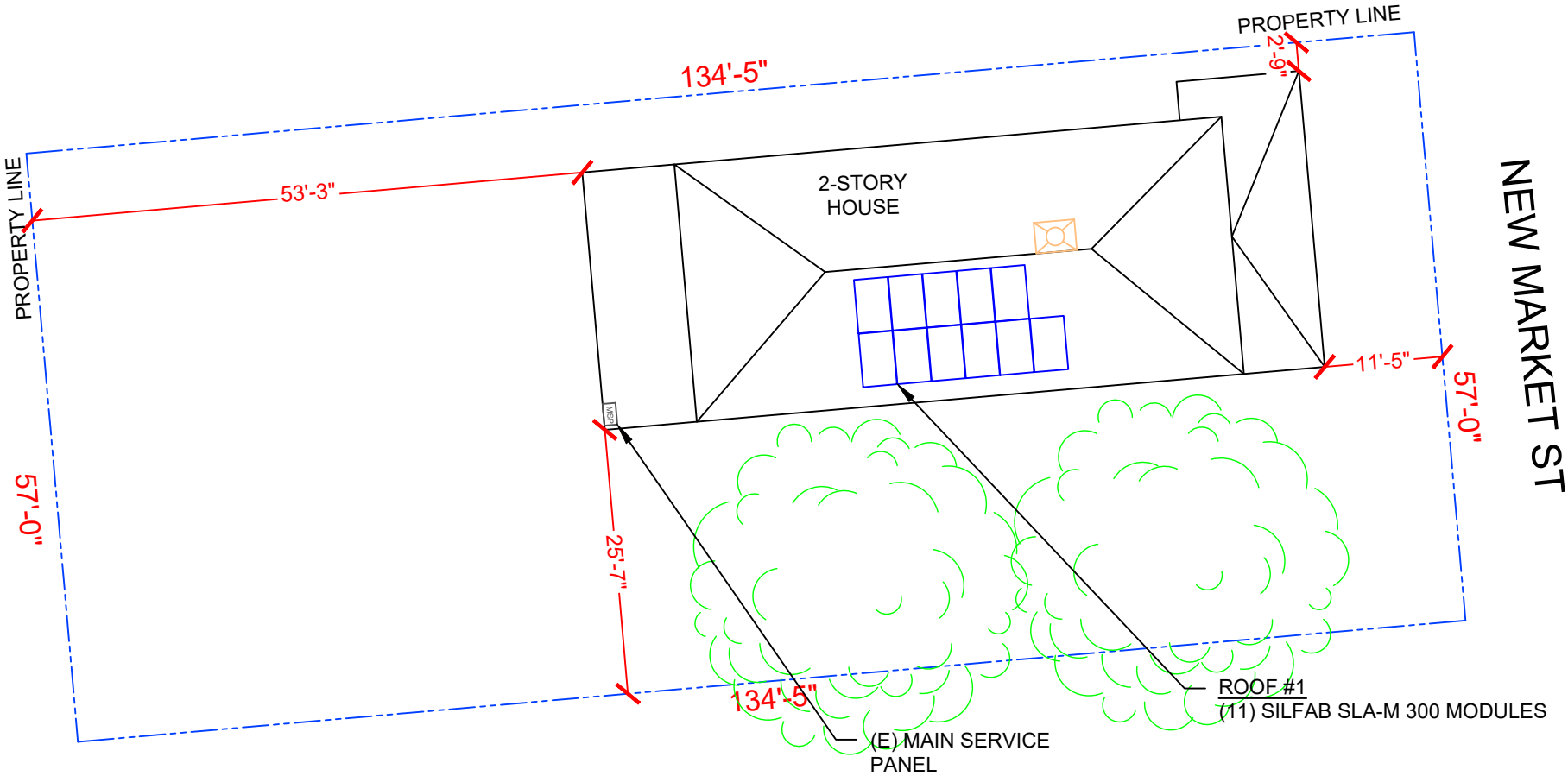
- 11 SILFAB SLA-M 300 MODULES
- 11 SOLAREEDGE POWER OPTIMIZER P320
- 01 SOLAREEDGE SE3800H-US INVERTER

AUTHORITIES HAVING JURISDICTION

BUILDING: CITY OF STAUNTON
ZONING: CITY OF STAUNTON
UTILITY: DOMINION ENERGY

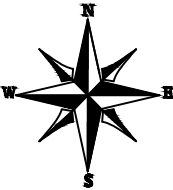
APPLICABLE CODES & STANDARDS
BUILDING: IBC 2012, IRC 2012, VIRGINIA USBC 2012
ELECTRICAL: NEC 2011

DESIGN SPECIFICATION
OCCUPANCY: II
CONSTRUCTION: SINGLE-FAMILY
ZONING: RESIDENTIAL
GROUND SNOW LOAD: SEE STRUCTURAL LETTER
WIND EXPOSURE: SEE STRUCTURAL LETTER
WIND SPEED: SEE STRUCTURAL LETTER



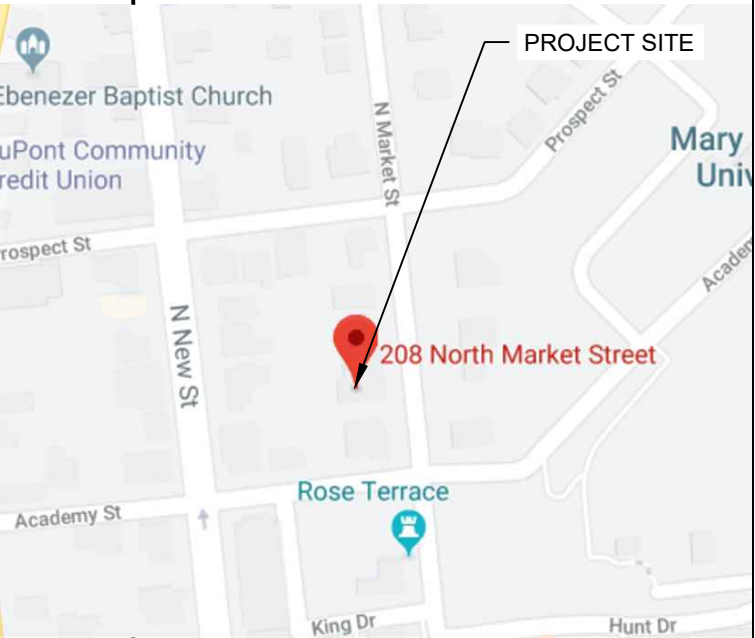
1 PLOT PLAN WITH ROOF PLAN

PV-1 SCALE: 1/16"=1'-0"



2 HOUSE PHOTO

PV-1 SCALE: NTS



3 VICINITY MAP

PV-1 SCALE: NTS

SHEET INDEX

PV-1	PLOT PLAN & VICINITY MAP
PV-2	ROOF PLAN & MODULES
PV-2A	STRING LAYOUT
PV-3	ATTACHMENT DETAIL
PV-4	ELECTRICAL LINE DIAGRAM
PV-5	WIRING CALCULATIONS
PV-6	SOLAREEDGE OPTIMIZER CHART
PV-7 to 11	EQUIPMENT SPECIFICATIONS

POWERHOME
SOLAR & ROOFING

POWER HOME SOLAR, LLC
"POWER YOUR FUTURE"
919 N. MAIN ST.
MOORESVILLE, NC 28115
Phone: 704-800-6591 (OFFICE)
Email: info@powerhome.com
Web: www.powerhome.com

REVISIONS		
DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

PROJECT NAME & ADDRESS

FRANCIS T. CRITTENDEN
RESIDENCE
208 N MARKET ST
STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

PLOT PLAN & VICINITY MAP

SHEET SIZE

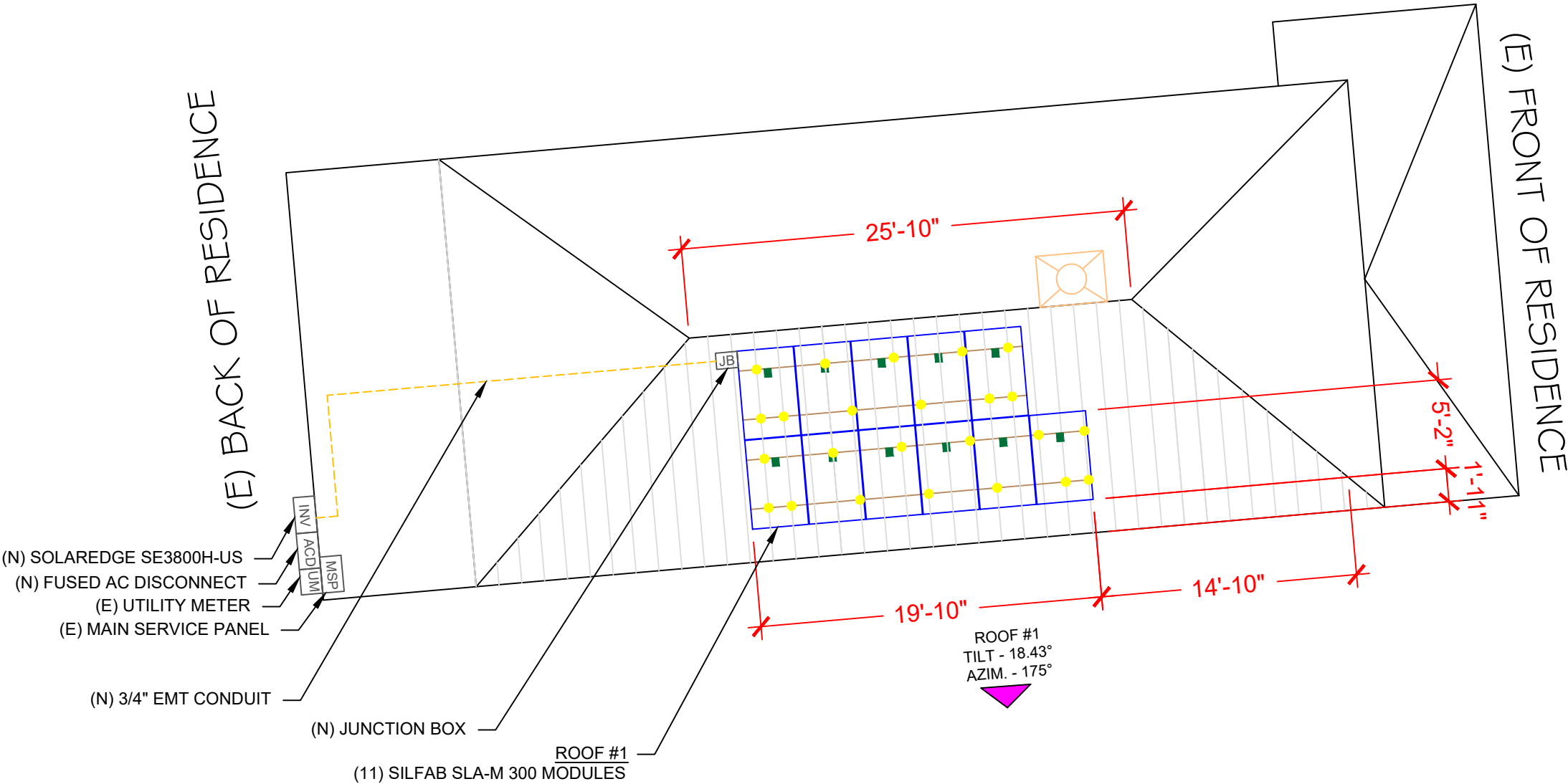
ANSI B
11" X 17"

SHEET NUMBER

PV-1

MODULE TYPE, DIMENSIONS & WEIGHT

NUMBER OF MODULES = 11 MODULES
MODULE TYPE = SILFAB SLA-M 300 MODULES
MODULE WEIGHT = 41.89 LBS / 19 KG.
MODULE DIMENSIONS = 64.96"x 38.98" = 17.58 SF



ROOF DESCRIPTION				
ROOF TYPE		METAL STANDING SEAM		
ROOF LAYER		1 LAYER		
ROOF	ROOF TILT	AZIMUTH	RAFTER SIZE	RAFTER SPACING
#1	18.43°	175°	2X6	24"

ARRAY AREA & ROOF AREA CALC'S				
ROOF	# OF MODULES	ARRAY AREA (Sq. Ft.)	ROOF AREA (Sq. Ft.)	ROOF AREA COVERED BY ARRAY (%)
#1	11	193.38	524.88	37

POWERHOME

SOLAR & ROOFING

POWER HOME SOLAR, LLC
"POWER YOUR FUTURE"
919 N. MAIN ST.
MOORESVILLE, NC 28115
Phone: 704-800-6591 (OFFICE)
Email: info@powerhome.com
Web: www.powerhome.com

REVISIONS		
DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

PROJECT NAME & ADDRESS

FRANCIS T. CRITTENDEN
RESIDENCE
208 N MARKET ST
STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

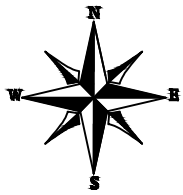
ROOF PLAN & MODULES

SHEET SIZE

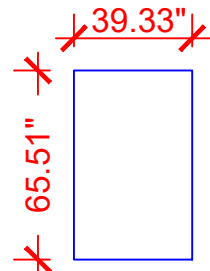
ANSI B
11" X 17"

SHEET NUMBER

PV-2



SILFAB SLA-M 300
MODULES



LEGEND

JB

INV

DC

SLD

PM

MSP

- JUNCTION BOX

- INVERTER

- INTEGRATED DC DISCONNECT

- SOLAR LOAD CENTER

- PRODUCTION METER

- MAIN SERVICE PANEL

○

□

⚡

—

CB

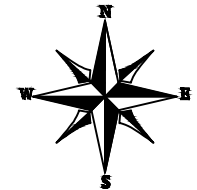
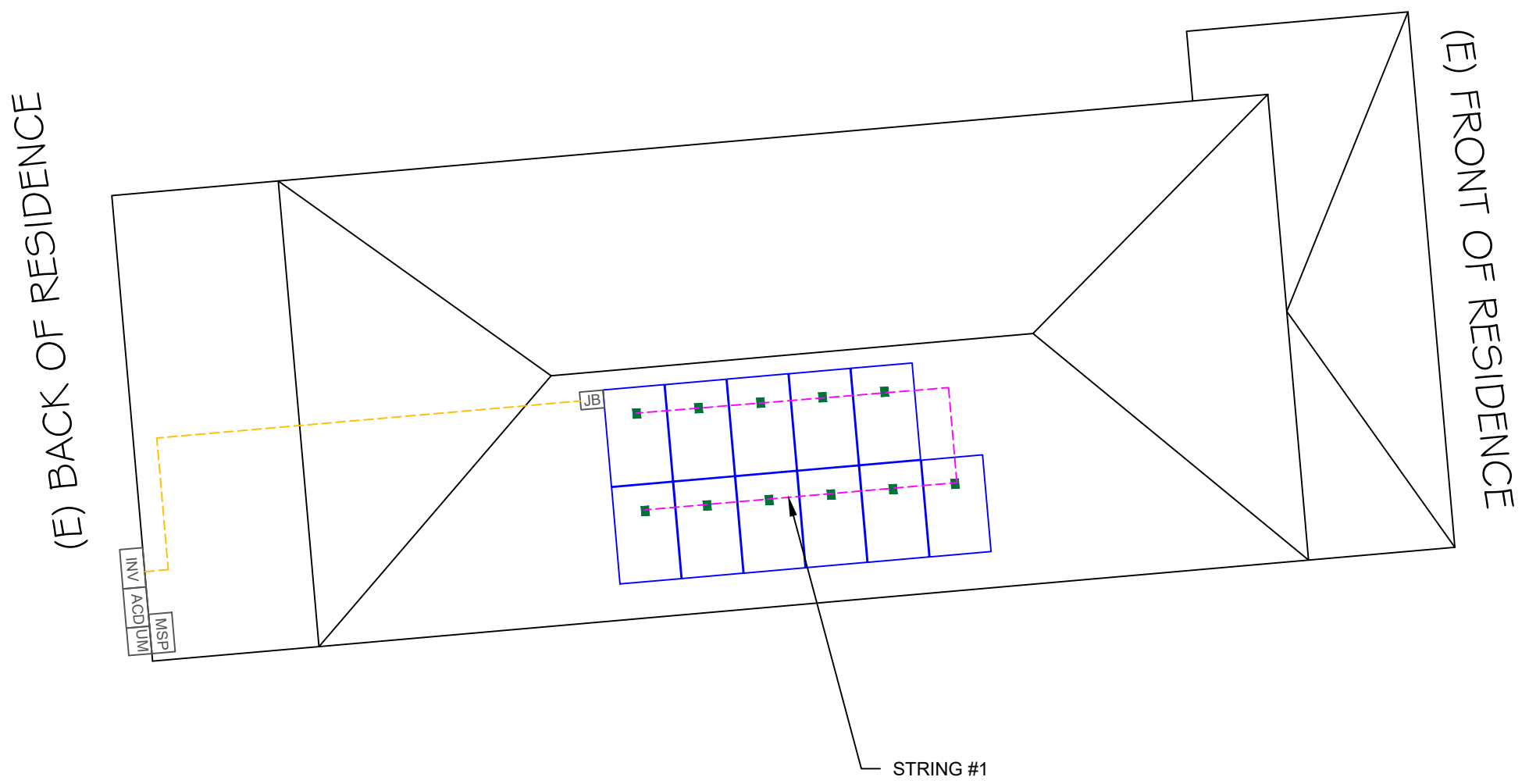
- VENT, ATTIC FAN (ROOF OBSTRUCTION)

- ROOF ATTACHMENT

- RAFTERS

- CONDUIT

- COMBINER BOX



BILL OF MATERIALS		
EQUIPMENT	QTY	DESCRIPTION
SOLAR PV MODULE	11	SILFAB SOLAR SLA-M 300 MODULES
OPTIMIZER	11	SOLAREEDGE POWER OPTIMIZER P320
INVERTER	01	SOLAREEDGE SE3800H-US INVERTER
AC DISCONNECT	1	30A FUSED, (2) 20A FUSES, 240V, NEMA 3R, UL LISTED
SOLAR DECK	1	SOLAR DECKS
RAILS	10	IRONRIDGE XR10 RAIL 168" (14 FEET) BLACK
BONDED SPLICE	5	SPLICE KIT
MODULE CLAMPS	30	UNIVERSAL MODULE CLAMPS
GROUNDING LUG	3	IRONRIDGE GROUNDING LUG
END CLAMPS	10	END CLAMPS / STOPPER SLEEVE
ATTACHMENT	22	S-5! E CLAMP ATTACHMENT
SQUARE-BOLT	22	SQUARE-BOLT BONDING ATTACHMENT HARDWARE



POWERHOME

SOLAR & ROOFING

POWER HOME SOLAR, LLC

"POWER YOUR FUTURE"

919 N. MAIN ST.

MOORESVILLE, NC 28115

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Email: info@powerhome.com

Web: www.powerhome.com

REVISIONS		
DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

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SHEET NAME

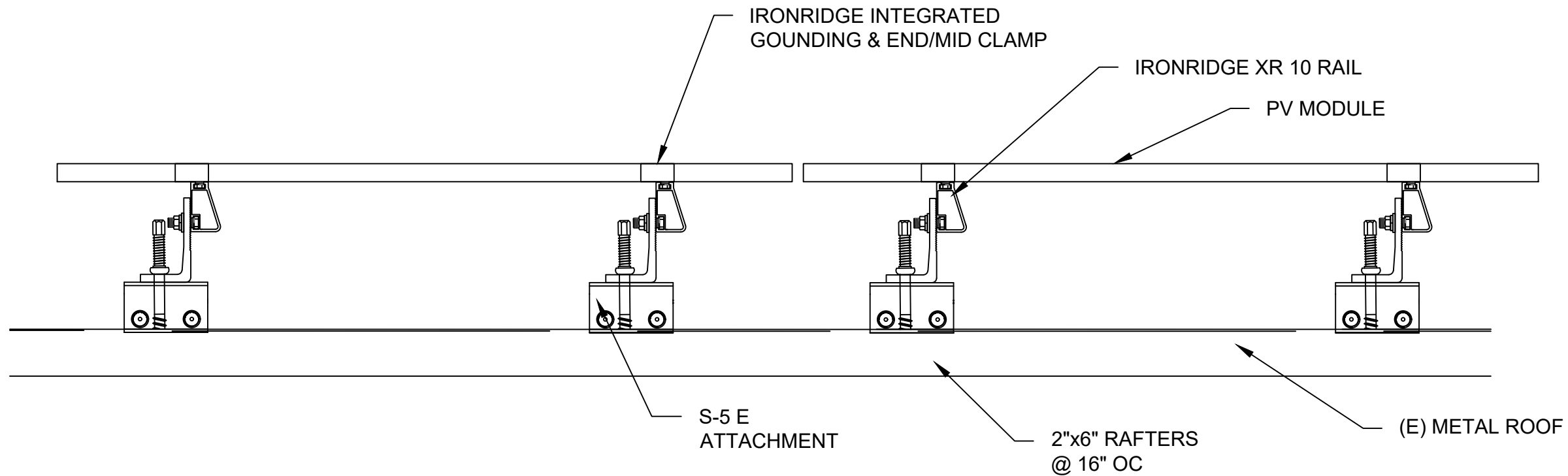
STRING
LAYOUT

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

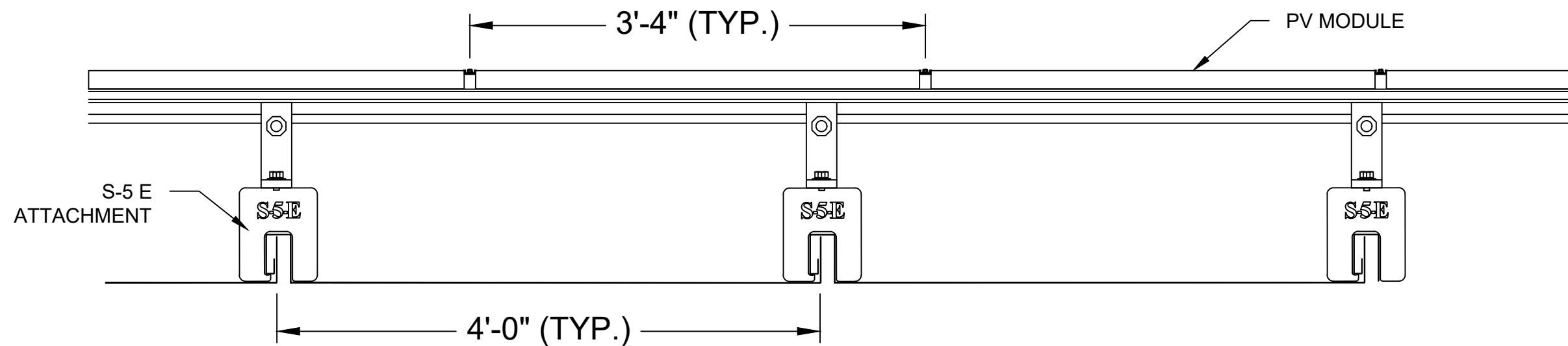
PV-2A



1 STRUCTURAL ATTACHMENT (SIDE VIEW)

PV-3

SCALE: 1" = 1'-0"



2 ATTACHMENT DETAIL (enlarged view)



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SHEET NAME

ATTACHMENT
 DETAIL

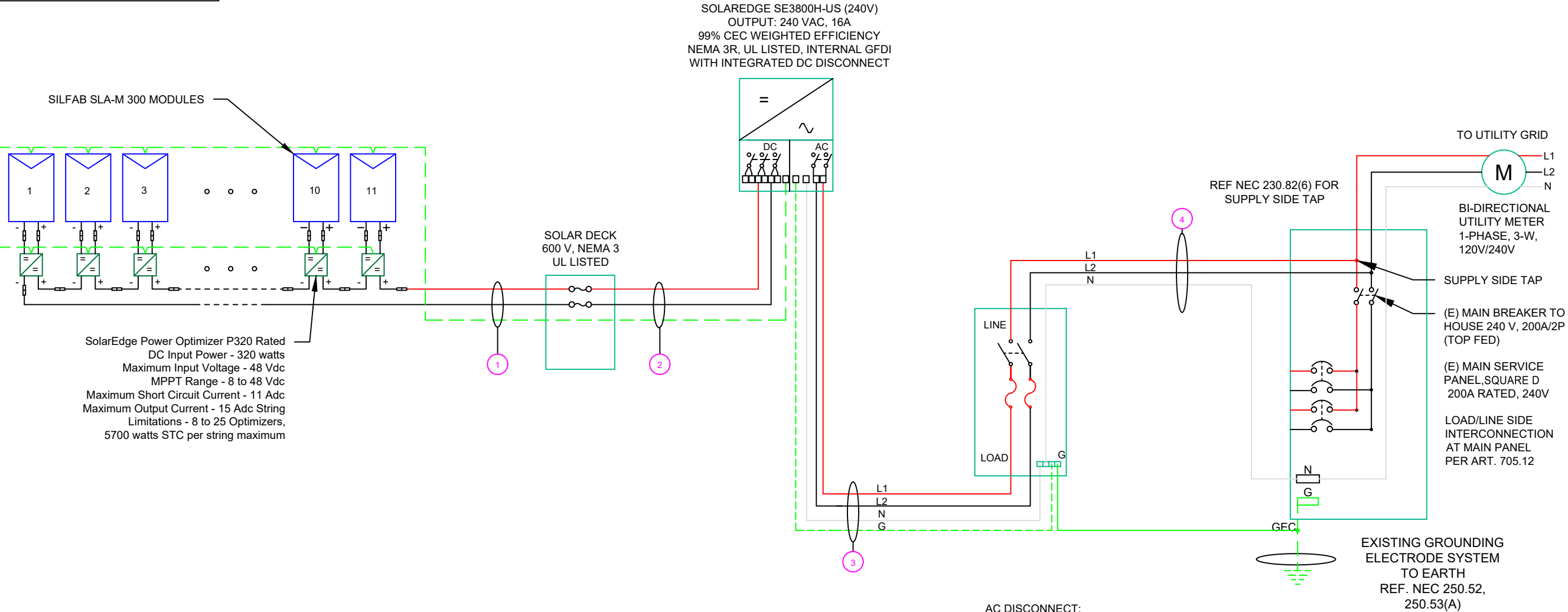
SHEET SIZE

ANSI B
 11" X 17"

SHEET NUMBER

PV-3

(11) SILFAB SLA-M 300 MODULES
(1) STRING OF 11 MODULES
CONNECTED IN SERIES



WARNING:
PHOTOVOLTAIC
POWER SOURCE

LABEL 1
ON ALL CONDUITS SPACED AT MAX 10FT

! CAUTION !
SOLAR ELECTRIC
SYSTEM CONNECTED
AND ENERGIZED

LABEL 2
AT INVERTER

! WARNING !
ELECTRIC SHOCK HAZARD!
DO NOT TOUCH TERMINALS
TERMINALS ON BOTH LINE AND LOAD SIDES
MAY BE ENERGIZED IN THE OPEN POSITION

LABEL 5
AT EACH AC DISCONNECT

! WARNING !
DUAL POWER SOURCES
SECOND SOURCE IS PV SYSTEM

LABEL 7
AT MEP

! CAUTION !
SOLAR POINT OF
INTERCONNECTION

LABEL 9
AT UTILITY METER

! CAUTION !
PHOTOVOLTAIC SYSTEM
EQUIPPED WITH RAPID
SHUTDOWN

LABEL 3
AT INVERTER

**PHOTOVOLTAIC
AC
DISCONNECT**

LABEL 6
AT EACH AC DISCONNECT

! WARNING !
SOLAR SYSTEM
CONNECTED
AND ENERGIZED

LABEL 8
AT MEP

! WARNING !
THE SERVICE METER IS ALSO SERVED
BY A PHOTOVOLTAIC SYSTEM

LABEL 10
AT UTILITY METER

**PHOTOVOLTAIC
DC DISCONNECT**

LABEL 4
AT DC DISCONNECT

QTY	CONDUCTOR INFORMATION		CONDUIT TYPE	CONDUIT SIZE
(2)	#10AWG -	PV WIRE/USE-2	N/A	N/A
(1)	#6AWG -	BARE COPPER IN FREE AIR		
(2)	#10AWG -	THWN-2	EMT OR LFMC IN ATTIC	3/4"
(1)	#6AWG -	THWN-2 GND		
(3)	#6AWG -	THWN-2	PVC, LFNC OR LFMC	3/4"
(1)	#6AWG -	THWN-2 GND		
(3)	#6AWG -	THWN-2	PVC, LFNC OR LFMC	3/4"

SERVICE INFO

UTILITY PROVIDER: DOMINION ENERGY
MAIN SERVICE VOLTAGE: 240V
MAIN PANEL BRAND: SQUARE D
MAIN SERVICE PANEL: 200A
MAIN CIRCUIT BREAKER RATING: 200A
MAIN SERVICE LOCATION: SOUTH- EAST
SERVICE FEED SOURCE: OVERHEAD



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STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

ELECTRICAL LINE
DIAGRAM

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-4

SOLAR MODULE SPECIFICATIONS	
MANUFACTURER / MODEL #	SILFAB SOLAR SLA-M 300 MODULES
VMP	32.8V
IMP	9.16A
VOC	39.85V
ISC	9.71A
TEMP. COEFF. VOC	-0.30%/°C
MODULE DIMENSION	64.96"L x 38.98"W x 1.49"D (In Inch)

INVERTER #1 SPECIFICATIONS	
MANUFACTURER / MODEL #	SOLAREEDGE SE3800H-US
NOMINAL AC POWER	3.8 KW
NOMINAL OUTPUT VOLTAGE	240 VAC
NOMINAL OUTPUT CURRENT	16A

POWER OPTIMIZER (OPTIMIZER P320-2NM4ARS)	
MAXIMUM INPUT POWER	320W
MINIMUM INPUT VOLTAGE	8 VDC
MAXIMUM INPUT VOLTAGE	48VDC
MAXIMUM MODULE ISC	11 ADC
MAXIMUM OUTPUT CURRENT	15 ADC

PERCENT OF VALUES	NUMBER OF CURRENT CARRYING CONDUCTORS IN EMT
.80	4-6
.70	7-9
.50	10-20

AMBIENT TEMPERATURE SPECS	
RECORD LOW TEMP	-7°
AMBIENT TEMP (HIGH TEMP 2%)	34°
CONDUIT HEIGHT	0.5"
ROOF TOP TEMP	56°
CONDUCTOR TEMPERATURE RATE	90°
MODULE TEMPERATURE COEFFICIENT OF Voc	-0.30%/°C

DC CONDUCTOR AMPACITY CALCULATIONS:
ARRAY TO JUNCTION BOX:

EXPECTED WIRE TEMP (In Celsius)	56°
TEMP. CORRECTION PER TABLE (310.16)	0.71
NO. OF CURRENT CARRYING CONDUCTORS	2
CONDUIT FILL CORRECTION PER NEC 310.15(B)(3)(a)	1
CIRCUIT CONDUCTOR SIZE	10 AWG
CIRCUIT CONDUCTOR AMPACITY	40A

REQUIRED CIRCUIT CONDUCTOR AMPACITY PER NEC 690.8(A&B)	18.75A
1.25 X Isc	40A
DERATED AMPACITY OF CIRCUIT CONDUCTOR PER NEC TABLE 310.16	
CONDUIT FILL CORRECTION PER NEC 310.15(B)(3)(a) X CIRCUIT CONDUCTOR AMPACITY	
Result should be greater than (18.75A) otherwise less the entry for circuit conductor size and ampacity	

DC CONDUCTOR AMPACITY CALCULATIONS:
FROM JUNCTION BOX TO INVERTER:

AMBIENT TEMPERATURE ADJUSTMENT FOR EXPOSED CONDUIT PER NEC 310.15(B)(2)(c)	+22°
EXPECTED WIRE TEMP (In Celsius)	34°+22° = 56°
TEMP. CORRECTION PER TABLE (310.16)	0.71
NO. OF CURRENT CARRYING CONDUCTORS	2
CONDUIT FILL CORRECTION PER NEC 310.15(B)(2)(a)	1
CIRCUIT CONDUCTOR SIZE	10AWG
CIRCUIT CONDUCTOR AMPACITY	40A

REQUIRED CIRCUIT CONDUCTOR AMPACITY PER NEC 690.8(A&B)	18.75A
1.25 X Isc	40A
DERATED AMPACITY OF CIRCUIT CONDUCTOR PER NEC TABLE 310.16	
CONDUIT FILL CORRECTION PER NEC 310.15(B)(2)(a) X CIRCUIT CONDUCTOR AMPACITY	
Result should be greater than (18.75A) otherwise less the entry for circuit conductor size and ampacity	

AC CONDUCTOR AMPACITY
CALCULATIONS:

No. OF INVERTER	1
EXPECTED WIRE TEMP (In Celsius)	34°
TEMP. CORRECTION PER TABLE (310.16)	0.96
NO. OF CURRENT CARRYING CONDUCTORS	3
CONDUIT FILL CORRECTION PER NEC 310.15(B)(2)(a)	1
CIRCUIT CONDUCTOR SIZE	6 AWG
CIRCUIT CONDUCTOR AMPACITY	75A

REQUIRED CIRCUIT CONDUCTOR AMPACITY PER NEC 690.8(B)	20
1.25 X MAX INVERTER OUTPUT CURRENT	72A
DERATED AMPACITY OF CIRCUIT CONDUCTOR PER NEC TABLE 310.16	
TEMP. CORRECTION PER TABLE (310.16) X CONDUIT FILL CORRECTION PER NEC 310.15(B)(2)(a) X CIRCUIT CONDUCTOR AMPACITY	
Result should be greater than (20A) otherwise less the entry for circuit conductor size and ampacity	

ELECTRICAL NOTES

- 1.) ALL EQUIPMENT TO BE LISTED BY UL OR OTHER NRTL, AND LABELED FOR ITS APPLICATION.
- 2.) ALL CONDUCTORS SHALL BE COPPER, RATED FOR 600 V AND 90 DEGREE C WET ENVIRONMENT.
- 3.) WIRING, CONDUIT, AND RACEWAYS MOUNTED ON ROOFTOPS SHALL BE ROUTED DIRECTLY TO, AND LOCATED AS CLOSE AS POSSIBLE TO THE NEAREST RIDGE, HIP, OR VALLEY.
- 4.) WORKING CLEARANCES AROUND ALL NEW AND EXISTING ELECTRICAL EQUIPMENT SHALL COMPLY WITH NEC 110.26.
- 5.) DRAWINGS INDICATE THE GENERAL ARRANGEMENT OF SYSTEMS. CONTRACTOR SHALL FURNISH ALL NECESSARY OUTLETS, SUPPORTS, FITTINGS AND ACESSORIES TO FULFILL APPLICABLE CODES AND STANDARDS.
- 6.) WHERE SIZES OF JUNCTION BOXES, RACEWAYS, AND CONDUITS ARE NOT SPECIFIED, THE CONTRACTOR SHALL SIZE THEM ACCORDINGLY.
- 7.) ALL WIRE TERMINATIONS SHALL BE APPROPRIATELY LABELED AND READILY VISIBLE.
- 8.) MODULE GROUNDING CLIPS TO BE INSTALLED BETWEEN MODULE FRAME AND MODULE SUPPORT RAIL, PER THE GROUNDING CLIP MANUFACTURER'S INSTRUCTION.
- 9.) MODULE SUPPORT RAIL TO BE BONDED TO CONTINUOUS COPPER G.E.C. VIA WEEB LUG OR ILSCO GBL-4DBT LAY-IN LUG.
- 10.) THE POLARITY OF THE GROUNDED CONDUCTORS IS NEGATIVE



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REVISIONS		
DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

PROJECT NAME & ADDRESS

FRANCIS T. CRITTENDEN
RESIDENCE
208 N MARKET ST
STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

WIRING
CALCULATIONS

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-5

1-10 11-20 21-30 31-40 41-50 51-60

1

2

3

4

5

6

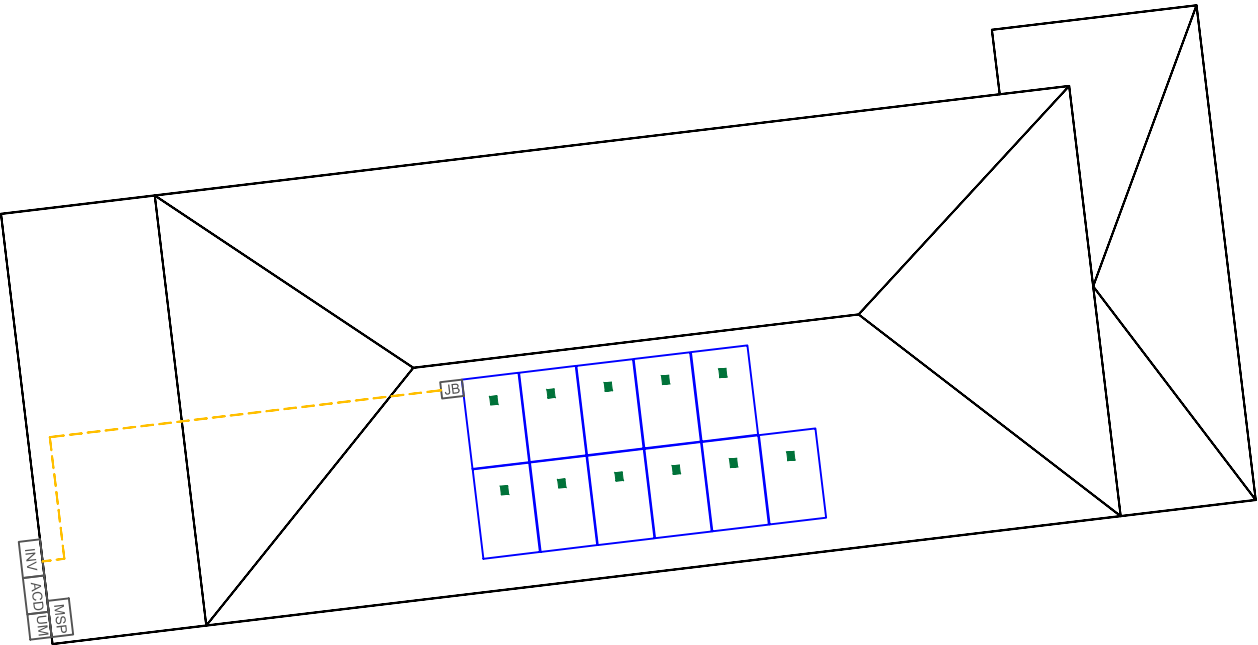
7

8

9

10

SOLAREEDGE OPTIMIZER CHART



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STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

SOLAREEDGE
OPTIMIZER CHART

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-6



SLA-M Monocrystalline



300 Wp 60 Cell Monocrystalline PV Module

100% MAXIMUM POWER DENSITY
Silfab's SLA-M 300 ultra-high-efficiency modules are optimized for both Residential and Commercial projects where maximum power density is preferred.

100% NORTH AMERICAN QUALITY MATTERS

Silfab's fully-automated manufacturing facility ensures precision engineering is applied at every stage. Superior reliability and performance combine to produce one of the highest quality modules with the lowest defect rate in the industry.

NORTH AMERICAN CUSTOMIZED SERVICE

Silfab's 100% North American based team leverages just-in-time manufacturing to deliver unparalleled service, on-time delivery and flexible project solutions.



ENSURES MAXIMUM EFFICIENCY

60 of the highest efficiency, premium quality monocrystalline cells result in a maximum power rating of 300Wp.

ADVANCED PERFORMANCE WARRANTY

25-year linear power performance guarantee to 82%

ENHANCED PRODUCT WARRANTY

12-year product/workmanship warranty

BUILT BY INDUSTRY EXPERTS

With over 35 years of industry experience, Silfab's technical team are pioneers in PV technology and are dedicated to an innovative approach that provides superior manufacturing processes including: infra-red cell sorting, glass washing, automated soldering and meticulous cell alignment.

POSITIVE TOLERANCE

(-0/+5W) All positive module sorting ensures maximum performance

44 PPM DEFECT RATE*

Total automation ensures strict quality control during each step of the process at our certified ISO manufacturing facility.
*As of December 31, 2016

LIGHT AND DURABLE

Over-engineered to weather low load bearing structures up to 5400 Pa. Light-weight frame exclusively designed with wide-ranging racking compatibility and durability.

PID RESISTANT

Proven in accordance to IEC 62804-1

AVAILABLE IN All Black



Electrical Specifications		SILFAB SLA Monocrystalline	
Test Conditions		STC	NOCT
Module Power (Pmax)	Wp	300	227
Maximum power voltage (Vpmax)	V	32.8	29.5
Maximum power current (Ipmax)	A	9.16	7.69
Open circuit voltage (Voc)	V	39.85	36.9
Short circuit current (Isc)	A	9.71	7.96
Module efficiency	%	18.4	17.3
Maximum system voltage (VDC)	V	1000	
Series fuse rating	A	15	
Power Tolerance	Wp	+/- 1	

Measurement conditions: STC 1000 W/m² • AM 1.5 • Temperature 25 °C • NOCT 800 W/m² • AM 1.5 • Measurement uncertainty < 3%
• Sun simulator calibration reference modules from Fraunhofer Institute. Electrical characteristics may vary by ±5% and power by +/- 1.

Temperature Ratings		SILFAB SLA Monocrystalline	
Temperature Coefficient Isc	%/K	0.03	
Temperature Coefficient Voc	%/K	-0.30	
Temperature Coefficient Pmax	%/K	-0.38	
NOCT (± 2°C)	°C	45	
Operating temperature	°C	-40/+85	

Mechanical Properties and Components		SILFAB SLA Monocrystalline	
Module weight (± 1 kg)	kg	19	
Dimensions (H x L x D: ± 1mm)	mm	1650 x 990 x 38	
Maximum surface load (wind/snow)*	N/m ²	5400	
Hail impact resistance		Ø 25 mm at 83 km/h	
Cells		60 - Si monocrystalline - 4 or 5 busbar - 156.75 x 156.75 mm	
Glass		3.2 mm high transmittance, tempered, antireflective coating	
Backsheet		Multilayer polyester-based	
Frame		Anodized Al	
Bypass diodes		3 diodes-45V/12A, IP67/IP68	
Cables and connectors (See installation manual)		1200 mm Ø 5.7 mm (4 mm ²), MC4 compatible	

Warranties		SILFAB SLA Monocrystalline	
Module product warranty		12 years	
		25 years	
		≥ 97% end of 1 st year	
		≥ 90% end of 12 th year	
		≥ 82% end of 25 th year	

Linear power performance guarantee

Certifications		SILFAB SLA Monocrystalline	
Product		ULC ORD C1703, UL 1703, IEC 61215, IEC 61730, IEC 61701, CEC listed	
Factory		UL Fire Rating: Type 2 (Type 1 on request)	
		ISO 9001:2008	



Warning: Read the installation and User Manual before handling, installing and operating modules.

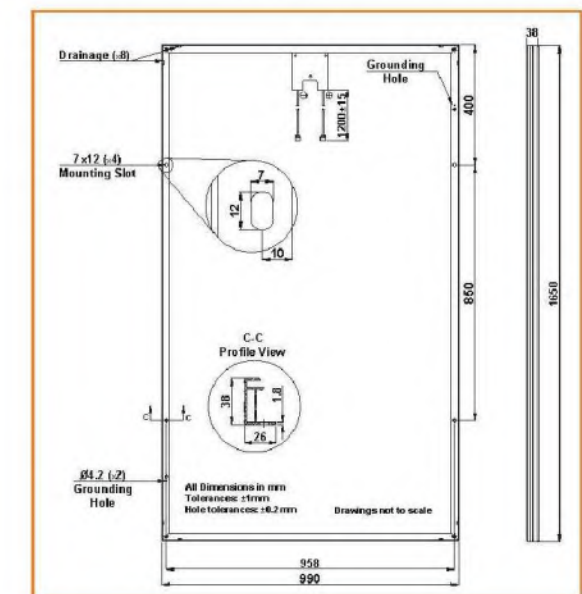
Third-party generated pan files from PV Evolution Labs available for download at:
www.silfab.ca/downloads



- Pallet Count: 26
- Container Count: 936



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Ontario Canada L5T 2S5
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PHS

SHEET NAME

EQUIPMENT
SPECIFICATION

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-7

Single Phase Inverter with HD-Wave Technology

for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US /
SE7600H-US / SE10000H-US / SE11400H-US



INVERTERS

Optimized installation with HD-Wave technology

- Specifically designed to work with power optimizers
- Record-breaking efficiency
- Quick and easy inverter commissioning directly from a smartphone using the SolarEdge SetApp
- Fixed voltage inverter for longer strings
- Integrated arc fault protection and rapid shutdown for NEC 2014 and 2017, per article 690.11 and 690.12
- UL1741 SA certified, for CPUC Rule 21 grid compliance
- Extremely small
- Built-in module-level monitoring
- Outdoor and indoor installation
- Optional: Revenue grade data, ANSI C12.20 Class 0.5 (0.5% accuracy)

solaredge.com

solaredge

Single Phase Inverter with HD-Wave Technology for North America

SE3000H-US / SE3800H-US / SE5000H-US / SE6000H-US /
SE7600H-US / SE10000H-US / SE11400H-US

		SE3000H-US	SE3800H-US	SE5000H-US	SE6000H-US	SE7600H-US	SE10000H-US	SE11400H-US	
APPLICABLE TO INVERTERS WITH PART NUMBER		SEXXXXH-XXXXXBXX4							
OUTPUT									
Rated AC Power Output	3000	3800 @ 240V 3300 @ 208V	5000	6000 @ 240V 5000 @ 208V	7600	10000	11400 @ 240V 10000 @ 208V	VA	
Maximum AC Power Output	3000	3800 @ 240V 3300 @ 208V	5000	6000 @ 240V 5000 @ 208V	7600	10000	11400 @ 240V 10000 @ 208V	VA	
AC Output Voltage Min.-Nom.-Max. (211 - 240 - 264)	✓	✓	✓	✓	✓	✓	✓	Vac	
AC Output Voltage Min.-Nom.-Max. (183 - 208 - 229)	-	✓	-	✓	-	-	✓	Vac	
AC Frequency (Nominal)			59.3 - 60 - 60.5 ^{Hz}						Hz
Maximum Continuous Output Current @240V	12.5	16	21	25	32	42	47.5	A	
Maximum Continuous Output Current @208V	-	16	-	24	-	-	48.5	A	
Power Factor			1, adjustable -0.85 to 0.85						
GFDI Threshold			1						A
Utility Monitoring, Islanding Protection, Country Configurable Thresholds			Yes						
INPUT									
Maximum DC Power @240V	4650	5900	7750	9300	11800	15500	17650	W	
Maximum DC Power @208V	-	5100	-	7750	-	-	15500	W	
Transformer-less, Ungrounded	Yes								
Maximum Input Voltage	480								Vdc
Nominal DC Input Voltage	380				400				Vdc
Maximum Input Current @240V ⁽¹⁾	8.5	10.5	13.5	16.5	20	27	30.5	Adc	
Maximum Input Current @208V ⁽²⁾	-	9	-	13.5	-	-	27	Adc	
Max. Input Short Circuit Current	45								Adc
Reverse-Polarity Protection	Yes								
Ground-Fault Isolation Detection	600 ^{mA} Sensitivity								
Maximum Inverter Efficiency	99	99.2						%	
CEC Weighted Efficiency	99						99 @ 240V 98.5 @ 208V	%	
Nighttime Power Consumption	< 2.5								W
ADDITIONAL FEATURES									
Supported Communication Interfaces	RS485, Ethernet, ZigBee (optional), Cellular (optional)								
Revenue Grade Data, ANSI C12.20	Optional ⁽³⁾								
Inverter Commissioning	with the SetApp mobile application using built-in Wi-Fi station for local connection								
Rapid Shutdown - NEC 2014 and 2017 690.12	Automatic Rapid Shutdown upon AC Grid Disconnect								
STANDARD COMPLIANCE									
Safety	UL1741, UL1741 SA, UL1699B, CSA C22.2, Canadian AFCE according to T.L.L. M-07								
Grid Connection Standards	IEEE1547, Rule 21, Rule 14 (H)								
Emissions	FCC Part 15 Class B								
INSTALLATION SPECIFICATIONS									
AC Output Conduit Size / AWG Range	3/4" minimum / 14-6 AWG					3/4" minimum /14-4 AWG			
DC Input Conduit Size / # of Strings / AWG Range	3/4" minimum / 1-2 strings / 14-6 AWG					3/4" minimum / 1-3 strings / 14-6 AWG			
Dimensions with Safety Switch (HxWxD)	17.7 x 14.6 x 6.8 / 450 x 370 x 174					21.3 x 14.6 x 7.3 / 540 x 370 x 185			in / mm
Weight with Safety Switch	22 / 10	25.1 / 11.4	26.2 / 11.9		38.8 / 17.6			lb / kg	
Noise	< 25				<50				dBA
Cooling	Natural Convection								
Operating Temperature Range	-40 to +140 / -40 to +60 ⁽⁴⁾								°F / °C
Protection Rating	NEMA 4X (Inverter with Safety Switch)								



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DESIGNED BY

PHS

SHEET NAME

EQUIPMENT
SPECIFICATION

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-8



Power Optimizer

P320 / P370 / P400 / P405 / P505



POWER OPTIMIZER

PV power optimization at the module-level

- Specifically designed to work with SolarEdge inverters
- Up to 25% more energy
- Superior efficiency (99.5%)
- Mitigates all types of module mismatch losses, from manufacturing tolerance to partial shading
- Flexible system design for maximum space utilization
- Fast installation with a single bolt
- Next generation maintenance with module-level monitoring
- Compliant with arc fault protection and rapid shutdown NEC requirements (when installed as part of the SolarEdge system)
- Module-level voltage shutdown for installer and firefighter safety

www.solaredge.us



Power Optimizer

P320 / P370 / P400 / P405 / P505

OPTIMIZER MODEL (typical module compatibility)	P320 (for high-power 60-cell modules)	P370 (for higher-power 60 and 72-cell modules)	P400 (for 72 & 96-cell modules)	P405 (for thin film modules)	P505 (for higher current modules)	
INPUT						
Rated Input DC Power ^[1]	320	370	400	405	505	W
Absolute Maximum Input Voltage (Voc at lowest temperature)	48	60	80	125	83	Vdc
MPPT Operating Range	8 - 48	8 - 60	8 - 80	12.5 - 105	12.5 - 83	
Maximum Short Circuit Current (Isc)	11		10.1		14	Adc
Maximum DC Input Current	13.75		12.63		17.5	Adc
Maximum Efficiency			99.5			%
Weighted Efficiency		98.8			98.6	%
Overvoltage Category			II			%
OUTPUT DURING OPERATION (POWER OPTIMIZER CONNECTED TO OPERATING SOLAREGE INVERTER)						
Maximum Output Current			15			Adc
Maximum Output Voltage		60		85		Vdc
OUTPUT DURING STANDBY (POWER OPTIMIZER DISCONNECTED FROM SOLAREGE INVERTER OR SOLAREGE INVERTER OFF)						
Safety Output Voltage per Power Optimizer			1 ± 0.1			Vdc
STANDARD COMPLIANCE						
EMC	FCC Part 15 Class B, IEC61000-6-2, IEC61000-6-3					
Safety	IEC62109-1 (class II safety), UL1741					
RoHS	Yes					
INSTALLATION SPECIFICATIONS						
Maximum Allowed System Voltage	1000					Vdc
Compatible inverters	All SolarEdge Single Phase and Three Phase inverters					
Dimensions (W x L x H)	128 x 152 x 28 / 5 x 5.97 x 1.1	128 x 152 x 36 / 5 x 5.97 x 1.42	128 x 152 x 50 / 5 x 5.97 x 1.96	128 x 152 x 59 / 5 x 5.97 x 2.32		mm / in
Weight (including cables)	630 / 1.4	750 / 1.7	845 / 1.9	1064 / 2.3		gr / lb
Input Connector	MC4 ^[2]					
Output Wire Type / Connector	Double Insulated; MC4					
Output Wire Length	0.95 / 3.0	1.2 / 3.9				m / ft
Operating Temperature Range	-40 - +85 / -40 - +185					°C / °F
Protection Rating	IP68 / NEMA6P					
Relative Humidity	0 - 100					%

⁽¹⁾ Rated STC power of the module. Module of up to +5% power tolerance allowed.

⁽²⁾ For other connector types please contact SolarEdge.

PV SYSTEM DESIGN USING A SOLAREGE INVERTER ⁽³⁾⁽⁴⁾	SINGLE PHASE HD-WAVE	SINGLE PHASE	THREE PHASE 208V	THREE PHASE 480V	
Minimum String Length (Power Optimizers)	P320, P370, P400 P405 / P505	8	10	18	
Maximum String Length (Power Optimizers)		6	8	14	
	25		25	50 ⁽⁵⁾	
Maximum Power per String	5700 (6000 with SE7600-US - SE11400- US)	5250	6000	12750	W
Parallel Strings of Different Lengths or Orientations		Yes			

⁽³⁾ For detailed string sizing information refer to: http://www.solaredge.com/sites/default/files/string_sizing_na.pdf.

⁽⁴⁾ It is not allowed to mix P405/P505 with P320/P370/P400/P600/P700/P800 in one string.

⁽⁵⁾ A string with more than 30 optimizers does not meet NEC rapid shutdown requirements; safety voltage will be above the 30V requirement.



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REVISIONS

DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

PROJECT NAME & ADDRESS

FRANCIS T. CRITTENDEN
RESIDENCE
208 N MARKET ST
STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME
EQUIPMENT
SPECIFICATION

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-9



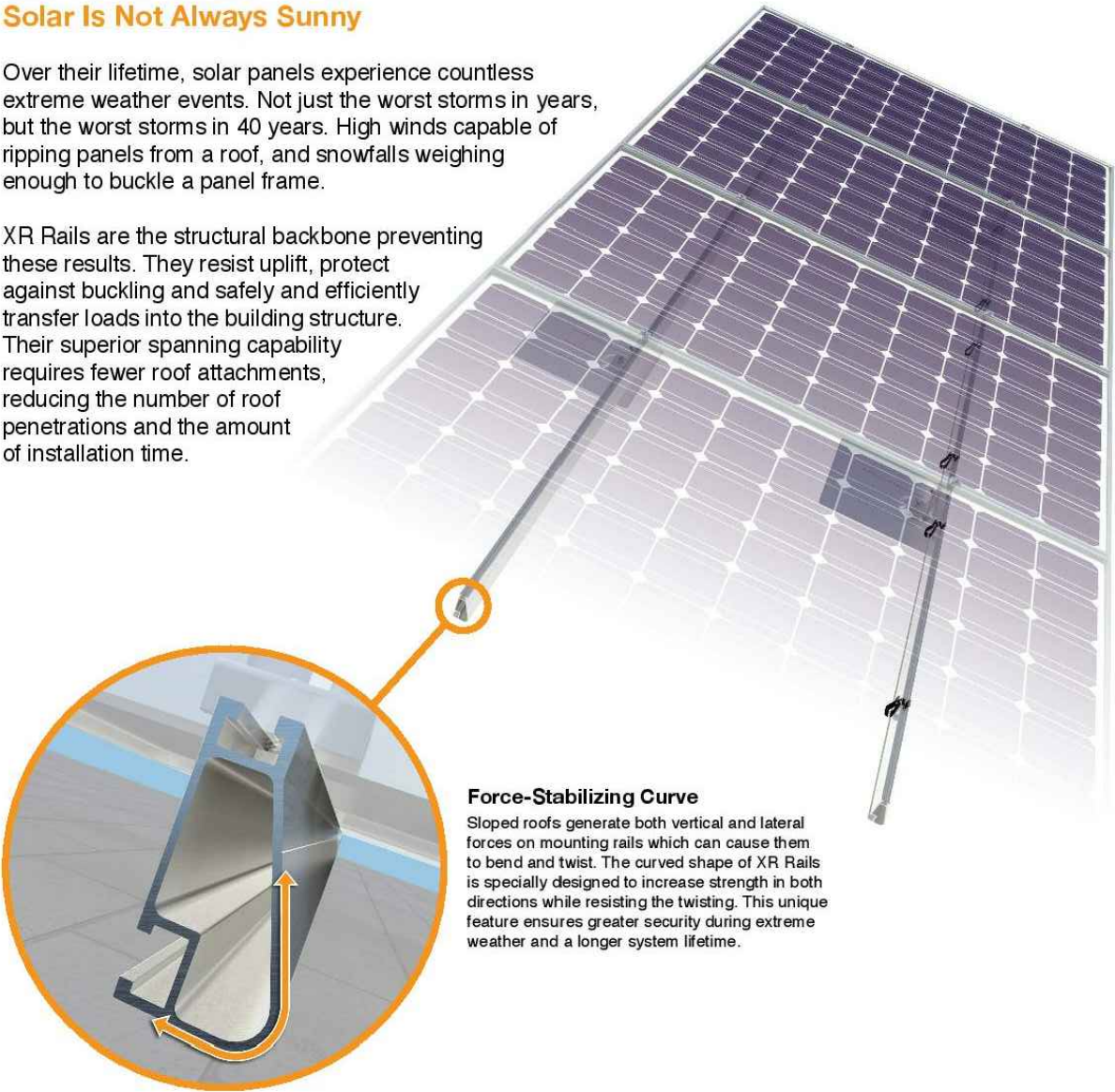
Tech Brief

XR Rail Family

Solar Is Not Always Sunny

Over their lifetime, solar panels experience countless extreme weather events. Not just the worst storms in years, but the worst storms in 40 years. High winds capable of ripping panels from a roof, and snowfalls weighing enough to buckle a panel frame.

XR Rails are the structural backbone preventing these results. They resist uplift, protect against buckling and safely and efficiently transfer loads into the building structure. Their superior spanning capability requires fewer roof attachments, reducing the number of roof penetrations and the amount of installation time.



Force-Stabilizing Curve

Sloped roofs generate both vertical and lateral forces on mounting rails which can cause them to bend and twist. The curved shape of XR Rails is specially designed to increase strength in both directions while resisting the twisting. This unique feature ensures greater security during extreme weather and a longer system lifetime.

Compatible with Flat & Pitched Roofs



XR Rails are compatible with FlashFoot and other pitched roof attachments.



IronRidge offers a range of tilt leg options for flat roof mounting applications.

Corrosion-Resistant Materials

All XR Rails are made of marine-grade aluminum alloy, then protected with an anodized finish. Anodizing prevents surface and structural corrosion, while also providing a more attractive appearance.



Tech Brief

XR Rail Family

The XR Rail Family offers the strength of a curved rail in three targeted sizes. Each size supports specific design loads, while minimizing material costs. Depending on your location, there is an XR Rail to match.



XR10

XR10 is a sleek, low-profile mounting rail, designed for regions with light or no snow. It achieves 6 foot spans, while remaining light and economical.

- 6' spanning capability
- Moderate load capability
- Clear anodized finish
- Internal splices available



XR100

XR100 is the ultimate residential mounting rail. It supports a range of wind and snow conditions, while also maximizing spans up to 8 feet.

- 8' spanning capability
- Heavy load capability
- Clear & black anodized finish
- Internal splices available



XR1000

XR1000 is a heavyweight among solar mounting rails. It's built to handle extreme climates and spans 12 feet or more for commercial applications.

- 12' spanning capability
- Extreme load capability
- Clear anodized finish
- Internal splices available

Rail:		Flush Mount System Span Table (inches)																													
XR10		Portrait Installation (Maximum Module Length 67.5")																													
		Exposure C																													
Wind Speed (mph)	Roof Slope (deg.)	Ground Snow: 0 psf			10 psf			20 psf			30 psf			40 psf			50 psf			60 psf			70 psf			80 psf			90 psf		
		Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3	Zone 1	Zone 2	Zone 3
110	0-7	83	72	55	81	72	55	68	68	55	67	67	55	60	60	55	54	54	54	50	50	50	46	46	46	43	43	43	41	41	41
	8-27	85	72	56	80	72	56	67	67	56	66	66	56	60	60	56	54	54	54	50	50	50	46	46	46	43	43	43	41	41	41
	28-45	81	79	79	76	76	76	66	66	66	65	65	65	61	61	61	57	57	57	53	53	53	50	50	50	47	47	47	45	45	45
115	0-7	84	66	53	81	66	53	68	66	53	67	66	53	60	60	53	54	54	53	50	50	50	46	46	46	43	43	43	41	41	41
	8-27	84	66	54	80	66	54	67	66	54	66	66	54	60	60	54	54	54	53	50	50	50	46	46	46	43	43	43	41	41	41
	28-45	79	76	76	74	74	74	65	65	65	64	64	64	60	60	60	56	56	56	53	53	53	50	50	50	47	47	47	45	45	45
120	0-7	81	64	50	81	64	50	68	64	50	67	64	50	60	60	50	54	54	50	50	50	50	46	46	46	43	43	43	41	41	41
	8-27	84	64	51	80	64	51	67	64	51	66	64	51	60	60	51	54	54	51	50	50	50	46	46	46	43	43	43	41	41	41
	28-45	76	73	73	73	73	73	64	64	64	64	64	64	59	59	59	55	55	55	52	52	52	50	50	50	47	47	47	45	45	45
130	0-7	77	58	46	77	58	46	68	58	46	67	58	46	60	58	46	54	54	46	50	50	46	46	46	46	43	43	43	41	41	41
	8-27	80	59	47	79	59	47	66	59	47	65	59	47	60	58	47	54	54	47	50	50	47	46	46	46	43	43	43	41	41	41
	28-45	72	68	68	72	68	68	64	64	64	61	61	61	57	57	57	54	54	54	51	51	51	49	49	49	47	47	47	45	45	45
140	0-7	73	54	43	73	54	43	68	54	43	67	54	43	60	54	43	54	54	43	50	50	43	46	46	43	43	43	41	41	41	41
	8-27	74	54	44	74	54	44	65	54	44	64	54	44	59	54	44	54	54	44	50	50	44	46	46	44	43	43	43	41	41	41
	28-45	67	64	64	67	64	64	60	60	60	59	59	59	56	56	56	53	53	53	50	50	50	48	48	48	46	46	46	44	44	44
150	0-7	68	50	40	68	50	40	68	50	40	67	50	40	60	50	40	54	50	40	50	50	40	46	46	40	43	43	40	41	41	40
	8-27	72	51	41	72	51	41	64	51	41	64	51	41	57	51	41	53	51	41	50	50	41	46	46	41	43	43	41	41	41	41
	28-45	64	59	59	64	59	59	58	58	58	57	57	57	54	54	54	51	51	51	49	49	49	47	47	47	45	45	45	43	43	43
160	0-7	64	48	38	64	48	38	64	48	38	64	48	38	60	48	38	54	48	38	50	48	38	46	46	38	43	43	38	41	41	38
	8-27	65	48	39	65	48	39	64	48	39	61	48	39	56	48	39	53	48	39	49	48	39	46	46	39	43	43	39	41	41	39
	28-45	60	55	55	60	55	55	56	55	55	55	55	55	52	52	52	50	50	50	48	48	48	46	46	46	44	44	44	42	42	42
170	0-7	60	44	35	60	44	35	60	44	35	60	44	35	60	44	35	54	44	35	50	44	35	46	44	35	43	43	35	41	41	35
	8-27	61	45	36	61	45	36	61	45	36	61	45	36	55	45	36	52	45	36	49	45	36	46	45	36	43	43	36	41	41	36
	28-45	57	52	52	57	52	52	54	52	52	54	52	52	51	51	51	48	48	48	46	46	46	45	45	45	43	43	43	42	42	42
180	0-7	56	42	33	56	42	33	56	42	33	56	42	33	56	42	33	54	42	33	50	42	33	46	42	33	43	42	33	41	41	33
	8-27	58	42	34	58	42	34	58	42	34	58	42	34	54	42	34	51	42	34	48	42	34	46	42	34	43	42	34	41	41	34
	28-45	54	50	50	54	50	50	52	50	50	52	50	50	49	49	49	47	47	47	45	45	45	44	44	44	42	42	42	41	41	41
		= min 72" span			= min 64" span			= min 48" span			= Note: additional installation requirement on UFO middle clamps. Please refer to Note 10 on Page 2 for details.														REV 5/09/2018						



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PHS

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ANSI B
11" X 17"

SHEET NUMBER

PV-10



UFO Family of Components

Tech Brief

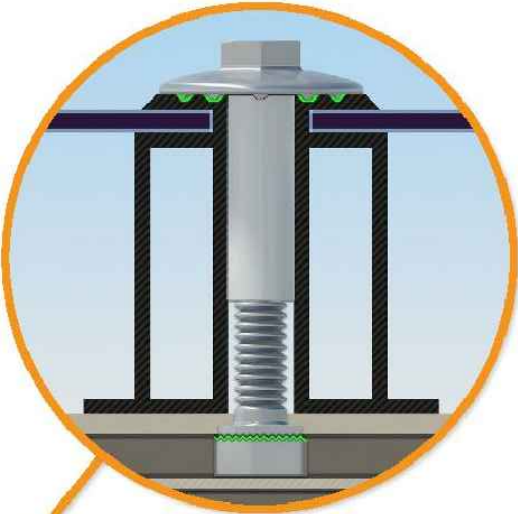
Simplified Grounding for Every Application

The UFO family of components eliminates the need for separate grounding hardware by bonding solar modules directly to IronRidge XR Rails. All system types that feature the UFO family—Flush Mount, Tilt Mount and Ground Mount—are fully listed to the UL 2703 standard.

UFO hardware forms secure electrical bonds with both the module and the rail, resulting in many parallel grounding paths throughout the system. This leads to safer and more reliable installations.



Stopper Sleeve
The Stopper Sleeve snaps onto the UFO, converting it into a bonded end clamp.



Universal Fastening Object (UFO)
The UFO securely bonds solar modules to XR Rails. It comes assembled and lubricated, and can fit a wide range of module heights.



Bonded Splice
Each Bonded Splice uses self-drilling screws to form a secure connection. No bonding strap needed.

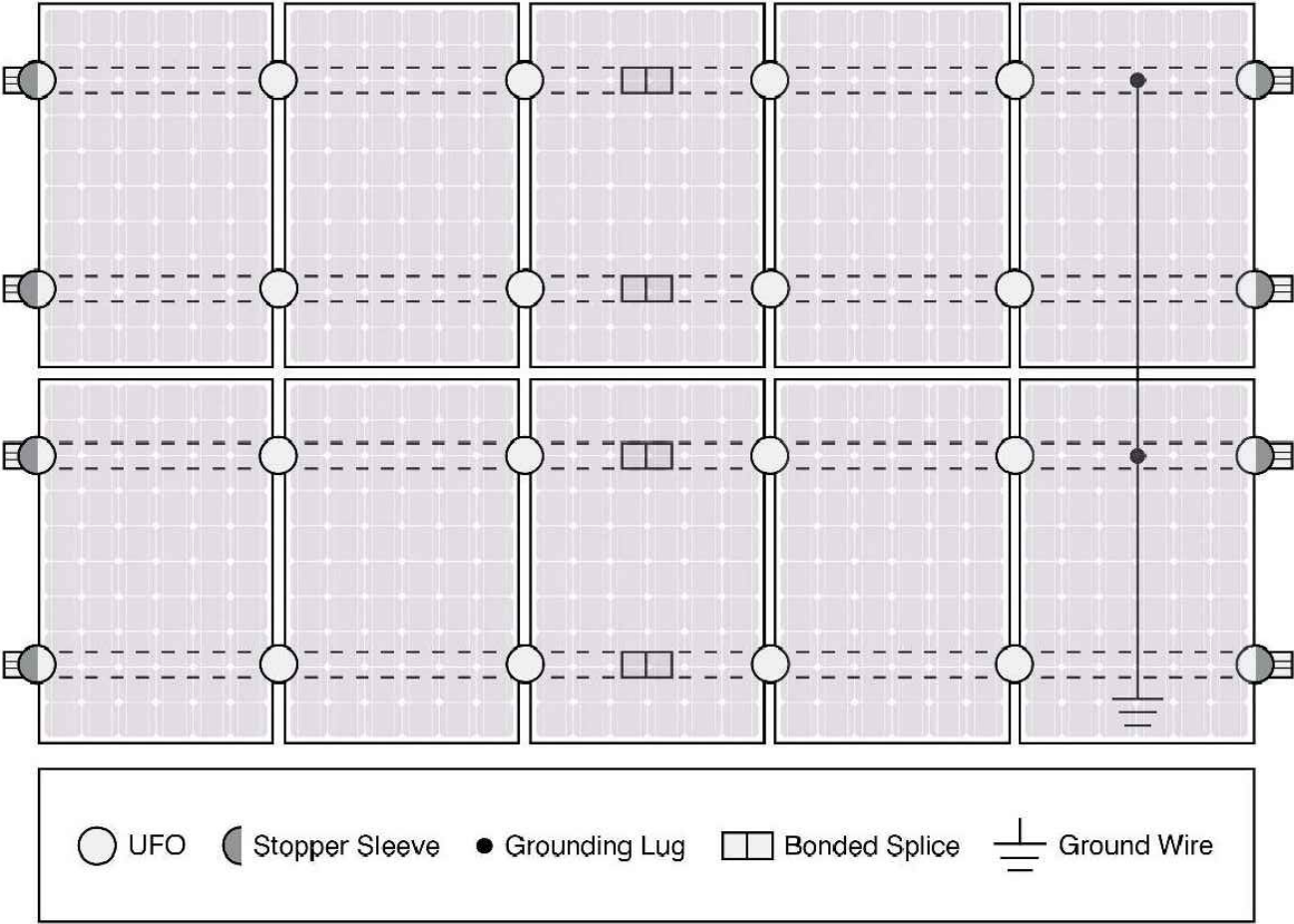


Grounding Lug
A single Grounding Lug connects an entire row of PV modules to the grounding conductor.



Bonded Attachments
The bonding bolt attaches and bonds the L-foot to the rail. It is installed with the same socket as the rest of the system.

System Diagram



⚡ Approved Enphase microinverters can provide equipment grounding of IronRidge systems, eliminating the need for grounding lugs and field installed equipment ground conductors (EGC). A minimum of two microinverters mounted to the same rail and connected to the same Engage cable is required. Refer to installation manuals for additional details.

UL Certification

The IronRidge Flush Mount, Tilt Mount, and Ground Mount Systems have been listed to UL 2703 by Intertek Group plc.

UL 2703 is the standard for evaluating solar mounting systems. It ensures these devices will maintain strong electrical and mechanical connections over an extended period of time in extreme outdoor environments.

Go to IronRidge.com/UFO

Cross-System Compatibility			
Feature	Flush Mount	Tilt Mount	Ground Mount
XR Rails	✓	✓	XR1000 Only
UFO/Stopper	✓	✓	✓
Bonded Splice	✓	✓	N/A
Grounding Lugs	1 per Row	1 per Row	1 per Array
Microinverters & Power Optimizers	Enphase - M250-72, M250-60, M215-60, C250-72 Darfon - MIG240, MIG300, G320, G640 SolarEdge - P300, P320, P400, P405, P600, P700, P730		
Fire Rating	Class A	Class A	N/A
Modules	Tested or Evaluated with over 400 Framed Modules Refer to installation manuals for a detailed list.		

Tech Brief



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DESIGNED BY

PHS

SHEET NAME

EQUIPMENT
SPECIFICATION

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-11

The right way to attach almost anything to metal roofs!

S-5![®]

The Right Way!

S-5-E Clamp

The S-5-E clamp is designed specially for double-folded standing seam roof profiles having the appropriate dimensioning.

Although a bit smaller and less expensive than the S-5-U, for these profiles, the S-5-E is just as strong.

The S-5-E is perfect for use with S-5![®] ColorGard[®] snow retention systems and other heavy-duty applications.

Installation is as simple as placing the clamp on the seam and tightening the patented round-point setscrews to the specified tension. Then, affix ancillary items using the bolt provided. Go to www.S-5.com/tools for information and tools available for properly attaching and tensioning S-5! clamps.

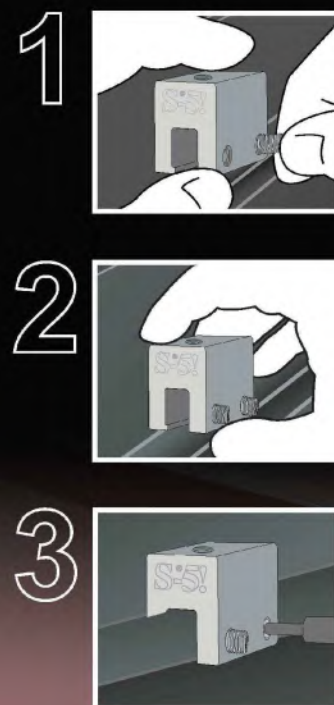
S-5-E Mini Clamp

The S-5-E Mini is a bit shorter than the S-5-E and has one setscrew rather than two. The mini is the choice for attaching all kinds of rooftop accessories: signs, walkways, satellite dishes, antennas, rooftop lighting, lightning protection systems, solar arrays, exhaust stack bracing, conduit, condensate lines, mechanical equipment—just about anything!*

*S-5! mini clamps are not compatible with, and should not be used with S-5! SnoRail[™]/SnoFence[™] or ColorGard[®] snow retention systems.

The S-5-E clamp is secured with our patented round-point setscrews without piercing the metal roof panel, thereby preserving the roof manufacturer's warranty!

888-825-3432 | www.S-5.com



S-5-E and S-5-E Mini

S-5![®]

The Right Way!

The strength of the S-5-E clamp is in its simple design. The patented setscrews will slightly dimple the metal seam material but will not puncture it—leaving roof warranties intact.

The S-5-E and S-5-E Mini clamps are each furnished with the hardware shown to the right. Each box also includes a bit tip for tightening setscrews using an electric screw gun. A structural aluminum attachment clamp, the S-5-E is compatible with most common metal roofing materials excluding copper. All included hardware is stainless steel. Please visit www.S-5.com for more information including CAD details, metallurgical compatibilities and specifications.

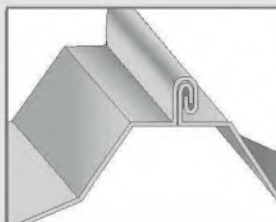
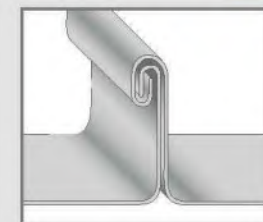
The S-5-E and S-5-E Mini clamps have been tested for load-to-failure results on a variety of double-folded standing seam roofs, from leading manufacturers of panels and panel-forming machines. The independent lab test reports found on our website at www.S-5.com prove that S-5![®] holding strength is unmatched in the industry.

Example Profiles

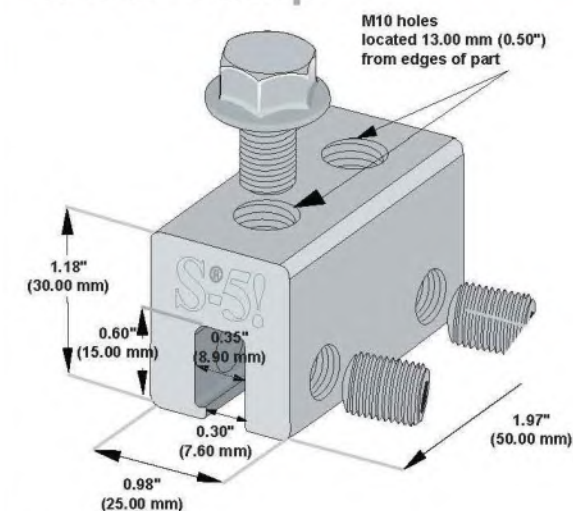


For horizontal seams under .5", crimp the seam to 180 degrees at desired clamp location.

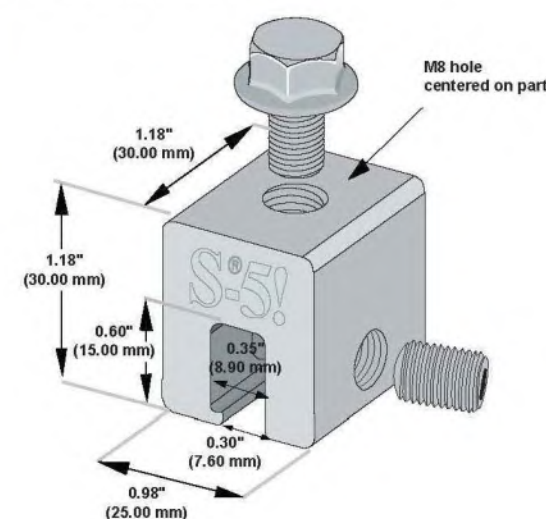
This illustration demonstrates crimping technique, NOT actual location of clamp.



S-5-E Clamp



S-5-E Mini Clamp



Please note: All measurements are rounded to the second decimal place.

Distributed by

S-5![®] Warning! Please use this product responsibly!
Products are protected by multiple U.S. and foreign patents. Visit the website at www.S-5.com for complete information on patents and trademarks. For maximum holding strength, setscrews should be tensioned and re-tensioned as the seam material compresses. Clamp setscrew tension should be verified using a calibrated torque wrench between 160 and 180 inch pounds when used on 22ga steel, and between 130 and 150 inch pounds for all other metals and thinner gauges of steel. Consult the S-5! website at www.S-5.com for published data regarding holding strength.

Copyright 2014, Metal Roof Innovations, Ltd. S-5! products are patent protected. S-5! aggressively protects its patents, trademarks, and copyrights. Version 041014.



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1 | PANELS ON THE ROOF FROM STREET VIEW

PV-11 (2)

SCALE: NTS



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From: Aleah Bickerstaff <ABickerstaff@powerhome.com>

Sent: Tuesday, August 6, 2019 3:41 PM

To: Linda M. Nesselrodt <nesselrodtlm@ci.staunton.va.us>

Subject: Francis T. Crittenden 208 N Market St

Good afternoon Mrs. Nesselrodt,

This is Aleah again with Power Home Solar and attaching a picture per your request in response to your email. Also, the distance that the panels will sit off of the roof is 3-5 inches. If you have any questions or if there is anything else needed, please let me know. Thank you for your time.



















Metal Roofing Materials and Wall Systems

Advantage-Lok II® Standing Seam System[HOME](#)[PRODUCTS](#)[HOW TO BUY](#)[GET AN ESTIMATE](#)[F.A.Q.](#)[METAL'S BENEFITS](#)[LITERATURE](#)[INSTALLATION VIDEOS](#)[NEWS & EVENTS](#)[ABOUT US](#)[CONTACT](#)[FIND A CONTRACTOR](#)[PHOTO GALLERY](#)[VIRTUAL ROOFER](#)[All Products at a Glance](#) [open/close](#)

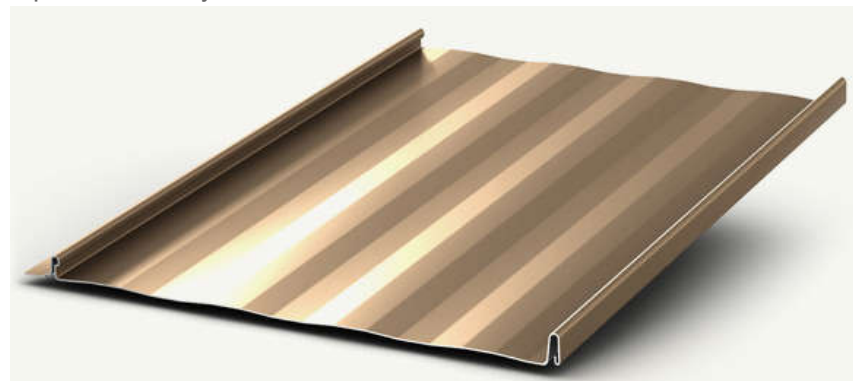
Standing seam systems have been used on traditional and contemporary homes for more than a century. Standing seam metal roof systems' are clean, graceful lines have been an enduring roofing favorite on a wide range of architecture. Advantage-Lok II standing seam roof system features shorter, 1" high ribs as compared to our original Advantage-Lok standing seam system. The 1" rib design gives the standing seam system slightly better wind uplift performance, although both standing seam system designs do an outstanding job in severe weather. The Advantage-Lok II standing seam roof system is popular in up-scale residential and commercial roofing applications. Advantage-Lok II standing seam metal roof system snap securely together with completely concealed fasteners for maximum wind and weather resistance.

Standing Seam Roof System Gauge Options:

26, 24

Standing Seam Roof System Finish Options:

Painted Grades:

**Standing Seam Roof System Warranties:**[40 Year Paint Warranty](#)[25 Year Galvalume Warranty](#)**Advantage-LokII****Unpainted Grades: Acrylic coated Galvalume**[Click here for 26 and 29 gauge SMP colors.](#)[Please click here for Advantage-Lok II Standing Seam Roof System's care and maintenance instructions](#)[Click here for Color Chart](#)**Available Colors for 24 Gauge:**

24 Gauge

[Click here for 24 gauge Kynar colors.](#)



[Click here for Color Chart](#)

Advantage-Lok II Standing Seam Roof System's Testing and Certifications

Dade County NOA #06-1002.15 compliant [Click here to see NOA.](#)

Florida Building Code Approval [click here.](#)

Texas Department of Insurance Approval #118

UL 790 Fire Resistance Class A

UL 2218 Impact Resistance Class 4

UL 580 Uplift UL Class 90 Construction #529

Advantage-Lok II Standing Seam Roof System Installation

Install the Advantage-Lok II Standing Seam Roof System on solid decking with a minimum slope of 3 on 12.

Advantage-Lok standing seam roof system can be installed over existing roof shingles in most cases. It's important to check with your licensed standing seam roof system contractor to confirm suitability. [Please click here for the](#)

[Advantage-Lok II® Standing Seam Roof System installation manual](#)

RESIDENTIAL METAL ROOFING

COMMERCIAL / INDUSTRIAL METAL ROOFING

POST-FRAME/AGRICULTURAL METAL ROOFING

go

go

go



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STAUNTON HISTORIC PRESERVATION COMMISSION**July 23, 2019****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Vice Chair**
 Alexander Avery
 Michael Brown
 Dennis Blanton

ABSENT : **David Brown, Chair**

ALSO PRESENT: **Rodney S. Rhodes, Senior Planner**
 Linda Nesselrodt, Zoning Technician
 Frank Strassler, Historic Staunton Foundation
 Terry Holmes, Council Liaison
 Suzanne F. Simmons, Clerk of Council

Ms. Brannock opened the meeting at 5:30 p.m.

MOMENT OF SILENCE

A moment of silence was observed. Ms. Brannock then read the preamble of the Historic Preservation Commission.

APPROVAL OF MINUTES

Mr. Blanton moved to approve the minutes of the June 25, 2019 Meeting as presented. The motion was seconded and carried at 4-0.

NEW BUSINESS

- a. CERTIFICATE OF APPROPRIATENESS**
 Lori West
 229 N. Madison Street
 Request to amend COA for Porch Railing

Lori West, 229 N. Madison Street, stated she is requesting the addition of decorative elements to the steps and handrail.

Ms. Brannock stated the Commission viewed the proposed railing on their field trip.

Mr. Brown asked if this request was in response to building code requirements for railing height and had to be closed off underneath the railing.

Ms. West stated she was proposing 3" between and would also require an unobstructed top rail of 1.5".

Mr. Brown asked if she had considered installing wood railing. She stated there was originally a metal railing, but she preferred metal railing and adding the decorative pieces. Ms. West showed additional pictures to Commission members of her proposal.

Ms. Brannock asked Ms. West if she had reviewed the HSF recommendation for the material choices and recommendations. Ms. West stated she had not.

Ms. Brannock stated, since the field trip, her biggest concern is Ms. West is proposing to introduce an interior material element, basically a radiator cover, as a step decorative railing. Ms. Brannock stated the Commission needed to base their review on the design guidelines and what is outlined as being appropriate for repairing missing or damaged elements. Ms. Brannock stated that material did not comply with the guidelines and explained that it was not in keeping with the character of that type of house in the neighborhood.

Ms. West asked if a compromise could be made in this situation. Ms. Brannock explained the guidelines.

Ms. Nesselrodt stated staff had met on site with the Building Inspector and explained that this was not a repair and that materials had been completely removed thus new materials need to meet the building code requirements.

Mr. Avery stated code compliance was not the Commission's purview. He stated the Commission's purview is the guidelines for historic districts. Mr. Avery stated the materials need to be in keeping with the house and that it cannot be a replication of a historic railing because it is unknown what materials were there prior to the concrete and metal. He noted the proposed materials are too out of character for what would be an exterior railing of a house of that type.

Discussion ensued on guidelines regarding materials and design for the existing house.

Mr. Blanton stated that the Commission might recommend that Ms. West reconsider her design with the historic character of the house in mind.

Ms. Nesselrodt stated this was a property maintenance issue and is being handled by the court.

Ms. Brannock explained a wood railing would be appropriate, but the construction of it would need to be in keeping with the character of the historic district.

Discussion ensued regarding the applicant to consider other proposed options that would be appropriate. Ms. West stated she would be held in contempt of court if a code compliant railing wasn't installed by August 14, 2019.

Ms. Brannock stated the Commission's options were to either deny the request made by the applicant, if the Commission so chooses, or the applicant could agree to come back in August with a proposed design. Ms. West stated she would appeal to City Council.

HSF Recommendation – HSF recommends the COA for the addition of decorative details as proposed be denied. The guidelines clearly note:

“2. Repair and replace damaged elements of porches by matching the materials, methods of construction, and details of the existing original fabric.”

and

Inappropriate Treatments:

2. Avoid removing original decorative elements or adding incompatible new decorative elements.

The proposed decorative elements do not reflect the architectural character of the building or neighborhood.

Mr. Brown moved that the Certificate of Appropriateness for the hand rail as submitted be denied.

Ms. Brannock stated she would urge the applicant to speak with Mr. Strassler about a possible design.

The motion was properly seconded and carried at 4-0.

b. CERTIFICATE OF APPROPRIATENESS
John Rorrer / City of Staunton
102 W. Beverley Street
Mural

Ms. Brannock stated she would need to recuse herself as she served on the citizen's committee for review of the project. She then left the dais.

John Rorrer, owner of the property, was present along with Katie Campbell, City of Staunton employee in the Tourism Department.

Ms. Campbell stated the Tourism Department had recently received a \$10,000 grant through the Virginia Tourism Corporation. She noted the funds could be used in any way and that no matching City funds were required. She stated the Tourism Department presented the idea of a mural to the Tourism Advisory Board and then a selection committee was formed.

Ms. Campbell explained parameter requirements of the grant to be used by the City. She noted the project must be completed by the end of the calendar year. Ms. Campbell stated Mr. Rorrer was then contacted to ask for permission to use his property as the site of the mural.

Mr. Brown stated there is some deterioration of the stucco and asked if there was any plan to do any repairs of that before the mural is done.

Mr. Rorrer stated when the mural is done, the deterioration will not be seen. He stated whatever is necessary to make it right would be done.

Mr. Brown stated there is some existing white conduit and dryer vents and asked what the plan was for those elements.

Mr. Rorrer stated the dryer vents are required by code and any damaged or missing ones would be replaced. He stated the conduit is actually a drain from the air conditioners for the second-floor apartments and would need to remain in place. Mr. Rorrer stated these would be painted over to blend in with the mural.

Mr. Brown stated "art is art" and noted it is hard to make changes, but questioned if it were possible to make the size of the birds and wording in the image smaller.

Ms. Campbell stated they could ask the artist if it were possible to scale down the size.

Mr. Rorrer stated when the present mural was painted in 1981, it was not historical then and that the new mural would follow under the same vote. He stated, in his view, this submission was what was presented and that it should be either voted for or against.

Mr. Brown stated that was fair.

Mr. Blanton asked why this building was chosen for the mural over others that have large expansive blank spaces.

Ms. Campbell stated this building was chosen as it's highly visible and is located in the heart of downtown. She noted another consideration was safety. Ms. Campbell stated the mural is designed to be experiential and to encourage citizens to pose with the artwork. She noted the proposed location has a wide sidewalk. Ms. Campbell stated it is hoped that the placement of the mural will encourage people to further continue to explore downtown and would inspire other public art initiatives that would continue to revitalize the downtown area.

Mr. Blanton stated in the business of historic preservation there's a concept of historical viewsheds and the consideration of trying to respect the historic landscape and the perspective on that. He stated the Commission might want to explore the issue of viewsheds and how other murals might impact vistas within the city that are equally appreciated by the citizens and merchants.

Mr. Avery stated he felt it was a fair discussion as to whether this is an advertisement for tourism.

Mr. Rorrer stated he found no guidelines 8 years ago on the erasure of a mural or the reintroduction of a new mural. He questioned what the proper channels would be or if there is an ordinance regulating the placing of murals in a historic district. He stated he was again encouraging the City to establish guidelines on murals.

Mr. Avery stated the Commission only enforces the rules, but the guidelines for the historic district has been given to them by City Council.

Mr. Blanton stated he felt the City might be underselling the historical significance of the current mural. He noted it did not meet the 50-year threshold, but felt it is in its own right an iconic mural in Staunton. He noted the artist had gone on to establish himself as an outdoor artist of some repute. He noted his comment was not intended to challenge the mural, but was a comment intended to encourage a new mitigation effort simply to document the current mural before it's painted over.

Ms. Brannock stated she wanted to offer some comments. She noted she had served on the committee and that this particular applicant had submitted two designs. She noted the vote was not unanimous, but it was agreed upon that the committee would approach the applicant and ask for some modifications. Ms. Brannock stated scaling the size down would actually better accommodate people taking pictures. She noted she felt the artist would be amenable to modifications and a month's time should allow for that to be done.

Ms. Brannock stated Mr. Strassler had noted the front brick pier should be retained as brick and not painted as part of the mural. She noted there is also a brick pier at the south end of the building. Ms. Brannock stated these two elements should actually be incorporated and shown in scaling down the mural. She stated from a Commission standpoint that is important to maintain the integrity of the “framework” of the actual building.

Mr. Brown stated the Commission also discussed aligning the bottom control joint to keep the mural off of the sidewalk to help prevent deterioration and preserve the mural.

Ms. Brannock stated she felt it was important to have her comments on record. She acknowledged the current mural is not historic, but it had gained fondness within the city as being the first large installation of public art. She stated documenting that mural would be wonderful. She referred to a historic marker on the corner of the building and perhaps a similar type marker below it would be appropriate.

Mr. Holmes asked about the mural at the underpass.

Ms. Nesselrodt stated that mural is not located in a historic district and only needed to be reviewed by City staff. She stated staff had determined the proposed mural is not considered signage.

Ms. Campbell stated the proposed language is to encourage people to take photographs.

Mr. Brown asked if Ms. Campbell would consider returning in a month with the revisions mentioned.

Mr. Rorrer stated he felt the revisions were possible. Ms. Campbell asked if the modifications could be made, but still continue to move the project forward as the project is under a timeline.

Mr. Brown stated the part regarding the framing could easily be put in the form of a motion. As far as the size, he stated that was hard as you wanted the artist to make the judgment as to what was appropriate and only give them a general suggestion. Mr. Brown stated the Commission would be expressing an opinion on that suggestion and then leave it to the artist on how to implement that or if it's possible.

Ms. Nesselrodt suggested perhaps the Commission could approve the mountains and the framing and then approach the artist regarding the suggested modifications to the size of the birds and the banner.

Mr. Avery questioned if specifying the brick columns on either end need to be retained, if that's already calling for a reduction in scale; therefore, would incorporate restructuring / rescaling of the elements if possible.

Ms. Nesselrodt stated as far as the tourism aspect and having citizens taking photographs with the mural in the background, downsizing the mural would be something to address.

Discussion ensued regarding the timeline for the suggested modifications and a possible motion.

HSF Recommendation – HSF recommends further review of the significance of the existing mural or public art and the appropriateness of the large-scale contemporary installation in the

historic districts.

The Commission may want to discuss if the verbiage and logos provided with the proposed mural is an advertisement for Tourism and requires review as signage.

The proposed scale of the mural appears to overwhelm the building. The full coverage of the east façade without any visual framing tends to dominate the architecture.

Architectural characteristics of the district include many elements outlined in the design guidelines such as the scale, rhythm, massing, and relationship of buildings, proportional division of building and storefront elements as well as the textures and qualities of brick, stone, metal, glass, and wood. How does the mural relate to those surrounding elements?

Mr. Avery moved that the Certificate of Appropriateness be approved for a mural in that location as long as the brick elements on either end of the building are preserved. Also raise the mural up to the very lowest control joint above the sidewalk.

The motion was properly seconded and carried at 3-0.

Ms. Brannock returned to the dais.

**c. CERTIFICATE OF APPROPRIATENESS
David Spitzer / Robert Baber, Baber Enterprises
508 W. Beverley Street
Roof Replacement**

Shawn Baber, representing Baber Enterprises, stated the owner is proposing to replace the asphalt shingle roof with a metal roof that would be more historically accurate.

Mr. Avery asked if it the proposed roof is painted metal.

Mr. Baber stated it is a pre-finished painted roof. He stated it would be forest green in color.

Ms. Brannock asked Mr. Baber to describe the fastening joints. Mr. Baber stated it is a 180-degree, double lock mechanical seam. He noted the material is thicker, pre-finished, and has a shop coating on the back.

Mr. Brown asked if there were caps at the ridges. Mr. Baber stated there were no caps at the ridges.

Ms. Brannock stated standing seam metal is an appropriate material for roofs throughout the historic districts.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved as proposed to install a standing seam metal roof.

The 1929 and 1949 Sanborn Insurance Maps indicate this house had a standing seam metal roof.

J. Roof

1. Retain original or historic roof materials, such as slate, standing-seam metal, or metal shingles, particularly when they are highly visible character-defining elements of the building.
4. Repair of roof materials and elements should be made in kind with materials that duplicate the original materials.

5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.

10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.

11. Do not replace slate roofs if the material is not deteriorating. Leaks in slate roofs usually are due to the deterioration of associated flashing and fasteners or due to wood deterioration surrounding hidden gutters or cornices.

Mr. Brown moved the Certificate of Appropriateness be approved as proposed to install a standing seam metal roof.

The new roof will not incorporate ridge vents or caps along the hip ridges. The roof will utilize a 1" folded seam. The seam should appear as a closed, locked, and folded seam.

The motion was properly seconded and carried at 4-0.

**d. CERTIFICATE OF APPROPRIATENESS
Beverley Hotel LLC / Jerry Austin
104 S. New Street
Amend COA to Add Exterior Doors / Lighting**

Jerry Austin, project manager for 104 S. New Street, stated as an oversight he failed to include in his original request were the entrance doors to the building and the lights. He presented two samples of lights to Commission members. One sample was a full cutoff pointing downward and being modern in appearance.

Ms. Brannock questioned where the lights would be installed.

Mr. Austin stated the lights would be installed at each door for a total of 4 lights.

Mr. Strassler explained lighting options for public safety in a historic district and demonstrated the difference in the two samples provided by Mr. Austin.

Ms. Brannock referred to the installed doors and that they looked similar to what was originally installed.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be approved for the installed doors. The doors appear to match those documented in historic photos of the hotel. The light fixtures flanking the entry are being installed in the location of older light fixtures.

The light fixtures should follow the guidelines and be designed to provide full cutoff. This will illuminate the walking surface of the entry without glaring into the eyes of pedestrians.

4. Use fixtures that are compatible with the character of the historic building and the surrounding area.
5. Choose full cut-off fixtures whose light levels provide for adequate safety, but do not spill over onto neighboring properties. Existing porch lights or lit storefronts often are sufficient.
8. Building façade lighting is not recommended when storefronts can be lit. If storefronts are not part of the façade, entry lighting and/or full cut-off shielded fixtures may be considered to provide safe lighting for customers.

The building is undergoing rehabilitation and adaptive reuse for apartments and is being reviewed through the Virginia Department of Historic Resources as a Historic Tax Credit project.

Mr. Blanton moved the Certificate of Appropriateness be approved. The light fixtures will follow the guidelines and be designed to provide full cutoff. Mr. Blanton stated the Commission encouraged the applicant to utilize the second of the options – the smaller, more sleek, modern option.

The motion was properly seconded and carried at 4-0.

e. CERTIFICATE OF APPROPRIATENESS

Francis T. Crittenden

Bryan D. Law, Power Home Solar

208 N. Market Street

Install Solar Panels on Roof

Jarrad Wisherd, representative for Power Home Solar, stated the proposal is to install 11 solar panels on the south facing slope at 208 N. Market Street.

Ms. Brannock asked Mr. Wisherd if he was familiar with the historic guidelines.

Mr. Wisherd stated he had reviewed them. He noted, to the best of his knowledge, anything that is approved to be added cannot structurally damage or harm in any way the historical significance of the house. He stated the fasteners that would be used do not pierce the roof at all. Mr. Wisherd stated it is a standing seam roof and the clips go over the edges and fasten to the sides. He noted the clips could be removed without leaving marks.

Ms. Brannock stated, after the Commission's field trip, visibility is the biggest concern. She noted this is one of the primary guidelines that the Commission reviews as well as alterations or modifications to historic properties.

Mr. Brown stated he felt the guidelines constrained them due to the visibility issues.

Ms. Brannock stated in the past, the Commission has been amenable to installation of solar panels, but in those cases, they have to not be primarily visible from a primary street. She noted on Market Street they are highly visible on that south side of the building.

Mr. Wisherd stated on review of the property, essentially the only location the panels would be visible from would be going up the south side of the property. He noted from the front and north sides of the house they are not visible.

Ms. Brannock stated the Commission takes into consideration all of that.

Ms. Brannock asked if the panels could be installed on the back, west facing slope.

Mr. Wisherd stated the panels would need to be installed on the south most facing slope due to sun exposure and to achieve maximum efficiency.

Mr. Holmes asked if the panels would be the same color as the roof.

Mr. Wisherd stated the homeowner is also having the roof replaced and did not know if the color would change from the current roof. He noted the solar panels are black.

Mr. Strassler stated one of the challenges and to follow the guidelines is to have solar panels remain minimally visible. He noted in this situation and there is a full view of the roof from Market Street. Mr. Strassler stated from his estimation from the submitted drawings, there would be an increased height of the roof between 4-6" above the roof and the panels would be highly visible. He noted the panels had to fit within the architectural character of the districts.

Mr. Holmes asked if the new roof were to be black would that be a possibility.

Ms. Brannock stated that request would need to be brought back to the Commission.

Mr. Blanton stated that was the recommendation to reconsider the installation design and explore ways to minimize the visibility.

Mr. Wisherd stated he'd asked the homeowner if changing roof colors would be out of the question and they said no. He noted that might be a viable option for making the panels less visible.

Mr. Blanton stated a model illustrating exactly what the installation would look like would need to be seen.

Ms. Brannock stated the number of panels proposed was an issue with visibility as it consumes half or more of the south slope of the roof. She noted possibly decreasing the number and moving them further toward the back might be an option.

Mr. Wisherd stated the reason for that number of panels was due to their usage throughout the year along with the power that each panel is able to produce. He noted there isn't a way that the panels could be shifted. He stated he could speak to the homeowners about a change in roof color.

Ms. Brannock stated the Commission would also need to know the height and how high up the panels are sitting off the face of the roof. She noted Commission members are willing to look at other options.

Mr. Brown stated the Commission also needed to worry about setting a precedent.

Ms. Brannock stated the client could return at the next meeting and bring a revised proposal. She informed Mr. Wisherd that he could fill out a form to table the item.

HSF Recommendation: HSF recommends the approval of a COA if a physical demonstration indicates that the installation meets the guidelines.

A. *“should be placed in locations with limited or no visibility”.*

B. *“should be installed in a manner that limits their impact on historic materials and features of the building”*

C. *“should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”*

The roof top addition of solar panels can meet the guidelines if the installation has limited or no visibility, therefore having minimal impact on the historic character. This proposal is to install panels and associated hardware directly on the historic building. The application includes many details but needs to clarify what the actual appearance will be from city streets.

It appears the installation will extend approximately between 4” - 6” above the standing seam roof. The PV-3 drawings are not to scale as provided. When comparing the listed specifics with the drawing, the individual components are not represented in scale with each other.

In order for the Commission to clearly understand the effect of the installation on the architectural character, it is recommended that flagging tape or other indicator be attached to the roof at the same size and height of the proposed solar panels. The Commission members will need to visit the property before the meeting.

Being accurate with this demonstration is important so that all have a clear understanding of the visual effects of the proposed installation.

Mr. Brown moved that the Commission table this request for a COA until August 27, 2019.

The motion was properly seconded and carried at 4-0.

f. CERTIFICATE OF APPROPRIATENESS
Ronald Rammelkamp
325 Institute Street
Request of an Extension of COA

Mr. Rammelkamp was not present at the meeting.

Ms. Nesselrodt stated this was an extension of the COA.

Mr. Avery moved that the Commission grant an extension for one year so that the owner has adequate time to replace the windows and conduct further work on submittal of the parking area.

The motion was properly seconded and carried at 4-0.

g. CERTIFICATE OF APPROPRIATENESS
Laura & Asher Brand
208 E. Beverley Street

Modify Existing Rear Brick Wall / Add Gate

Asher Brand, 208 E. Beverley Street, stated they are requesting to install a new metal (wrought iron, steel or aluminum) gate in the rear wall, centered between two piers. He noted the gated entrances are small and the hardscaping inside the brick wall is deteriorating. He stated this will require removal of a portion of the historic brick wall and replace it with an architecturally appropriate metal gate.

Mr. Blanton asked if the removed sections of the wall would be finished with the same sort of construction.

Mr. Brand stated they intend to move the section between two piers and match the masonry.

Ms. Brannock asked where the opening would be on photographs submitted.

Mrs. Brand stated the left pier and section would be removed and then rebuild the finial on the left side so that it matches.

Ms. Brannock asked what the width of the gate would be.

Mr. Brand stated it would be approximately 9' feet wide and would probably be a double gate.

Mr. Brown asked if the gate would be the same as submitted in the application.

Mr. Brand stated it would be.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be approved. The proposed changes are located at the rear of the property, up an alley, but partially viewable from Market Street.

The guidelines do not specially address widening an opening in a historic garden wall.

GUIDELINES:

1. Retain any existing historic fences and walls.
2. Repair existing historic fences and walls by salvaging original parts or materials for a prominent location from a less prominent location when possible.
3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish match historic examples. Planted hedges are also used to define edges of properties.

Mr. Brown moved the Certificate of Appropriateness be approved for a new double black metal gate as proposed with the stipulation that it would be shifted to the left side as discussed. The brick pier would be rebuilt as existing.

The proposed gate is compatible with the architectural character of the wall. The location of the changes is minimally viewable from the street.

The motion was properly seconded and carried at 4-0.

h. CERTIFICATE OF APPROPRIATENESS

**James Richerson
417 N. Market Street
Construct a Fence**

James Richerson, 417 N. Market Street, stated he is proposing to install a metal panel fencing system in the back and side yard. He stated this is not a permanent fixture.

Mr. Brown asked if this would be set back from the lines with the back of the house.

Mr. Richerson stated he would go as close to that as possible, but noted there is a gas meter there.

HSF Recommendation: HSF recommends the Certificate of Appropriateness be approved based upon the guidelines noted below.

Fence:

10. The structural members of any fence should face inward to the property being fenced. Fences where the structural members are an integral part of an overall design, and where both sides of the proposed fence are identical, are appropriate.

The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish match historic examples. Planted hedges are also used to define edges of properties.

Mr. Blanton moved the Certificate of Appropriateness be approved for a new metal fence as proposed.

The motion was properly seconded and carried at 4-0.

Ms. Nesselrodt explained the process and that a permit would be mailed to the applicant.

i. CERTIFICATE OF APPROPRIATENESS

**Russell & Rae Milbourn
204 Church Street
Amend COA to Add Parking, Move Walks, Install Fence**

Russell Milbourn, 204 Church Street, stated they are proposing to amend the original COA to install a permeable parking area, remove an older brick wall, and install a picket fence. He noted they wanted to install a parking pad on the side of an existing garage building, remove a 6x6' post holding a downspout, move a sidewalk from the side of the garage down Federal Street to align with the side entrance of the house, and add a similar picket fence on the back side of the house from the proposed parking pad.

Ms. Brannock asked that Mr. Milbourn describe the materials proposed for the parking pad.

Mr. Milbourn stated it would need to be elevated 2-3' due to the slope of the ground from the S. Washington Street entrance. He noted that slope would be held in place with some boulders and heavy landscaping. The base of the parking pad would be crusher run material compacted and the top would be a tan crusher run as opposed to pea gravel. He noted it would be 100% permeable.

Mr. Blanton asked Mr. Milbourn to describe his plan for the stone steps leading up from Federal Street. Mr. Milbourn referred to a submitted photograph, but would be large slab types of stone.

Ms. Brannock asked if they had a more finished appearance or rustic look. Mr. Milbourn referred to the photograph submitted.

HSF Recommendation: HSF recommends the approval of a Certificate of Appropriateness. The proposed parking is similar to existing parking areas along South Washington Street. The proposed gravel parking meets the following guidelines; however, screening from Washington Street will not be possible and allow access.

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.
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.
13. Screen private parking areas with landscaped borders.

Relocating the brick walk incorporates a new walk into the site with matching materials.

Fence

3. Replace deteriorated historic fences by matching the material, height, and detail of the existing example. If this is not possible, use a simplified design of similar materials and height.
8. Wood picket fences should be painted or stained with an opaque stain to complement the historic character of the building and street.

Mr. Avery moved the Certificate of Appropriateness be approved as proposed. The parking and walk meet the guidelines in terms of size, placement, and paving materials. The fence will replace the previous picket fence with matching materials and design. The COA was approved to be extended for one year.

The motion was properly seconded and carried at 4-0.

j. CERTIFICATE OF APPROPRIATENESS
William & Sally Walton / Michael C. Brown, Architect
207 Church Street
Amend COA for Side Addition

Mr. Michael Brown stated he would need to recuse himself as he is the architect on the project. He then left the dais.

Mr. Brown stated the applicant has a previously approved COA for the project. He noted this was a submission for a revision to the COA. Mr. Brown stated there is an existing side porch that the corner would be filled in with an addition. He noted there is no longer a rear addition. Mr. Brown stated they would reuse some of the existing windows.

Ms. Brannock stated this was basically scaling down the original proposal using compatible, acceptable materials, and reusing some windows.

Mr. Brown stated the metal roof would match the existing roof. He noted the only new window is upstairs in an existing bathroom where the new roof will be slightly higher than the old roof requiring a smaller window. He noted that bathroom window would be reused downstairs at the new bathroom.

HSF Recommendation: HSF recommends no change from the June, 2017 recommendations.

Mr. Avery moved the Certificate of Appropriateness be approved as designed. The project meets the guidelines – in terms of location, and it is *“differentiated from the old while being compatible with its massing, form, scale, directional expression, roof forms and materials, foundation, fenestration, and materials”*.

The motion was properly seconded and carried at 3-0.

Mr. Brown returned to the dais.

OLD BUSINESS

Mr. Rhodes stated he had no old business.

OTHER BUSINESS

Mr. Rhodes stated he had no additional business. He noted at the first meeting of the fiscal year there would be election of officers and that would be conducted at the August 27, 2019 meeting.

ADJOURNMENT

The Vice Chair adjourned the meeting at 6:53 p.m.

Suzanne F. Simmons
Clerk of Council

STAUNTON HISTORIC PRESERVATION COMMISSION**August 27, 2019****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Vice Chair**
 Alexander Avery
 Michael Brown
 Dennis Blanton
 Carter Lively

ALSO PRESENT: **Rodney S. Rhodes, Senior Planner**
 Linda Nesselrodt, Zoning Technician
 Frank Strassler, Historic Staunton Foundation
 Terry Holmes, Council Liaison
 Suzanne F. Simmons, Clerk of Council

The Vice Chair opened the meeting at 5:30 p.m.

The Vice Chair welcomed new Commission member, Carter Lively.

ELECTION OF OFFICERS

Ms. Brannock called for nominations for the Chair of the Historic Preservation Commission. Mr. Blanton nominated Ms. Brannock. There were no further nominations. The motion to elect Ms. Brannock as Chair carried unanimously.

Mr. Blanton nominated Mr. Brown as Vice Chair. There were no further nominations. The motion to elect Mr. Brown as Vice Chair carried unanimously.

MOMENT OF SILENCE

A moment of silence was observed. Ms. Brannock then read the preamble of the Historic Preservation Commission.

APPROVAL OF MINUTES

Mr. Blanton moved to approve the minutes of the July 23, 2019 Meeting as presented. The motion was seconded and carried at 4-0-1, with Mr. Lively abstaining.

Mr. Avery moved to approve the minutes of the August 13, 2019 Special Meeting as presented. The motion was seconded and carried at 4-0-1, with Mr. Lively abstaining.

NEW BUSINESS

- a. **CERTIFICATE OF APPROPRIATENESS**
 Edward Pickett

410 Locust Street Replace Transite Roof

Edward Pickett, 410 Locust Street, stated he is proposing to replace the deteriorated concrete or Transite roofing.

Ms. Brannock asked Mr. Pickett to provide info regarding alternative roofing material. Mr. Pickett stated the alternative roofing material would be a plain gray Certainteed XT 30 IR product that Mr. Strassler recommended.

Mr. Strassler stated the challenge is that Transite material is no longer made as it tends to contain asbestos. He noted finding a replicate material is very difficult and there is no other material made that is exactly like the Transite. Mr. Strassler stated in his search a 3-tab shingle comes very close to replicating the horizontal dimensions of the Transite roof and the appearance in thickness and texture. He stated it is in one of the very instances where an asphalt or composition roof like this would be appropriate in a historic district.

Ms. Brannock asked Mr. Strassler which product he felt was better.

Mr. Strassler stated in his review that the Certainteed XT 30 IR would be appropriate. He noted it was a plain 3-tab shingle as opposed to the one that was proposed.

Ms. Brannock asked Mr. Pickett if he was willing to use the Certainteed XT 30 IR product recommended by Mr. Strassler. Mr. Pickett stated he was willing to use that product.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved with design changes.

The concrete shingles (sometimes called Transite) found on 410 Locust Street exhibit a plain, low profile. Concrete shingles do not specifically reproduce the look of the wood shake or slate or other natural building product. However, they may be intended to appear as a flat clay tile.

The Transite concrete shingles are no longer available.

As outlined in the Staunton Historic District Guidelines:

V. Guidelines for Existing Buildings – Elements J. Roof

5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.

To achieve similar appearance, consider using a plain 3-tab composition shingle instead of the architectural “shake” shingles. A similar product is the Certainteed XT 30 IR.

Mr. Avery moved for approval of the Certificate of Appropriateness for replacement of the concrete shingles with composite shingles “that matches the original roof covering as closely as possible in composition, size, shape, color, and texture”. The Transite concrete shingles are no longer available and a compatible substitute is proposed.

The motion was properly seconded and carried at 5-0.

b. CERTIFICATE OF APPROPRIATENESS

**Mandy Goodson
310 Vine Street
Replace Walkway**

Mandy Goodson, 310 Vine Street, stated she is proposing to remove the deteriorated concrete sidewalk due to safety reasons. She noted she would like to replace the sidewalk with antique bricks salvaged from her house and the surrounding neighborhood. Ms. Goodson stated there is already a brick pathway on the left side of the house which she hopes to replicate with the deteriorated concrete sidewalk.

Ms. Goodson stated she had contacted a contractor and a concrete specialist. She noted they concluded granolithic concrete is no longer used in residential applications and were unable to refer her to anyone who could replicate the concrete. She stated there are 14 houses on Vine Street and 7 of those contain either brick or slate sidewalks.

Ms. Brannock asked Ms. Goodson for clarification that she is proposing to replace the sidewalk only and not the concrete steps, either from the City sidewalk up or to the house. Ms. Goodson stated the steps would stay original and only the two broken sections of the concrete sidewalk in the yard would be replaced with the brick. She noted it would be a basket weave pattern similar to the pathway on the side of the house.

Mr. Avery stated he appreciated Ms. Goodson salvaging the older bricks, but his concern was that modern brick is fired at very high temperatures whereas older brick is not fired to as high of a temperature and is softer. He noted the older bricks could break down very quickly and asked if anyone had inspected the bricks. Ms. Goodson stated she had her mason pick through the bricks and felt the ones left were in decent shape to be reused. She noted there would be a pea gravel and sand base and would not be cemented in place.

HSF Recommendation – HSF recommends consideration be given to replacing the concrete sidewalk in-kind due to its relationship with the composition of concrete architectural elements. Brick sidewalks are a desirable historic feature for many homes. Early 20th Century construction materials commonly included concrete as exhibited by this house and many of the neighboring properties. The sidewalk is in very poor condition.

The sidewalk and other concrete elements exhibit grade aggregate.

Mr. Brown moved the Certificate of Appropriateness be approved for replacement of the sidewalk only with the brick pavers as described in the submission.

This motion is based upon the following guidelines:

IV. Guidelines for Site Design & Elements A. Walkways, Driveways & Parking

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.

Ms. Brannock stated brick is an appropriate material for use in sidewalks in all historic districts. She noted in this case a majority of the concrete elements are being retained.

The motion was properly seconded and carried at 5-0.

c. CERTIFICATE OF APPROPRIATENESS
Page Nelson
509 N. New Street
Request of an Extension of COA

Page Nelson, 509 N. New Street, was not present at the meeting. Ms. Nesselrodt stated if the Commission wanted to grant an extension that would be acceptable.

Ms. Brannock asked Ms. Nesselrodt if the applicant was requesting a 90-day extension. Mr. Rhodes stated that was correct.

Ms. Nesselrodt stated to be on the safe side, she noted generally extensions are granted for one year. She noted staff felt the work would probably not be completed in 3 months.

Mr. Brown moved that the Certificate of Appropriateness for 509 N. New Street for Page Nelson be extended by one year.

The motion was properly seconded.

Mr. Blanton stated he was not a member of the Commission when this case first appeared. He noted he'd reviewed the old notes and saw a recommendation from Mr. Strassler for a written and illustrated plan to be presented. He asked if an illustrated plan had ever been submitted.

Ms. Nesselrodt stated when Mr. Nelson last appeared to obtain that COA, he did have an illustration. She noted staff did have a picture of the porch.

The motion carried at 5-0.

OLD BUSINESS

a. CERTIFICATE OF APPROPRIATENESS
Francis Crittenden / Power Home Solar
208 N. Market Street
Install Solar Panels on Roof

Josh Marks, representative for Power Home Solar and Roofing, was present. Ms. Nesselrodt stated she had spoken with someone from their office.

Ms. Brannock asked Mr. Marks if he understood that the roof which had been recently installed was not in keeping with the HPC guidelines. She noted there was now an additional issue in addition to the solar panels.

Mr. Marks stated he had received an email. He noted they had installed a standing seam roof which was what it was prior – a black standing seam roof. He stated he did not understand the difference.

Ms. Brannock stated HPC's guidelines are very detailed and specific about the type of standing seam metal roof that is appropriate. She noted the large ridge vents are not historically accurate and that is the main issue with that type of roof. Ms. Brannock asked Mr. Strassler to describe an appropriate standing seam metal roof.

Mr. Strassler stated a roof like this had been reviewed previously. He noted this type of roof is very similar to a union corrugated roof. He stated the roof installed actually had corrugations in the pan whereas a traditional standing seam metal roof is flat and there are no corrugations. He noted the standing seams are a snap-lock seam and are open on the end. A traditional standing seam metal roof has a double folded seam that is either hand seamed or mechanically seamed. Mr. Strassler explained a traditional standing seam metal roof will have approximately a distance between the seams of 16-24", height of the finished seam is 1" and again those seams are double folded and seamed over and locked flat permanently. He noted many times the seams are folded flat before the eave side of the roof leading up to the ridge with the ridge also being double folded across leaving a very minimal appearance. Mr. Strassler stated there is quite a difference in these styles of roof. He stated the appearance of the newly replaced roof is certainly not a replacement in kind of the traditional standing seam metal roof previously on the house.

Ms. Brannock stated the fact that a representative from Power Home Solar and Roofing was present at the July 23, 2019 HPC meeting, had understood that the house was in a historic district and that exterior changes needed to be reviewed by the Commission. She noted at this point there are two issues that needed to be resolved with the first one being the roof that was recently installed since the July 23, 2019 meeting.

Mr. Marks stated he would respond back to the Power Home Solar and Roofing office with that information.

Ms. Brannock asked staff how this matter should be handled.

Ms. Nesselrodt stated she had informed Power Home Solar and Roofing that they would need to request to amend their Certificate of Appropriateness, to add the roof as it was a change in material in appearance. She stated she felt the Commission needed to make a decision on whether to approve or deny it and they would have the right to appeal or at that point they could return and propose a modification to it.

Mr. Avery asked Ms. Nesselrodt if Power Home Solar and Roofing approached the Commission about roof replacement. Ms. Nesselrodt stated they did not.

Ms. Brannock stated this roof replacement had been done since the July 23, 2019 meeting where they were proposing solar panel installation and that roof replacement was not being considered or planned.

Mr. Marks stated a different representative at that July 23, 2019 meeting noted that there was mention of a new roof being put on, but he wasn't sure of the color of the new roof.

Mr. Avery stated he remembered the discussion regarding the color, but this is a change of roof style and is very different. He stated the Commission was trying to explain the issue with the new roof.

Ms. Brannock stated Mr. Marks needed to either request that the Commission approve the new roof, which would be an amendment from the Certificate of Appropriateness, as well as the installation of the solar panels, or he could return in a month with a proposal for modifications to the roof and the solar panels.

Mr. Marks stated he would let his office know.

Ms. Nesselrodt stated Mr. Marks could sign a waiver and ask for an amendment to the roof of how it could be corrected.

Ms. Brannock recommended Mr. Marks download the Historic Preservation Commission's guidelines and understand that the new roof that has been installed is not in keeping with the guidelines. She stated that would need to be modified in order to be approved. Ms. Brannock stated Mr. Marks could request that this be tabled for 30 days.

Mr. Marks stated that would be what he would request.

HSF Recommendation – HSF continues the previous recommendations:

HSF recommends the approval of a COA if a physical demonstration indicates that the installation meets the guidelines.

A. *“should be placed in locations with limited or no visibility”.*

B. *“should be installed in a manner that limits their impact on historic materials and features of the building”*

C. *“should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”*

The roof top addition of solar panels can meet the guidelines if the installation has limited or no visibility, therefore having minimal impact on the historic character. This proposal is to install panels and associated hardware directly on the historic building. The application includes many details but needs to clarify what the actual appearance will be from city streets.

It appears the installation will extend approximately between 4” - 6” above the standing seam roof. The PV-3 drawings are not to scale as provided. When comparing the listed specifics with the drawing, the individual components are not represented in scale with each other.

In order for the Commission to clearly understand the effect of the installation on the architectural character, it is recommended that flagging tape or other indicator be attached to the roof at the same size and height of the proposed solar panels. The Commission members will need to visit the property before the meeting.

Being accurate with this demonstration is important so that all have a clear understanding of the visual effects of the proposed installation.

Mr. Avery moved that the Certificate of Appropriateness be tabled for 30 days.

Ms. Brannock stated it would be beneficial if a representative from Mr. Mark's company and the property owner speak with City staff or Mr. Strassler about what is in keeping with design guidelines.

The motion was properly seconded and carried at 5-0.

Mr. Marks filled out the "Agreement to Tablet Agenda Item" form.

OTHER BUSINESS

Page Nelson, 509 N. New Street, arrived at the meeting at 5:57 p.m. Ms. Brannock informed him that the Commission had granted him a 12-month extension to his request. He stated he would be in touch with Mr. Strassler regarding the details.

Mr. Rhodes stated he had no additional business.

ADJOURNMENT

The Chair adjourned the meeting at 5:58 p.m.

Suzanne F. Simmons
Clerk of Council

STAUNTON HISTORIC PRESERVATION COMMISSION**September 24, 2019****5:30 p.m.****Council Chambers**

PRESENT: **Deneen Brannock, Chair**
 Michael Brown, Vice Chair
 Alexander Avery
 Dennis Blanton
 Carter Lively

ALSO PRESENT: **Linda Nesselrodt, Zoning Technician**
 Frank Strassler, Historic Staunton Foundation
 Terry Holmes, Council Liaison
 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. Brown moved to approve the minutes of the August 27, 2019 Meeting as presented. The motion was seconded and carried at 5-0.

NEW BUSINESS

a. CERTIFICATE OF APPROPRIATENESS

Ronald Rammelkamp
325 Institute Street
Amend COA to Construct Fence

Ronald Rammelkamp, 325 Institute Street, stated he is proposing to install a three-board wood fence with wire backing in the back and side yards. He noted he chose this style of fence versus a picket or metal fence due to financial reasons. Mr. Rammelkamp stated the proposed fence would wrap around the entire house and connect to his shed with a gate in the front and a gate in the back yard. He noted the pressure treated panels would be 8' long and 5" wide. He noted he would paint or stain the wood.

Mr. Avery asked if the purpose of the fence was for a dog enclosure.

Mr. Rammelkamp stated that was the purpose of the fence.

Ms. Brannock asked about the gate design.

Mr. Rammelkamp stated it would be approximately 3.5' high.

Mr. Avery asked what the cost differential would be between the three-board design versus two supporting boards and pickets.

Mr. Rammelkamp stated it was approximately \$500 from every contractor he'd been in contact with since it did require more lumber.

Ms. Brannock informed Mr. Rammelkamp that the Commission is governed by guidelines. She asked if he was intending to have decorative finials on the posts such as the ones that were submitted in his illustration.

Mr. Rammelkamp stated he could have some type of decorative top on the posts.

Ms. Brannock stated typically a three-board fence is not as appropriate in a residential historic district. She noted the Commission is recommending the other type of fences noted in the guidelines. She asked Mr. Rammelkamp if he would be willing to construct a picket fence along the front of the property and then construct the simpler fence in the back of the property. She noted this would allow for a decorative fence in the front yard with a gate with the back section being more utilitarian in order to enclose the yard.

Mr. Rammelkamp stated he would be willing to do that.

Mr. Blanton stated that was a good compromise.

Mr. Rammelkamp stated he would construct a three-board wood fence with the wire back along the sides and back yard as well as add decorative posts. He asked if all posts should have a decorative top.

Ms. Brannock stated she felt the posts should be the same all of the way around the property. She noted it was a lot of fencing, but she did like the somewhat open look of it. She stated the picket fence in the front would have a more traditional look.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved for a fence with design considerations. The proposed three-board fence with woven wire backing reflects an agricultural or rural fence type. Following the guidelines, consideration should be given to adopting a picket fence reflecting an urban yard. Any bare wood or pressure treated wood should be painted or stained.

Note the illustrations in the guidelines.

Fence:

Specific Illustration: The dual-sided board fence eliminates the need for a framed side (top); the 3-rail fence generally is not found in the historic districts & is more appropriate in other settings.

5. The design of new fences and walls should blend in with the materials and designs found in the historic district and should generally reflect the era and style of the surrounding area. Commonly used materials are brick and stone for walls and wood or metal for fences. Historic cast concrete with screened aggregate finishes also is found in the historic districts and may be appropriate for new walls if the color and finish match historic examples. Planted hedges are also used to define edges of properties.

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.

Mr. Blanton moved the Certificate of Appropriateness be approved for a new wood fence incorporating pickets along the street frontage instead of the proposed three board design elsewhere with the three-board design being acceptable. The wood will be finished by staining.

Mr. Blanton also specified use of the decorative peaks on the posts.

The motion was properly seconded and carried at 5-0.

Mr. Rammelkamp asked how long the COA was good for in case bad weather delayed construction. Ms. Nesselrodt stated the Commission had amended his COA on July 23, 2019 for one year.

b. CERTIFICATE OF APPROPRIATENESS

William & Sally Walton

207 Church Street

Amend COA to Remove Chimney

Mr. Michael Brown stated he would need to recuse himself as he is the architect on the project. He then left the dais.

Sally Walton, 207 Church Street, stated they have discovered that the chimney at the back of the house, with the flue running through the kitchen, has no foundation. She noted the chimney is being held up in the basement by a metal pole and a board. Ms. Walton stated the builder and engineer voiced concerns about its stability; therefore, she is requesting permission to remove the chimney.

Mr. Brown stated there is no support below the chimney. He noted it was a secondary chimney, originally built for a cooking flue, and is cantilevered up, but with nothing anchoring the bottom. Mr. Brown referred to a letter submitted from the engineer.

Ms. Brannock stated in viewing the property, the chimney is not highly visible and, as stated, is a secondary chimney. She asked if the main chimney on the main portion would be maintained.

Mr. Brown stated no changes would be made to the main chimney.

Mr. Avery asked Mr. Brown what was the main purpose of the secondary chimney.

Mr. Brown stated it was just a flue for a cooking stove when the kitchen was first built.

Ms. Brannock asked if it was connected to the fireplace. Mr. Brown stated it was not connected.

Mr. Holmes asked if this was common to build a chimney like this. Mr. Brown stated this was the first time he had experienced this type of situation.

HSF Recommendation – HSF recommends the Certificate of Appropriateness be approved as

proposed due to structural instability. The character defining main central chimney is being retained. The review of the rear chimney is very limited.

Addressing the Guidelines:

The main central chimney of the house is the character-defining feature.

GUIDELINES:

2. Retain historic chimneys, and repair the masonry as recommended in the materials chapter.

3. If a severely deteriorated chimney must be replaced, rebuild it in the same design. Use the same type of masonry in the same pattern and masonry joints as the original.

Inappropriate Treatments:

6. Do not remove entire chimneys or reduce sections of chimneys or flues even though they may no longer be in use.

Mr. Avery moved the Certificate of Appropriateness be approved as proposed only removing the rear chimney due to structural instability and limited view.

The motion was properly seconded and carried at 4-0.

Mr. Brown returned to the dais.

**c. CERTIFICATE OF APPROPRIATENESS
Mark & Erika Peterson
314 Sherwood Avenue
Remove Shed & Extend Fence**

Erika Peterson, 314 Sherwood Avenue, stated they are proposing to install a length of fence between their current garage and the house, as well as demolish an existing older garage that is in poor condition.

Ms. Brannock stated on the field trip made by Commission members, there is very limited view of the older garage from Sherwood or the alley.

Mr. Blanton asked Ms. Peterson to describe the condition of the garage. Ms. Peterson stated the building is old and dilapidated, but is no longer being used.

Ms. Brannock asked Ms. Peterson when they built the garage. Ms. Peterson stated it was constructed in 2013-2014.

Ms. Brannock stated the Commission had approved the removal of this particular structure in 2006 and again 2013.

Ms. Brannock asked Ms. Peterson if the fence would be stained or painted. Ms. Peterson stated it would be stained or painted.

HSF Recommendation – Historic Staunton Foundation recommends approval of the Certificate of Appropriateness for the demolition of the older garage and installation of a picket fence as proposed. Demolition was proposed in 2006 and 2013, but was never completed. The existing

structure has limited or no view from the street. However, the older garage is a historic feature. Rehabilitation and adaptive reuse is encouraged.

The fence should meet all height requirements.

The circulation pattern for automobiles has been established in this neighborhood since the early 20th century. The new garage built in 2013 continues the use of the alley circulation. The older shed/garage is a historic feature relating the early 20th Century landscape. According to the historic Sanborn Fire Insurance Maps, in 1929, the majority of the homes along both sides of Sherwood Avenue had rear alley access. This is the traditional landscape pattern for incorporating the automobile in the Sherwood neighborhood.

Mr. Brown moved the Certificate of Appropriateness be approved as submitted for the removal of the old garage and the fence as proposed which would be stained or painted.

The motion was properly seconded and carried at 5-0.

d. CERTIFICATE OF APPROPRIATENESS

Christine Morse

214 Church Street

Request an Extension of a COA

Christine Morse, 214 Church Street, stated she is requesting an extension of the approved COA, issued on October 23, 2018, to enclose the rear porch area.

Ms. Brannock asked if there were any changes to the original Certificate of Appropriateness.

Ms. Morse stated there were no changes. She noted a new contractor would be starting next month; therefore, she's requesting the extension.

Mr. Avery moved that the Certificate of Appropriateness be extended for the normal amount of time.

The motion was properly seconded and carried at 5-0.

OLD BUSINESS

a. CERTIFICATE OF APPROPRIATENESS

Francis Crittenden / Power Home Solar

208 N. Market Street

Install Solar Panels on Roof / New Roof

Brian Law, representative for Power Home Solar and Roofing, stated he'd gotten involved in this project later than he should have been. He stated the owner, Francis Crittenden, had hired his company to replace her roof and to install solar panels.

Mr. Law stated when his company applied for the permit to install the solar panels, he then learned that she was in a historic district that has special requirements for the installation of solar panels. He stated it was his understanding that on previous Historic Preservation Commission

hearings with another company representative that the discussion was only about the installation of the solar panels. Mr. Law stated when they applied for electrical permits for the solar panels, they were not issued because of the requirement for a Certificate of Appropriateness. He noted they sought after a roofing permit, but none was required.

Mr. Law stated he felt part of the calamity and miscommunication which has occurred was that without a permit for the roofing, he never got flagged that there were other requirements needed. He stated on the first hearing that they were involved in there was some discussion that the roof could be replaced, but it needed to be a "standing seam" roof. Mr. Law stated that is a vague term and referred to a picture he presented to Commission members of the standing seam roof on the owner's house. He stated they are now in an unfortunate situation where that standing seam roof is not meeting the requirements of the Commission.

Mr. Law noted Commission members had recently been on a field trip to the property and stated on one of the neighbor's roof there is contrast to the roof. He stated one could arguably say that this roof comes pretty close to meeting or exceeding aesthetically a standing seam roof. He noted there were issues with the roof caps as not being appropriate.

Mr. Law referred to item #5 of the Staunton Residential Historic District Guidelines regarding roof replacement and felt the new roof was close to size, shape, color, and texture. He noted there are some obvious detail differences, as there is with any roof. Mr. Law stated he wanted to see if it were possible, and only because the roof has already been installed, if a variance could be granted to find the roof acceptable.

Ms. Brannock stated the Commission could appreciate the predicament that Mr. Law and the property owner are in at this point. She stated when the company representative was at the HPC meeting before, roofing replacement may have been discussed, but it was not made clear that was going to be done; therefore, it was not part of the Commission's review. Ms. Brannock then read from that same section of the Guidelines, to which Mr. Law referred to:

#10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.

Ms. Brannock stated it was their job as the Historic Preservation Commission is to abide by the adopted design guidelines which are actually based on the Secretary of the Interior standards for rehabilitation which are National guidelines for preservation and rehab of historic structures. Ms. Brannock stated the Commission needs to be careful about setting a precedent.

Mr. Law referred to Item #10 and noted the property at 208 N. Market Street is not an industrial building and the interpretation of what a wide V-shape seam would be.

Mr. Avery noted he was a contractor, but stated it's not the standing seam through the field of the roof that's the issue is how you have to terminate that with the ridge caps and that is the look all over the city on all of the historic buildings. He stated there are no big ridge caps. He noted ridge vents can't be placed on a shingle roof either for the same reason. Mr. Avery stated this was very clear in the guidelines and the Commission understood the predicament that they were

in. He noted it's not the field and the thickness of the standing seam in this instance, it's how the seam is terminated at the eave and at the ridges. Mr. Avery stated there are no historic standing seam roofs that have those ridge caps on them.

Mr. Brown asked if the Commission was only dealing with the roof and not the solar panels.

Ms. Nesselrodt stated this pertained both issues.

Mr. Law stated had there been a roofing permit to stop the process of issuance, he would not be in this position.

Ms. Brannock stated the Commission had to base their decision on the guidelines. She noted she understood what he was saying about not having a permit process and perhaps that was something that should be explored.

Ms. Nesselrodt stated a building permit is not required by the Virginia Residential Code, which is what the City's Building Services Division goes by for a residential roof resurface and it only kicks in for commercial projects. She stated she'd spoken with a company representative and informed them that they did not need to get approval by the Commission if they did a replacement of a traditional standing seam metal roof. Ms. Nesselrodt stated that may have been a miscommunication, but the City cannot require a building permit for a roof resurface for residential.

Ms. Brannock stated unless Mr. Law had another alternative proposal regarding the solar panels, she didn't know if there would be any difference in the Commission's review of that request. She stated the guidelines are specific and are intended to protect the historic integrity and architectural fabric of the city's historic districts as a whole.

Mr. Law questioned if the solar panels had already been denied. Ms. Nesselrodt stated that decision had been tabled. Ms. Brannock stated additional information had been requested, but had yet to be received.

Mr. Blanton stated members of the Commission are supportive of solar installations with approval having been made previously on more than one project so long as they meet the guidelines. He stated the Commission's previous request was for consideration of an alternative type of installation that might lessen the visibility issue or solve the visibility issue, etc. Mr. Blanton stated the Commission is seeking innovative approaches that allow the installation within the constraints of the guidelines.

Ms. Nesselrodt stated staff had received pictures and information on how high the solar panels set up off of the roof and was part of last month's agenda packet. She noted that was when the roof issue came up. She noted the Commission would need to make a decision at tonight's meeting on both issues.

Mr. Law stated he inspected the property today and unfortunately that southern location would be the only practical roof plain to mount the solar panels on. He noted he knew there were no other options to discuss and wouldn't be fair to the owner.

Ms. Brannock stated there are a number of properties are in the same situation where the roof lines are highly visible from the street frontage and depends on the property and the orientation of it.

Discussion ensued regarding the color of the proposed solar panels. Ms. Brannock informed Mr. Law if the roof issue was able to be resolved and he wanted to return to the Commission with a request and demonstrate that maybe the panels wouldn't be visible, the Commission was certainly open to reviewing the issue again.

Mr. Law questioned who had the authority to change the guidelines and the rules for solar installation. Ms. Brannock stated the City did. Ms. Nesselrodt explained the process involved. She informed Mr. Law that he could appeal the Commission's decision to City Council.

Mr. Holmes informed Mr. Law that he had the right to appeal the decision to City Council, but the Commission had to make their decision based on the guidelines that they have been given.

HSF Recommendation – HSF understands the homeowner's challenge since the work is completed.

However, based upon the guidelines, the roofing material is not appropriate due to the contemporary/commercial appearance of the snap lock seams, the wavy corrugated pan, and the application of ridge caps on all of the hip ridges. The roof does not create the same appearance as a traditional, folded seam, flat pan standing seam metal roof. The modern, wide ridge caps appear as a commercial roofing application.

A traditional standing seam roof with flat pans and mechanically folded seams and ridges is historically appropriate for this house. This type of roof has been used in standing since the 19th Century and continues to be installed. A typical specification for traditional metal standing seam roofs:

Distance between seams – 16" for Tern coated tin and copper – 24" for Galvanized metal-

due to size of pan produced by manufacturer

Height of finished standing seam – 1"

Seams doubled folded and seamed

Seams fold flat to roof at eave to minimize wind uplift and provide drip edge

Seams also flattened at ridge to fold into ridge seam.

The Staunton Residential Historic District Guidelines are specific about snap lock roofing.

#5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.

#10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.

Mr. Avery moved to deny the Certificate of Appropriateness on the roofing and the solar. The

proposed roofing is not compatible due to the use of wider ridge caps on the hip ridges and the peak. These features do not reflect the architectural design and features of a historic, traditional folded, standing seam metal roof.

Mr. Avery stated the Commission had not seen a proposal on the solar that would comply with the guidelines either and would be denied as well.

The motion was properly seconded and carried at 5-0.

Ms. Brannock stated she hoped the roof issues could be resolved and the Commission did not want to discourage Mr. Law's company from doing future work in the city.

OTHER BUSINESS

Ms. Nesselrodt stated staff has been working on a letter with the City Attorney which has been reviewed by City Council. She noted the letter will be sent to local contractors, building suppliers, etc. as a reminder about the historic guidelines. She noted this will hopefully be mailed out next week. Ms. Nesselrodt stated staff is preparing a postcard which will be mailed to all historic district property owners regarding guidelines.

ADJOURNMENT

The Chair adjourned the meeting at 6:17 p.m.

Suzanne F. Simmons
Clerk of Council

FRANK P. STRASSLER

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Career Related Experience

Jan. 1999 – Present

40+hours per week

Executive Director

Historic Staunton Foundation

- Provide technical preservation assistance for community, provide historic tax credit program guidance and project advice, guide property improvement design, engage in preservation advocacy, develop and conduct education programs, public speaking engagements, conduct historical research
- Advisor to property owners of five National Register Historic Districts and other historic properties in Staunton, Virginia and surrounding geographic area
- Administration of HSF office, property management, staff, policies, develop and oversee budget, membership, and fund raising
- Presentation and scheduling of education programs with topics including identifying historic architecture, neighborhood revitalization, sustainability and energy efficiency, and low income housing utilizing historic homes
- Member of ongoing partnership management team for the R.R. Smith Center for History and Art, project guidance for rehabilitation 1890's hotel creating the Center for History and Art, liaison with city, state, and federal officials for managing TEA-21 grant, liaison with historic tax credit attorney for syndication of credits, worked directly with architects, professional project manager, and contractors
- Oversee maintenance and repair for buildings and systems for two historic properties, HVAC monitoring, diagnosis and problem solving for gallery and archival facilities
- Advisor to City of Staunton Historic Preservation Commission, monthly application review and guidance for all certificate of appropriateness applicants, application of the Secretary of Interior Standards and Guidelines for Rehabilitation, staff contact for Certified Local Government Program, work directly with City staff, commissions, and council on community preservation planning issues
- Liaison with Staunton Downtown Development Association, a Virginia Main Street organization

2008 Virginia Preservation Conference

Recurring Issues for Homeowners When Working with Local Architectural Review Boards

Team presentation with Camille Bowman, VADHR and Eric Nelson, Planner City of Fredericksburg, VA

2008 Assisted Rob Nieweg, Director of the National Trust for Historic Preservation's Southern Field Office, with presentations addressing architectural review, design guidelines, and property maintenance for the City of Martinsville, VA

2007 Virginia Preservation Conference

Moderator of education session addressing economics and gentrification issues associated with historic preservation. Team presentation including Mary Joy Scala, Preservation and Design Planner, City of Charlottesville, VA and Donovan Rypkema, PlaceEconomics

July 2006 NAPC National Commission Forum Baltimore, Maryland
 Completed CAMP training for Preservation Commissions

Frank P. Strassler

1988-May 1995

40+hours per week

Historic Farmsite Supervisor

Museum of American Frontier Culture, Commonwealth of Virginia

- Managed and developed historical programming for a 19th century Valley of Virginia farm complex as well as a 17th and 18th century German Rhineland farm complex
- Developed and guided interpretive team to present historic information and period demonstrations for the public
- Supervised up to eight employees including assignments for daily activities, short and long term projects, and training in specific skills
- Evaluated and rated job performance of employees according to the standards of the Commonwealth of Virginia
- Developed special event programming and workshops
- Recommended and managed basic site budget

1991-1995

Coordination and hands on involvement in dismantling transporting and reconstructing 17th and 19th century buildings

- Planned and implemented budgets, work schedules, and project completion schedules
- Developed vendor supply sources for specialized restoration materials
- Presented project history and progress to board members, fund raising committees, media, and general public
- Supervised and performed reconstruction of clay tile roofing, woodwork, and masonry for timber frame reconstruction
- Coordinated and supervised the dismantling of an 18th century log house for shipment to Northern Ireland

1992

Traveled to Germany, France, and Switzerland

- Worked with restoration architect to develop research contacts for MAFC
- Organized shipping of historic buildings and collection artifacts
- Documented architectural elements for reconstruction projects

Education

1995-1998

Graduate Work toward M.S. Architecture, Preservation and Rehabilitation Technology
Thesis work "Woodlands Farm, Northampton County, Virginia: A Historic Structure Report Case Study of a Restoration in Progress"
Virginia Polytechnic Institute & State University, Blacksburg, Virginia

- Course Work: Architectural History, Research and Recording Historic Buildings, Computation and Representation, Wood Performance in Construction, Project Management, Design Issues - Historic Preservation Lecture Series, Principles and Practices of Restoration and Renovation, Urban Studies - Neighborhood Revitalization

Summer 1996 *Jefferson's Poplar Forest Restoration Field School, Forest, Virginia*

- Two week intensive study of architectural investigation and restoration philosophy
- Completed an additional two week internship working with restoration carpentry crew

1984-1986

B.S. in Historic Preservation, specialization in historic site administration and museum studies, minor in art

Southeast Missouri State University, Cape Girardeau, Missouri

1981-1983

Nebraska Wesleyan University, Lincoln, Nebraska



Historic Staunton Foundation
20 South New Street
Staunton Virginia, 24401
www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION

HSF Recommendation

September 18, 2019

Certificate of Appropriateness

208 North Market Street

Already Installed: snap lock, standing seam metal roof with ventilation caps
Stuart Addition Historic District

Existing Condition: Built in 1891, this is a two story, two bay frame residence with a hip roof. The roof is covered with standing seam metal and includes a central brick masonry chimney. Architectural details include a bracketed cornice, wood lap siding, and two over two, double hung sash windows. A single story front porch includes a hip roof, freeze band and Tuscan columns resting on a stucco-pargeted base.

The traditional flat pan, hand folded, standing seam roof was removed in July/August 2019.

A new roof has been installed that includes the following elements:

Pre-finished metal, snap lock standing seam, wavy corrugated pan, and wide ventilation caps covering the hip ridges and main ridge of the roof.

Proposed Work: See the application for an explanation of the completed work.

The previous traditional painted tern metal, folded, standing seam roof was replaced with pre-finished snap lock, standing seam metal roofing with a wavy corrugated pan. This type of roofing includes wide ventilation caps to cover the hip ridges of the hip roof.

Discussion:

See Staunton Residential Historic District Guidelines

GUIDELINES:

1. Retain original or historic roof materials, such as slate, standing-seam metal, or metal shingles, particularly when they are highly visible character-defining elements of the building.
2. Preserve original roof shapes and pitches.
3. Retain architectural features including chimneys, roof cresting, finials, dormers, cornices, and exposed rafter tails.
4. Repair of roof materials and elements should be made in kind with materials that duplicate the original materials.
5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.
6. Place solar collectors, satellite dishes, and other antennae on less visible locations of the roof.
7. Place roof-mounted mechanical equipment behind a parapet wall or a screen integral to the building's architectural design, or locate them in setback locations away from the edge of the roof to minimize their visibility. (ADD types of screening by code)

Inappropriate Treatments:

8. Do not change the historic roof material to asphalt shingles or other non-historic materials if the original or a close facsimile is available.
9. Do not add dormers, vents, and skylights to roof if viewable from a primary elevation. They should be placed inconspicuously on rear sections of the building.
10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.
11. Do not replace slate roofs if the material is not deteriorating. Leaks in slate roofs usually are due to the deterioration of associated flashing and fasteners or due to wood deterioration surrounding hidden gutters or cornices.
12. Do not paint metal roofs or install new pre-coated metal roofs with bright colors. More appropriate colors would be shades of gray, dark green, or black. See Chapter X. Guidelines for Painting for further guidance.

HSF Recommendation: HSF understands the homeowner's challenge since the work is completed.

However, based upon the guidelines, the roofing material is not appropriate due to the contemporary/commercial appearance of the snap lock seams, the wavy corrugated pan, and the application of ridge caps on all of the hip ridges. The roof does not create the same appearance as a traditional, folded seam, flat pan standing seam metal roof. The modern, wide ridge caps appear as a commercial roofing application.

A traditional standing seam roof with flat pans and mechanically folded seams and ridges is historically appropriate for this house. This type of roof has been used in Staunton since the 19th Century and continues to be installed. A typical specification for traditional metal standing seam roofs:

- Distance between seams - 16" for Tern coated tin and copper - 24" for Galvanized metal - due to size of pan produced by manufacturer
- Height of finished standing seam - 1"
- Seams double folded and seamed
- Seams folded flat to roof at eave to minimize wind uplift and provide drip edge
- Seams also flattened at ridge to fold into ridge seam.

The Staunton Residential Historic District Guidelines are specific about snap lock roofing.

- # 5. *Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.*
- #10. *Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.*

Sample Motions:

I move for denial of the Certificate of Appropriateness. The proposed roofing is not compatible due to the use of wider snap lock seams, wavy corrugated pan, and ridge caps on the hip ridges. These features do not reflect the architectural design and features of a historic, traditional folded, standing seam metal roof.

The Staunton Residential Historic District Guidelines are specific about snap lock roofing.

5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.

#10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.

The proposed roofing material does not meet the intent of Secretary of Interior Standards number 6.

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.

The Secretary of Interior Guidelines further explain the Standards:

Replace

Replacing in kind an entire feature of the roof 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 can include a large section of roofing, or a dormer or chimney. If using the same kind of material is not technically or economically feasible, then a compatible substitute material may be considered.

Removing a feature of the roof that is unrepairable, such as a chimney or dormer, and not replacing it; or replacing it with a new feature that does not convey the same visual appearance.

J. Roof

One of the most important elements of a structure, the roof serves as the cover to protect the building from the elements. Its visibility, shape and materials make it one of the most important character-defining elements of a historic building. Good roof maintenance is critical for the roof's preservation and for the preservation of the rest of the structure.

Typical local historic roof materials include standing-seam metal and slate. The earliest buildings in Staunton's residential historic districts originally may have had wood shingle roofs, but because of fire risk, they were replaced with standing-seam metal roofs later in the 19th century. Many of the roofs of commercial buildings have sloped metal roofs. If the roof is hidden by a parapet wall, the roof may have been replaced with a built-up roof or a rubber membrane roof.

(cont.)

TECHNICAL INFORMATION

Preservation Brief #4

Roofing for Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/4-roofing.htm>

Preservation Brief #19

The Repair and Replacement of Historic Wooden Shingle Roofs

<https://www.nps.gov/tps/how-to-preserve/briefs/19-wooden-shingle-roofs.htm>

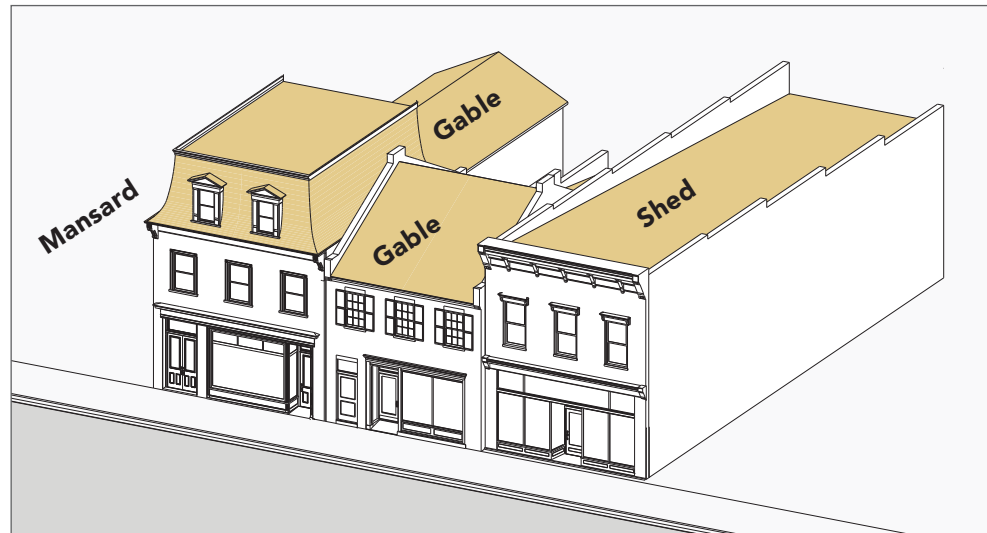
Preservation Brief #29

The Repair, Replacement, and Maintenance of Historic Slate Roofs

<https://www.nps.gov/tps/how-to-preserve/briefs/29-slate-roofs.htm>



Different roof shapes & forms often relate to the architectural style of the dwelling.



Commercial buildings have fewer roof forms depending on their shape & attachment to neighboring structures. Most tend to be sloping or flat.

GUIDELINES:

1. Retain original or historic roof materials, such as slate, standing-seam metal, or metal shingles, particularly when they are highly visible character-defining elements of the building.
2. Preserve original roof shapes and pitches.
3. Retain architectural features including chimneys, roof cresting, finials, dormers, cornices, and exposed rafter tails.
4. Repair of roof materials and elements should be made in kind with materials that duplicate the original materials.
5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.
6. Place solar collectors, satellite dishes, and other antennae on less visible locations of the roof.
7. Place roof-mounted mechanical equipment behind a parapet wall or a screen integral to the building's architectural design, or locate them in setback locations away from the edge of the roof to minimize their visibility. (ADD types of screening by code)

Inappropriate Treatments:

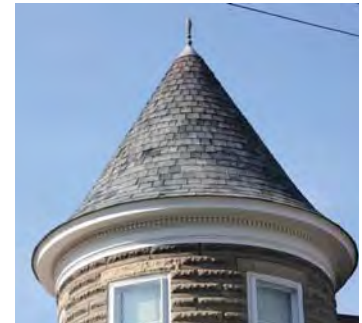
8. Do not change the historic roof material to asphalt shingles or other non-historic materials if the original or a close facsimile is available.
9. Do not add dormers, vents, and skylights to roof if viewable from a primary elevation. They should be placed inconspicuously on rear sections of the building.
10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide V-shaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.
11. Do not replace slate roofs if the material is not deteriorating. Leaks in slate roofs usually are due to the deterioration of associated flashing and fasteners or due to wood deterioration surrounding hidden gutters or cornices.
12. Do not paint metal roofs or install new pre-coated metal roofs with bright colors. More appropriate colors would be shades of gray, dark green, or black. See Chapter X. Guidelines for Painting for further guidance.



This complex metal shingle roof is a very visible & important element in this historic house's design. It has a central tower, peaked roof, connecting hipped roofs, & a hipped porch roof with a gable roof over the entry.



Ornate dormers are often found on the roofs of the Colonial Revival style.



The conical peaked roof of this tower is clad in slate shingles.



This is a rare example of a clay tile roof found in Staunton's districts.



Shed roof dormers often are a trademark feature of the bungalow style.

LOCATION/OWNERSHIP

Name of Structure _____

Street Address 208 North Market StreetPresent Owner(s) Christopher WrayMailing Address SamePresent Use Residence**LEGAL DESCRIPTION**Account No. 134674Assessor's Map No. 342Block & Lot Q-13Present Zoning R-4Accessible to Public No

Additional Surveys _____

Original Use ResidenceDate of Construction 1891Source of Date Deed Research

Date of Major Known Remodeling _____

Source of Date _____

Architect or Builder _____

PHYSICAL DESCRIPTIONNo. of Bays 2 No. of Stories 2Roof Type HipPorch Type 1 story across frontBuilding Materials: Clapboards ☒ Brick ☐ Stone ☐Stucco ☐ Shingles ☐ Board & Batten ☐

Other: _____

Notable Architectural Features: Bay on SE side;
brackets on cornice; porch wall addedDate 6/76 Surveyed By WTFPhotograph Roll No. 3652 Neg. No. 19

Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

NoneArchitectural Style ☐ orCharacteristics ☒ :Greek Revival ☐Gothic Revival ☐Stick Style ☐Italianate ☒Queen Anne ☐Chateausque ☐Romanesque Revival ☐Shingle Style ☐Colonial Revival ☐Beaux Arts ☐Vernacular ☐

Other _____

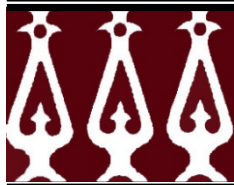


HISTORIC
STAUNTON
FOUNDATION

BOX 2534 STAUNTON - VIRGINIA 24401

ARCHITECTURAL INVENTORY

EVALUATION																																																							
Building Condition: Excellent ☐ (3) Good ☒ (2) Fair ☐ (1) Deteriorated ☐ (0)			Alteration of Original Design: None or Minor ☒ (3) Moderate ☐ (2) Considerable ☐ (1)	Importance to Neighborhood: Great ☐ (3) Moderate ☒ (2) Minor ☐ (1)																																																			
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MAJOR ALTERATIONS: rear section removed and back poarch added 1894-1899																																																							
DEED RESEARCH AND ADDITIONAL INFORMATION: July 11, 1892 W. F. Summerson sold to Wm. H. Fowle. Deed says Summerson built a frame dwelling after purchasing the land on August 28, 1891 DB 97/463 DB 53/243 DB 28/27 DB 16/170 DB 15/595 DB 11/344																																																							



Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

STAUNTON HISTORIC PRESERVATION COMMISSION HSF Recommendation

First Review July 18, 2019
Second Review – August 21, 2019

Certificate of Appropriateness
Install Roof Top Solar Panels
208 North Market Street
Stuart Addition Historic District

Existing Condition: Built in 1891, this is a two story, two bay frame residence with a hip roof. The roof is covered with standing seam metal and includes a central brick masonry chimney. Architectural details include a bracketed cornice, wood lap siding, and two over two, double hung sash windows. A single story front porch includes a hip roof, freeze band and Tuscan columns resting on a stucco-targeted base.

Proposed Work: See the application for specifications and plan drawings. The proposal is to install 11 solar panels on the house roof.

Discussion:

See: <https://www.ci.staunton.va.us/home/showdocument?id=1672>

XI. GUIDELINES FOR ENERGY CONSERVATION

A. Introduction.....	XI-1
B. Planning for Energy Conservation.....	XI-1
C. Energy Conservation Guidelines	XI-3
D. Alternative Energy Systems.....	XI-4

2. Alternative Energy Guidelines

- a. Solar panels and photovoltaic cells should be placed in locations with limited or no visibility—such as on a flat roof, a shallow-pitched roof, on a secondary roof slope, on a rear addition, behind a parapet wall of the primary building, or a nearby secondary building that may be less visible from a public right-of-way such as a garage, or a new garden shed, pergola or other similar building.
- b. Solar panels and photovoltaic cells should be installed in a manner that limits their impact on historic materials and features of the building. If located on site, limit the impact of the panels on the historic site features and character.
- c. Solar panels' installation should be set back from the edge of the roof to limit visibility.
- d. Solar panels' color should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.

The Secretary of the Interior's Standards for Rehabilitation:

http://www.nps.gov/history/hps/tps/standguide/rehab/rehab_standards.htm

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.
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.

August 21, 2019 - HSF continues the previous recommendation:

Recommendation: HSF recommends the approval of a COA if a physical demonstration indicates that the installation meets the guidelines.

- A. *“should be placed in locations with limited or no visibility”*
- B. *“should be installed in a manner that limits their impact on historic materials and features of the building”*
- C. *“should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”*

The roof top addition of solar panels can meet the guidelines if the installation has limited or no visibility, therefore having minimal impact on the historic character. This proposal is to install panels and associated hardware directly on the historic building. The application includes many details but needs to clarify what the actual appearance will be from city streets.

It appears the installation will extend approximately between 4” - 6” above the standing seam roof. The PV-3 drawings are not to scale as provided. When comparing the listed specifics with the drawing the individual components are not represented in scale with each other.

In order for the Commission to clearly understand the effect of the installation on the architectural character, it is recommended that flagging tape or other indicator be attached to the roof at the same size and height of the proposed solar panels. The commission members will need to visit the property before the meeting.

Being accurate with this demonstration is important so that all have a clear understanding of the visual effect of the proposed installation.

Sample motion: I move for approval of the Certificate of Appropriateness for installation of solar panels as proposed if the physical demonstration indicates that the installation meets the guidelines:

- A. *“should be placed in locations with limited or no visibility”*
- B. *“should be installed in a manner that limits their impact on historic materials and features of the building”*
- C. *“should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.”*

LOCATION/OWNERSHIP

Name of Structure _____

Street Address 208 North Market StreetPresent Owner(s) Christopher WrayMailing Address SamePresent Use Residence**LEGAL DESCRIPTION**Account No. 134674Assessor's Map No. 342Block & Lot Q-13Present Zoning R-4Accessible to Public No

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Original Use ResidenceDate of Construction 1891Source of Date Deed Research

Date of Major Known Remodeling _____

Source of Date _____

Architect or Builder _____

PHYSICAL DESCRIPTIONNo. of Bays 2 No. of Stories 2Roof Type HipPorch Type 1 story across frontBuilding Materials: Clapboards ☒ Brick ☐ Stone ☐Stucco ☐ Shingles ☐ Board & Batten ☐

Other: _____

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Significant Interior Details:

Unknown

Significant Outbuildings or Landscape Features:

NoneArchitectural Style ☐ orCharacteristics ☒ :Greek Revival ☐Gothic Revival ☐Stick Style ☐Italianate ☒Queen Anne ☐Chateausque ☐Romanesque Revival ☐Shingle Style ☐Colonial Revival ☐Beaux Arts ☐Vernacular ☐

Other _____



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1929	14	"																																																
Other:																																																		
ADDITIONAL MAP INFORMATION:	MAJOR ALTERATIONS: rear section removed and back porch added 1894-1899																																																	
DEED RESEARCH AND ADDITIONAL INFORMATION: July 11, 1892 W. F. Summerson sold to Wm. H. Fowle. Deed says Summerson built a frame dwelling after purchasing the land on August 28, 1891 DB 97/463 DB 53/243 DB 28/27 DB 16/170 DB 15/595 DB 11/344																																																		

XI. GUIDELINES FOR ENERGY CONSERVATION



A. Introduction

Conserving energy means making informed design choices that will lessen the impact of rehabilitation or new construction on the environment. When reusing an existing building, you are saving the embodied energy used in the manufacturing of its materials and the labor of its construction.

New building construction can use green design techniques learned from older buildings built before the era of central heating and air conditioning. These lessons can inform the siting, orientation, materials, and use of natural light among other decisions. The choice of sustainable, recycled, energy efficient, and high-quality materials from local sources can also reduce transportation costs, increase the permanence of the new building, and reduce overall environmental impacts.

New and ever-changing technology in the energy conservation industry is being used in both existing buildings and new construction. These advances will continue to improve the energy efficiency of our built environment. Historic buildings already rank among the best in terms of energy consumption, but we can always make improvements. The challenge in weatherizing historic buildings is to create a plan that assesses current conditions and then design and carefully implement a series of changes to continue to preserve the character and materials of the historic building.

Many of these original materials, and the buildings from which they are built, have a degree of permanence not always found in today's building materials and construction. Well-maintained historic materials are often repairable; brick or stone may need mortar repair, wood may need patching, and individual slates may need replacement, but they have already stood the time test of up to two centuries. Newer materials may not have such a lifespan and may be less able to be repaired, necessitating yet more replacement.

NOTE: While the HPC will review only the exterior of a project as it is visible from a public-right-of-way, the following information also deals with the interior of the historic building since many energy conservation issues relate to these areas.

(cont.)



This graphic is from National Trust for Historic Preservation in the 1970s during the energy crisis. It was the beginning of associating preserving existing buildings with energy conservation. The tag line for the illustration was, "It takes a gallon of gasoline to make eight bricks." The point was that there is a tremendous amount of already spent energy used to construct historic buildings. Therefore, they should be reused instead of being demolished & replaced with a new building, a process that would use much more energy.

B. Planning for Energy Conservation

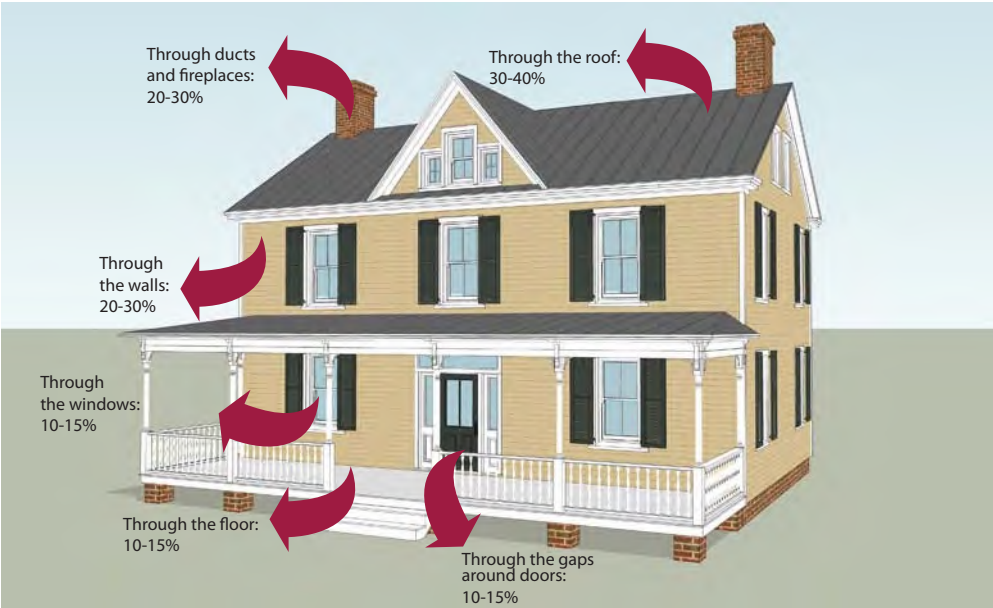
By understanding the way in which the building loses heat, it may be possible to reduce energy costs without a large investment of time or money. An energy audit evaluates the building’s current thermal performance and identifies deficiencies in the building’s envelope and in its systems. Using a blower door test and thermal imaging, an audit can provide specific areas that need improvement and suggest cost-effective phasing to reduce heat loss.

When planning changes, remember to keep in mind the character-defining elements and materials of the historic building, and attempt to minimize any negative impacts on them. Based on the audit, create a plan of action to address the three following areas: air leaks, insulation, and HVAC equipment. Also maximize the existing advantages that the historic building has in terms of its siting and construction.

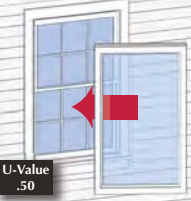
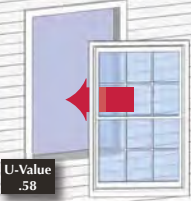
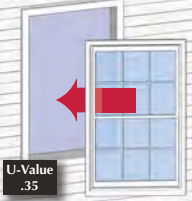
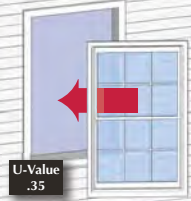
(cont.)



A blower door test is a critical step in an energy audit. It reduces air pressure in the building so that leaks can be found through temperature variations.



The most cost effective location to improve energy loss is by adding insulation to the attic.

			
U-Value .50	U-Value .38	U-Value .35	U-Value .35
Existing single-pane wooden window with storm window	Replacement of existing single-pane historic wooden window with double-pane thermal window	Replacement of existing single-pane historic wooden window with double-pane window with low-e glass	Replacement of existing single-pane historic wooden window and storm window with double-pane window with low-e glass
\$0 for existing window and \$50 for storm	\$450 for new window	\$550 for new window	\$550 for new window
Annual savings per window: \$13.20	Annual savings per window: \$11.07	Annual savings per window: \$16.10	Annual savings per window: \$2.29
Payback on investment: 4.5 years	Payback on investment: 40.5 years	Payback on investment: 34 years	Payback on investment: 240 years

Credit: Collingwood, NJ, Proud Neighborhoods of Collingwood and the Collingwood Historic Preservation Commission

The most cost effective way to improve energy loss through windows is to add a storm window to an existing historic window as shown in this chart.

C. Energy Conservation Guidelines

1. Add deciduous trees to the site to increase shading in the summer and increase sun absorption in the winter.
2. Retain original porches in their historic configurations to provide shade.
3. Retain and make operable existing wood shutters to reduce heat entering the structures and to reduce energy bills.
4. Take advantage of the patterns of window and door openings built before the invention of air conditioning that created cooling using cross ventilation.
5. Keep fireplace dampers closed when not in use, and install them where needed.
6. Install interior or exterior storm windows with existing wooden windows rather than replacing the windows.
7. Use fans and dehumidifiers to reduce the need for air conditioning.
8. Where historically appropriate, use lighter exterior paint colors to reflect heat.
9. Install sash locks on the meeting rail where the upper and lower sash meet to decrease any gap between them.
10. Caulk & install weather-stripping.
 - a. Install weather-stripping of spring bronze, felt, or new vinyl beading between doors and windows and their frames to prevent drafts and air leaks around the edges of windows and doorways.
 - b. Metal strips/plastic spring strips can be installed on rails and when space allows, between sash and jamb.
 - c. Caulk joints/seams around the edges of window frames to avoid moisture penetration.
 - d. Use rubber gaskets behind outlets and switch plates on exterior walls.
 - e. Replace deteriorated glazing putty on windows, and repaint to create a weathertight seal.
 - f. Caulk baseboards where they meet the floor.
 - g. Caulk any exterior wall penetrations such as plumbing, electrical, cable, and telephone installations.
 - h. Insulate around wall or window air conditioning units.
11. Insulate unconditioned attic spaces. Most heat loss occurs through the attic, not through doors and windows.
 - a. Ensure that there is a vapor barrier under attic insulation.
 - b. Use a combination of insulation batts and blown cellulose insulation to reach the R-38 to R-60 recommendation for attics in Virginia. (The R value is the measure of insulation's ability to resist heat travelling through it.)
 - c. Ensure that any attic vents are not blocked.
 - d. Seal any electrical boxes in the ceiling below, and install covers in the attic for any holes created by recessed lights.
 - e. Install removable insulation covers for attic fans, hatches, and pull-down attic stair openings.
12. Insulate unconditioned crawl spaces.
 - a. Add insulation batts to space between joists above crawl space.
 - b. Add two inches of rigid foam board around foundation walls.
 - c. Spray foam and seal area on sill plate and any openings.
 - d. Install plastic sheeting on the ground of the crawl space and glue to foundation sides under rigid board.
13. If the basement is a conditioned space, the walls should be insulated to at least a R-19 level.
14. Inspect the HVAC ducts for leaks, and seal them with insulation tape.
15. Insulate ducts, any water heaters, and hot water pipes, particularly where they travel through unconditioned space.
16. Inspect HVAC equipment annually.
17. Consider replacing older systems with newer, more energy-efficient units. Select a system that will minimize damage to existing historic features and finishes.

(cont.)

D. Alternative Energy Systems

1. Solar System Types

a. Photovoltaic (or PV System)

This system uses solar panels to convert sunlight into energy and usually consists of rows of modules or panels installed in a grid pattern on top of an existing roof.

b. Solar Shingles (or PV Shingles)

These solar cells are designed to look like conventional asphalt shingles, and there are various configurations, including a strip design of several shingles or a design that is sized like a conventional shingle.

c. Freestanding Panels or Panel Arrays

This system is located on the property’s site in a location away from the building and connected with underground wiring. It is ideally screened from prominent viewing and may be moved to optimal sunlight areas depending on the season.



Solar panels, recently installed on this Wharf building, are not very visible and have limited impact on historic fabric.

2. Alternative Energy Guidelines

- a. Solar panels and photovoltaic cells should be placed in locations with limited or no visibility—such as on a flat roof, a shallow-pitched roof, on a secondary roof slope, on a rear addition, behind a parapet wall of the primary building, or a nearby secondary building that may be less visible from a public right-of-way such as a garage, or a new garden shed, pergola or other similar building.

- b. Solar panels and photovoltaic cells should be installed in a manner that limits their impact on historic materials and features of the building. If located on site, limit the impact of the panels on the historic site features and character.
- c. Solar panels’ installation should be set back from the edge of the roof to limit visibility.
- d. Solar panels’ color should be compatible with the color of the existing roof in order to blend this new roof element with the existing roof as much as possible.
- e. Geothermal heat pumps should be installed in locations that do not negatively affect the historic character or features of the site. These systems offer many advantages of long-term lower operating costs, require less equipment space, provide better zone space conditioning, maintain better humidity levels, and are quieter since they don’t require external air compressors.
- f. Wind mills or turbines are not practical in Staunton’s historic districts since this region does not have high enough wind speeds, and the equipment’s visual impact could be overpowering to the existing historic district character.

TECHNICAL INFORMATION

Preservation Brief #3:

Improving Energy Efficiency in Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/3-improve-energy-efficiency.htm>

Preservation Brief #24:

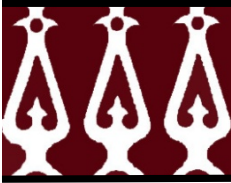
Heating, Ventilating, and Cooling Historic Buildings

<https://www.nps.gov/tps/how-to-preserve/briefs/24-heat-vent-cool.htm>

The Secretary of the Interior’s Standards for Rehabilitation

Illustrated Guidelines on Sustainability for Rehabilitation Historic Buildings

<https://www.nps.gov/tps/standards/rehabilitation/guidelines/index.htm>



Historic Staunton Foundation

20 South New Street

Staunton Virginia, 24401

www.historicstaunton.org

STAUNTON CITY COUNCIL

October 14, 2019

HSF Brief

Appeal of the HPC Decision for 208 North Market Street Already Installed New Roof and Proposed Solar Panel Installation Stuart Addition Historic District

Discussion:

Please read the reviews conducted for the Historic Preservation Commission. Finding of fact was completed for the reviews 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:

The appeal cover letter references the documents attached to an email between HSF and the homeowner. Upon a request made to Historic Staunton Foundation, information was provided to the homeowner in May of 2019. This information was not in reference to or part of a review for an application to the City of Staunton Historic Preservation Commission.

In 2016, HSF created a PowerPoint presentation for an education program about alternative energy and historic architecture. Ms. Crittenden asked for information about installing solar panels in a historic district. The presentation was provided to the homeowner to explain various parameters when considering solar panels. The presentation does not lead a viewer to the conclusion that panels in full view, covering a historic roof would be acceptable for any historic building or one located in a historic district. It does lead the viewer to consider placing solar installations in secondary locations, new buildings, carports etc.

Quote from the National Trust for Historic Preservation provided in the presentation:

*“Place solar panels in areas **that minimize their visibility from a public thoroughfare.** The primary façade of a historic building is often the most architecturally distinctive and publicly visible, and thus the most significant and character defining. To the greatest extent possible, **avoid placing solar panels on street-facing walls or roofs, including those facing side streets.** Installations below and behind parapet walls and dormers or on rear-facing roofs are often good choices.”*

“Solar panels should not require alterations to significant or character-defining features of a historic resource, such as altering existing roof lines or dormers.”

“Solar panels should be flush with—or mounted no higher than a few inches above—the existing roof surface. They should not be visible above the roofline of a primary façade.”

HPC Reviews:

The July review outlines how a solar installation is possible by following the guidelines. The applicant was encouraged to clearly demonstrate the appearance of the project. Including placing flagging tape on the roof to show the commission the location and view from the street. This is consistent with previous reviews provided for solar installation or any roof top addition.

While the roof was never marked for the commission, upon visual observation at the field trip, commission members realized the proposed location for the panel array is in full view from Market Street and Academy Street.

The guidelines are very clear:

- a. **Solar panels and photovoltaic cells should be placed in locations with limited or no visibility**—such as on a flat roof, a shallow-pitched roof, on a secondary roof slope, on a rear addition, behind a parapet wall of the primary building, or a nearby secondary building that may be less visible from a public right-of-way such as a garage, or a new garden shed, pergola or other similar building.

The August Review repeated the information and guidelines referenced in the July Review. The review was consistent and did not lead to an alternative conclusion.

The minimal information supplied with the continuance was essentially the same request for installation in a highly visible location. The photos provided by the applicant reinforced that the installation would be highly visibility. No request was made for replacing the roof. The material supplied for review did not provide clear explanations for the mounting distance from the roof or potential view of conduit and other equipment.

The September review focused upon the replacement of the standing seam metal roof. The solar panel installation had been previously reviewed and the information had not changed.

As outlined in the review the installed roof:

“is not appropriate due to the contemporary/commercial appearance of the snap lock seams, the wavy corrugated pan, and the application of ridge caps on all of the hip ridges. The roof does not create the same appearance as a traditional, folded seam, flat pan standing seam metal roof. The modern, wide ridge caps appear as a commercial roofing application.”

The installed roof does not meet the definition of replacing the roof with materials that have an in-kind appearance. As provided in the review:

The Staunton Residential Historic District Guidelines are specific about snap lock roofing.

5. Replace roof coverings when necessary by using new material that matches the original roof covering as closely as possible in composition, size, shape, color, and texture.

#10. Do not replace a deteriorated historic roof with a material that does not have the same visual qualities as the original. For example, some current pre-coated metal roofs are designed for new industrial buildings with wide Vshaped snap lock seams. This type of installation does not replicate a historic standing-seam roof that has a thin raised seam at the joints created by mechanically or hand-folding and locking the seam.

Since May of 2019, the applicant was wade aware of the Historic District Guidelines. The contractor was made aware of the guidelines as outlined in their cover letter for the appeal.

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.

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.



The National Trust for Historic Preservation, a privately funded nonprofit organization, works to save America's historic places.

<http://www.preservationnation.org/information-center/sustainable-communities/buildings/solar-panels/design-guidelines-for-solar.html#.Uz63MPWPIdU>

http://www.preservationnation.org/information-center/sustainable-communities/buildings/solar-panels/#.Vv_gLNm9Kc1

Design Guidelines for Solar Installations

The following considerations can **facilitate preservation boards and commissions in their review of solar panel requests** and provide a foundation for the adoption of local guidelines related to solar energy installations.

The **primary objective of preservation ordinances is to preserve historic properties**, so a preservation board should encourage project outcomes that **meet solar access requirements while maintaining the integrity of historic resources**. Consideration should always be given to solutions that protect historic features, materials, and spatial relationships with the visibility of all solar energy installations - including solar panels - minimized to the greatest extent possible.

<http://www.preservationnation.org/information-center/sustainable-communities/buildings/solar-panels/design-guidelines-for-solar.html#.Uz63MPWPIdU>



Locate solar panels on non-historic buildings and additions. If the site cannot accommodate solar panels and the project does not include new construction, consider placing solar panels on an existing, non-historic addition or accessory structure. This will minimize the impact of solar installation on the significant features of the historic resource and protect the historic fabric against alteration.

Place solar panels in areas that **minimize their visibility from a public thoroughfare**. The primary façade of a historic building is often the most architecturally distinctive and publicly visible, and thus the most significant and character defining. To the greatest extent possible, avoid placing solar panels on street-facing walls or roofs, including those facing side streets. **Installations below and behind parapet walls and dormers or on rear-facing roofs are often good choices.**

<http://www.preservationnation.org/information-center/sustainable-communities/buildings/solar-panels/design-guidelines-for-solar.html#.Uz63MPWPIIdU>

Locate solar panels on the site of a historic resource. If possible, **use a ground-mounted solar panel array**. Consider solutions that **respect the building's historic setting** by locating arrays in an inconspicuous location, such as a **rear or side yard**, low to the ground, and sensitively screened to further limit visibility. Care should be taken to respect the historic landscape, including both its natural (i.e. topography) and designed (i.e. materials) features.

Locate solar panels on new construction. In cases where **new buildings or new additions to historic buildings** are proposed and approvable, encourage the placement **of solar panels on the new construction**. To achieve overall compatibility with the historic building and its setting, consider solutions that **integrate the solar panel system in less visible areas** of the new design.

Avoid installations that would result in the permanent loss of significant, character-defining features of historic resources. Solar panels **should not require alterations to significant or character-defining features of a historic resource**, such as altering existing roof lines or dormers. Avoid installations that obstruct views of significant architectural features (such as overlaying windows or decorative detailing) or intrude on views of neighboring historic properties in an historic district.

Avoid solutions that would require or result in the removal or permanent alteration of historic fabric. Solar panel installations **should be reversible**. The use of **solar roof tiles, laminates, glazing**, and other technologies that require the removal of intact historic fabric or that permanently alter or damage such fabric must be avoided. Consider the type and condition of the existing building fabric for which solar panels installation is proposed, as well as the method of attachment and future removal. Minimizing the number of points of attachment, including the use of brackets, will avoid damaging historic fabric.

Require low profiles. Solar panels **should be flush with** – or mounted no higher than a few inches above – the **existing roof surface**. They **should not be visible above the roofline of a primary façade**.



Solar panels should not require alterations to significant or character-defining features of a historic resource, such as altering existing roof lines or dormers.



locating arrays in an inconspicuous location, such as a rear or side yard, low to the ground, and sensitively screened to further limit visibility.

East Beverley - back yards





Newtown – Institute Street and Jefferson

On flat roofs, set solar panels back from the edge. Because they are generally hidden from view, flat roofs can provide an ideal surface for solar panel arrays. To ensure that a solar installation is minimally visible, set the solar panels back from the roof's edge and adjust the angle and height of the panels as necessary.

Avoid disjointed and multi-roof solutions. Solar panels should be set at angles consistent with the slope or pitch of the supporting roof. For example, avoid solutions that would set panels at a 70 degree angle when the roof pitch is 45 degrees. In addition, solar panels should be located on one roof plane (as opposed to scattered among several roofs) and arranged in a pattern that matches the general shape and configuration of the roof upon which they are mounted.

Ensure that solar panels, support structures, and conduits blend into the surrounding features of the historic resource. The overall visibility and reflectivity of solar panels and their support structures can be substantially reduced if elements of the solar installation match the surrounding building fabric in color.

Low pitched roofs with parapet walls:

Locust Street and St. Clair - 1920's Garages





RESIDENTIAL
HISTORIC DISTRICT
DESIGN GUIDELINES
Staunton • Virginia

City of Staunton
Historic Preservation Commission



City adopted in 1996

#5 Place solar Collectors and antennae on non- character defining roofs or roofs of non-historic buildings



12 CORNICE AND ROOF



Cornice

The cornice occurs at the junction between the roof and the wall. On commercial buildings it may be a decorated classical projection or a flat decorative band within the wall material.

1. Keep the cornice well sealed and anchored, and maintain the gutter system and flashing.
2. Repair rather than replace the cornice. Do not remove elements such as brackets or blocks which are part of the original composition without replacing them with new ones of a like design.
3. Match materials, decorative details, and profiles of the existing original cornice design when making repairs.
4. Do not replace an original cornice with a new one that conveys a different period, style, or theme from that of the building. If the cornice is missing, the replacement should be based on physical or documented evidence, or barring, that be compatible with the original building.

Roof

One of the most important elements of a structure, the roof serves as the "cover" to protect the building from the elements. Good roof maintenance is absolutely critical for the roof's preservation and for the preservation of the rest of the structure.

Gable Roof

A gable roof is a pitched roof in the shape of a triangle.

Materials may be metal, slate, or asphalt shingles.



Hipped Roof

A hipped roof has slopes on all four sides.

Materials may be metal, slate, or asphalt shingles.



Complex Roof

A complex roof is a combination of hipped and gable forms and also may contain turrets or towers. Materials may be metal, slate, or asphalt shingles.



1. Retain elements such as chimneys, skylights, and light wells that contribute to the style and character of the building.
2. When replacing a roof, match original materials as closely as possible. Avoid, for example, replacing a standing seam metal roof with asphalt shingles, which would dramatically alter the building's appearance.
3. Slate is a historic roofing material found in the district. Before replacing slate with new slate, or a substitute material, make sure that it is the slate that is deteriorating and not the roof flashing or slate hangers. Buckingham slate used on many local structures should last approximately 175 years or longer and repairs may be possible instead of wholesale replacement. Rusted fasteners cause slates to slip and leaks to develop. Rehang slate with new fasteners. Pennsylvania slate lasts only approximately 75 years before it begins to delaminate; at that time it will need to be replaced. Since slate is so expensive when replacing an entire roof, in cases of extreme financial hardship consider using substitute materials such as artificial slate or possibly standing seam metal.
4. Keep metal surfaces painted (except for copper roofs) and use the appropriate primer for the particular type of metal roof.
5. Place solar collectors and antennae on non-character-defining roofs or roofs of non-historic adjacent buildings.
6. Do not add new elements such as vents, skylights, or additional stories that would be visible on the primary elevations of the building.

Staunton will need to adopt new Guidelines that better address Solar Installations while preserving our historic architecture

-many resources are available to help



The rapidly growing trend toward retrofitting homes to be more energy efficient has brought an increase in the number of applications for installing solar energy systems on buildings within locally designated historic districts. The increase in solar systems applications in recent years has prompted numerous local preservation commissions to hastily develop guidelines for them with varying degrees of success.

The following **Sample Guidelines for Solar Systems for Locally Designated Historic Properties** were developed in 2009 by Kimberly Kooles, NAPC support staff and revised by Caty Rushing in 2011. **They are intended to serve as a starting point for local preservation commissions developing their own guidelines for solar systems.**

NPS Guidelines - Tax Credits and Adoption for Localities

- <https://www.nps.gov/tps/sustainability/new-technology/solar-on-historic.htm>
- <http://www.nps.gov/tps/standards/applying-rehabilitation/its-bulletins/ITS52-SolarPanels.pdf>

Commercial/Condo

<http://257lafayette.com/building/> (I have been in this building - it is great!)

<http://buffalorising.com/2011/05/preservation-award-winner-257-lafayette-center/>

Completed in 2010, the three-story former Annunciation School and later Catholic Academy was converted into 18 two-bedroom and two one-bedroom loft units occupying the second and third floors, as well office space and a daycare center on the ground floor. The 34,320-square-foot brick building, originally built in 1928, was vacant for over four years until 257 Lafayette LLC, led by developer Karl Frizlen of The Frizlen Group and contractor Paul Johnson of Johnson & Sons, purchased the school building from the Archdiocese of Buffalo for \$200,000.

While the structure is not currently LEED (Leadership in Energy and Environmental Design) certified, much of the renovation efforts focused on adhering to LEED standards. A rooftop solar panel system provides a third of the buildings electrical power and a “green parking lot” irrigates a native plant garden with purified lot water runoff.

<http://www.sugarhilldetroit.com/green.html>

Videos – show both

<http://citylivingdetroit.wordpress.com/2011/03/26/71-garfield/>

<http://www.youtube.com/watch?v=kk8xIV1eodQ>

http://greenbuildingbrain.org/buildings/the_barn_at_fallingwater

Residential Improving the Building Envelope:

Building Science Approach:

<http://www.buildingscience.com/documents/bareports/ba-1205-attic-or-roof-evaluation-two-advanced-weatherization-packages/view?searchterm=BA-1205>

<http://www.buildingscience.com/documents/digests/bsd-139-deep-energy-retrofit-of-a-sears-roebuck-house-a-home-for-the-next-100-years>



Solar installation:

<http://www.energysage.com/project/5999/115-mariner-street/>

Example Projects - Case Studies and Links

Commercial/Condo

<http://buffalofts.com/locations/257-lafayette-avenue/>

(I have been in this building - it is great!)

<http://buffalorising.com/2011/05/preservation-award-winner-257-lafayette-center/>

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Videos - show both

<http://citylivingdetroit.wordpress.com/2011/03/26/71-garfield/>

<http://www.youtube.com/watch?v=kk8xIV1eodQ>

http://www.preservationnation.org/information-center/sustainable-communities/green-lab/additional-resources/West-Union_FINAL.pdf

Tech Resources

- [DSIRE Database](#) - DSIRE is a comprehensive source of information on state, local, utility and federal incentives and policies that promote renewable energy and energy efficiency. Established in 1995 and funded by the U.S. Department of Energy, DSIRE is an ongoing project of the N.C. Solar Center and the Interstate Renewable Energy Council.
- [Interstate Renewable Energy Council](#) - The Interstate Renewable Energy Council (IREC) is a premier resource for current information, education, credentialing and best practices regarding renewable energy. IREC is a non-profit organization creating renewable energy programs and policies targeted at the adoption of uniform guidelines, standards and quality assessment.

<http://wparks.com/dovetail-construction>

Dovetail Construction – Richmond Virginia

Formerly an electric railway car barn built in 1907

Added to the National Register of Historic places and rehabbed to accommodate State and Federal tax credits.

It was designed and built to accommodate sustainable practices and the guidelines for historic renovation.

Sustainable building processes, materials, and finishes were used throughout. **Currently the project is owner occupied, achieving a net zero energy use, and pursuing LEED Platinum certification.**



Free standing solar panels in an historic industrial setting





Municipalities

- Eureka Springs, Arkansas - [Design Guidelines for 'Solar and Other Energy Conservation Equipment' \(PDF\)](#)
- Boulder, Colorado - [Green Building and Green Points Booklet](#)
- Breckenridge, Colorado - [Solar Panel Policy](#) for Conservation District
- Alexandria, Virginia - [Design Guidelines for Solar Panels](#)
- Santa Monica, California - [Ordinance](#) which streamlined review of solar applications
- Montgomery County, Maryland - [Design Guidelines for Solar Panels](#)
- Howard County, Maryland - [Guidelines for Solar Panels in Historic District](#)

Articles

- NAPC - ["Solar Panels in Historic Districts" \(PDF\)](#)
- NAPC - ["A Sustainability Framework for Local Consideration of Alternative or Substitute Materials, Pt. II" \(PDF\)](#)
- NTHP - ["Adapting Historic District Guidelines for Solar & Other Green Technologies" \(PDF\)](#)
- Jennifer Kuntz - ["A Guide to Solar Panel Installation at Grand Central Terminal: Creating a Policy of Sustainable Rehabilitation in Local and National Historic Preservation Law"](#)
- Sara Bronin - ["Solar Rights"](#)

Energy Districts - West Union Iowa!

http://www.preservationnation.org/information-center/sustainable-communities/green-lab/additional-resources/West-Union_FINAL.pdf

*Among the renovations, a new courthouse plaza will be constructed in the town square, which serves as a gathering place for local festivals and community activities. **Sidewalk amenities and high-efficiency LED lighting will make the business district more "pedestrian friendly."** Natural limestone quarried from the local area is being incorporated into the rustic design, Bostrom said.*

*The **geothermal heating and cooling district will draw upon 180 vertical wells drilled underneath the courthouse square and in a city park not far away.** Grant funds will enable up to **60 downtown buildings to receive free stub lines to the system.** The city will provide the well field construction, the distribution piping, the heat transfer media, zone piping and the system's valves and meters. **Business owners will be responsible for individual heat pumps, ductworks and the piping for isolation valves.***

*Bostrom said the two utilities that serve West Union - **Black Hills Energy and Alliant Energy** - have partnered with the city to provide rebates for various energy-efficiency improvements in the district, and the businesses have agreed to share their energy consumption data with project staff to measure the results of the pilot. **The "closed-loop" system is expandable and could go citywide if future expansion is desired and affordable,** she said.*

The city has yet to decide whether it will operate as its own utility or if the system will be leased to an outside management company. The system is expected to go live in December 2012.

There are many ways to generate power and to reduce our power usage.

Reduction (Reduced Reuse Recycle) is the first step. As Joe pointed out, their company utilizes a full energy audit and upgrade of building envelope before moving forward with an installation.

- Solar
 - Thermal
 - Photovoltaic
- Ground source heat pumps
- Mini wind turbines that are nearly silent
- Parabolic mirrors and steam turbines.

All can be on individual properties or in a district energy setting.

How does all of this effect our historic neighborhoods? How does it impact historic architecture, our sense of place and authenticity?

Challenge – can we begin by taking a well-designed visual survey of our historic neighborhoods and identify best case scenarios and develop guidelines and prescriptions based upon a local survey?



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REVISIONS		
DESCRIPTION	DATE	REV

Signature with Seal

DATE: 06/13/2019

PROJECT NAME & ADDRESS

FRANCIS T. CRITTENDEN
RESIDENCE
208 N MARKET ST
STAUNTON, VA 24401

DESIGNED BY

PHS

SHEET NAME

EQUIPMENT
SPECIFICATION

SHEET SIZE

ANSI B
11" X 17"

SHEET NUMBER

PV-11









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CITY COUNCIL



AGENDA BRIEFING

Staunton, VA

Meeting Date:	October 24, 2019	City Manager Steve Rosenberg
Item #	B	
Ordinance #		
Department:	City Manager’s Office	
Council Vision:	Education Responsive, Efficient Government	
Subject:	Presentation by Mary Baldwin University	

Background: Pamela Fox, President of Mary Baldwin University, will attend the Council meeting to provide an update on the university.

City Manager's Recommendation: Not applicable.

Suggested Motion: Not applicable.

City Manager: Steven L. Rosenberg